

**TSR**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**January 11, 2023**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**

**LETTER**

**TSR Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889**

January 4, 2023

Board of Supervisors  
TSR Community Development District

<p><b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>
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Dear Board Members:

The Board of Supervisors of the TSR Community Development District will hold a Regular Meeting on January 11, 2023 at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments [3 minutes per person]
3. Acceptance of Resignation of Supervisor Tim Green; Seat 4 (*Term Expires November 2024*)
4. Consider Appointment to Fill Unexpired Term of Seat 4
  - A. Administration of Oath of Office to Newly Appointed Supervisor (*the following will be provided in a separate package*)
    - I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - II. Membership, Obligations and Responsibilities
    - III. Financial Disclosure Forms
      - a. Form 1: Statement of Financial Interests
      - b. Form 1X: Amendment to Form 1, Statement of Financial Interests
      - c. Form 1F: Final Statement of Financial Interests
    - IV. Form 8B: Memorandum of Voting Conflict
  - B. Consideration of Resolution 2023-03, Designating Certain Officers of the District, and Providing for an Effective Date
5. Consideration of Letter Agreement for Mitigation Area Conveyance and Maintenance
6. Discussion: Sunscape Consulting Landscaping Projects for Fiscal Year 2022/2023
  - A. Soil Treatments and Pruning for Albritton Park [\$36,295] & [\$5,900]

- B. Fall Tree Pruning and Soil Treatments for Various Locations [\$30,950] & [\$39,027]
  - C. Spring Tree Pruning and Soil Treatments for Various Locations [\$28,159] & [\$22,027]
  - D. Tree Pruning for Huckleberry Pond and West Side of Cunningham Park [\$14,500]
7. Consideration of Down to Earth, Estimate #30688 for Zoysia Sod, Parcel B Turf Loss -Tallfield Lane [\$10,780]
8. Consideration of Proposals for Tree Care at Cunningham Park
- A. The Davey Tree Company [\$17,200]
  - B. BrightView Tree Care Services [\$15,000]
9. Consideration of Cornerstone Proposal for Woods Rider Loop Project [\$11,719]
10. Consideration of Responses to RFQ for Engineering Services
- A. Affidavit/Proof of Publication
  - B. RFQ Package
  - C. Respondents
    - I. Johnson Engineering, Inc.
    - II. Lighthouse Engineering, Inc.
  - D. Competitive Selection Criteria/Ranking
  - E. Award of Contract
11. Discussion: Memorandum Regarding Public Records Retention
- A. Consideration of Resolution 2023-04, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; and Providing for Severability and an Effective Date
12. Consideration of Rose Paving, LLC Proposal OPP-22-022046 for Sidewalk & Asphalt Repair [\$9,665.06]
13. Consideration of Shenandoah General Construction Co. Proposals
- A. P28087 Chain Pass [\$14,975]
  - B. P28088 Villamore Lane [\$1,653.75]
14. Consideration of LMP Proposal for Maintenance Services on Lake Blanche ROW (*to be provided under a separate cover*)

- 15. Welcome Center Update
- 16. Consideration of Natural Trailbuilding Proposals
  - A. #00016 for Bike Park Maintenance
  - B. #00018 for Bike Park Repairs
- 17. Acceptance of Unaudited Financial Reports as of November 30, 2022
- 18. Approval of November 29, 2022 Regular Meeting Minutes
- 19. Action & Completed Items
- 20. Staff Reports
  - A. District Counsel: *Kutak Rock, LLP*
  - B. District Engineer: *Heidt Design, LLC*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: February 8, 2023 at 5:00 p.m.

- QUORUM CHECK

Seat 1	David Deenihan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 2	Frank Stalzer	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 3	Jason Silber	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 5	Mary Comella	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- D. Lifestyle Director & Amenity Manager: *WTS International*
- E. Operations Manager: *Wrathell, Hunt and Associates, LLC*
- 21. Supervisors' Requests
- 22. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.  
 District Manager

# **TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

# **3**

**NOTICE OF TENDER OF RESIGNATION**

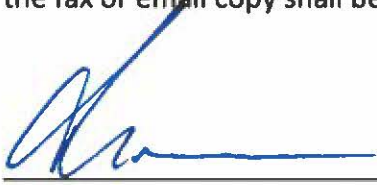
To: Board of Supervisors  
TSR Community Development District  
Attn: Chesley E Adams, Jr., District Manager  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

From: Timothy GREEN  
Printed Name

Date: 12/2/22  
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *TSR Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and  personally presented at a duly noticed meeting of the Board of Supervisors,  scanned and electronically transmitted to [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com) or  faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

  
\_\_\_\_\_  
Signature

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**4B**



**RESOLUTION 2023-03**

**A RESOLUTION OF THE TSR COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Board of Supervisors of the TSR Community Development District desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TSR COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown:

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_

Secretary **Chesley (Chuck) E. Adams**

Treasurer **Craig Wrathell**

Assistant Secretary \_\_\_\_\_

Assistant Secretary \_\_\_\_\_

Assistant Secretary \_\_\_\_\_

Assistant Secretary **Craig Wrathell**

Assistant Treasurer **Jeffrey Pinder**

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**PASSED AND ADOPTED** this 11th day of January, 2023.

**ATTEST:**

**TSR COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

# **TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

# **5**

October 5, 2022

TSR Community Development District  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431  
Attention: Chuck Adams, District Manager

Re: TSR Community Development District (the "District") - Letter Agreement for Mitigation Area Conveyance and Maintenance

Dear Mr. Adams,

In conjunction with the WS-TSR LLC's ("WS-TSR") construction of certain mitigation areas (the "Mitigation Area") depicted in **Attachment A**, (the "Mitigation Area") pursuant to the Temporary Construction Easement recorded in the Official Record Book 10416 Page 809 of Pasco County we would like to address certain items regarding transfer of maintenance responsibilities of the Mitigation Area and its ongoing maintenance and monitoring as required pursuant to the Southwest Florida Water Management District ERP #43028893.077 (the "Permit").

Toward that end, pursuant to the Permit there are ongoing monitoring and maintenance requirements (the "Permit Monitoring and Maintenance") which WS-TSR proposes to provide the District with \$22,500.00 to perform the Permit Monitoring and Maintenance as outlined in **Attachment B**. The District shall use such funds to conduct Permit Monitoring and Maintenance upon execution of this agreement. Should Permit Monitoring and Maintenance exceed the amount provided to the District, District may provide an accounting of use of funds and any additional invoices to WS-TSR as a request for additional funds. WS-TSR agrees to provide any necessary additional funds to District within 30 days of receipt of request and accounting. Upon acceptance of the Mitigation Area, the District shall own and maintain such area in full compliance with the Permit requirements and any other governmental requirements.

WS-TSR requests that you bring this matter to the board of supervisors of the District (the "Board") at its next meeting for its consideration. Should the Board be agreeable to the terms described herein, please request execution of this letter agreement ("Letter Agreement") for our records.

Sincerely,

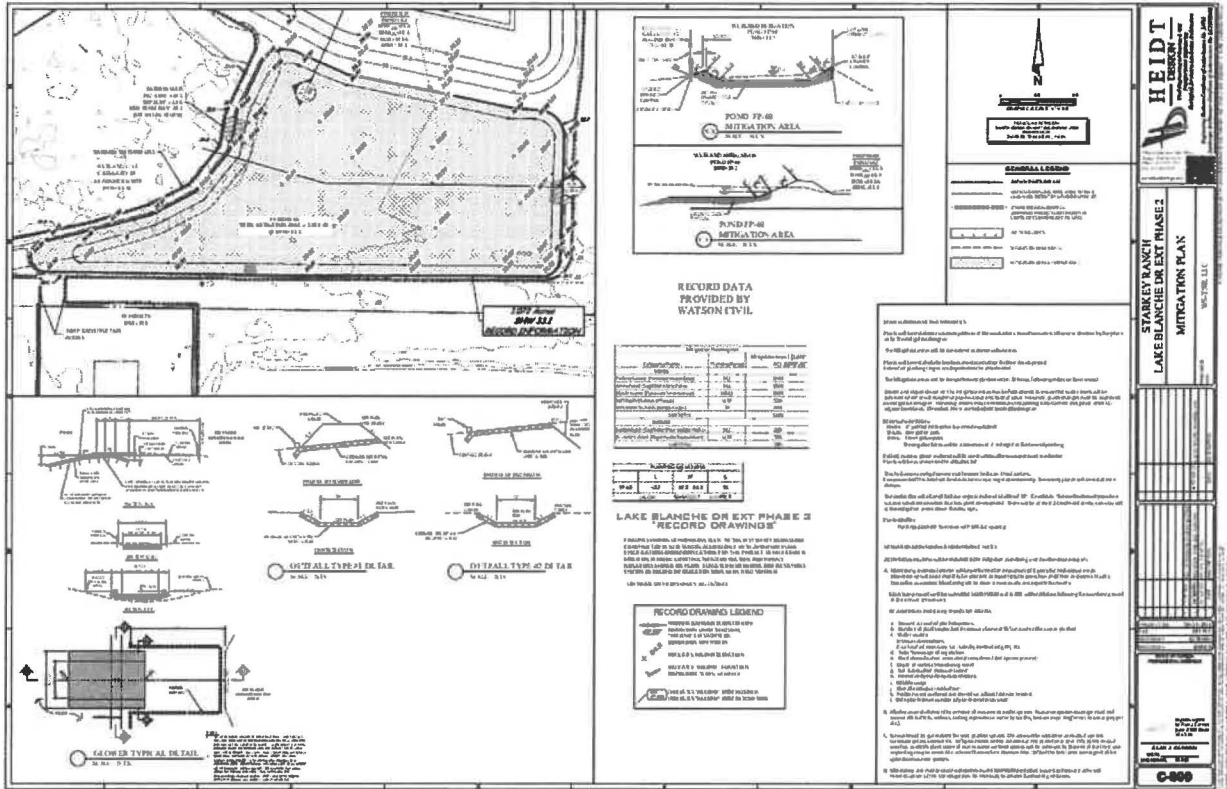
  
\_\_\_\_\_  
By: Reed Berlinsky

Its: *Authorized Signatory*  
WS-TSR, LLC

Accepted and authorized by:

\_\_\_\_\_  
By: Chairperson  
TSR Community Development District

# Attachment A





**Attachment B**

**Florida Natives Nursery, Inc.**  
**4115 Native Garden Drive**  
**Plant City, Florida 33565**

813-754-1900

# PROPOSAL

Date	Proposal #
9/29/2021	9562

Starkey Ranch  
 /Lake Blarcho Dr  
 Exit Phase 2, Florida

			Project
			Mitigation Plan
Description	Qty	Cost	Total
SEMI ANNUAL-Monitoring with reports submitted to SWFWMD and to COE within 30 days following monitoring event at the annual anniversary ..	10	750.00	7,500.00
Quarterly Mitigation Maintenance: FORESTED Mitigation maintenance includes manual, mechanical, and herbicide maintenance controls of nuisance/invasive vegetation.	20	750.00	15,000.00
		0.00	0.00

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**6A**





The Davey Tree Expert Company  
 123 Atlantic Dr Suite 111  
 Maitland, FL 32751-3370  
 Phone: (407) 331-8020 Fax: (407) 331-4883  
 Email: Ben.Wasielewski@davey.com




Client	Service Location	7/27/2022
TSR CDD Peter Soety 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	Albritton Park 2500 Heart Pine Ave Odessa, FL 33556-3462	Proposal #: 20004068-1658945396 Account #: 7890952 Mobile: (407) 489-7919 Fax: (407) 804-1155 Email: psoety@sunscapeconsulting.com

Fertilization/SoilCare	Service Period	Price	Tax	Total
<input type="checkbox"/> Arbor GreenPro + Biochar (*) All Oaks in Park		\$36,295.00		\$36,295.00
<b>Total of All Services</b>		<b>\$36,295.00</b>	<b>\$0.00</b>	<b>\$36,295.00</b>

(\* Please note these services continue year after year. By signing you agree to the terms appended to this form.

Yes, please schedule the services marked above.

**ACCEPTANCE OF PROPOSAL:** The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.


Ben Wasielewski  


---

Ben Wasielewski
Authorization
Date

**AUTOMATIC RENEWAL OF SERVICES:** Evergreen, or automatic renewal, is applicable to those services indicated in the contract. Except in New York, California and Connecticut, by signing, I agree that next year and continuing every year thereafter, the company will automatically perform and I will pay for the services outlined in this contract without the need for further action or confirmation on my part. The company will send me a reminder notification each year which will include any price changes. The company will make suggested service/treatment changes which I can receive by notifying the company to perform these services. If I add, change or cancel any contracted services, it is my responsibility to inform the company of these changes or cancellation in writing prior to the scheduled service being performed.

## Client Guarantee

We use quality products that are administered by trained personnel. We guarantee to deliver what we have contracted to deliver. If we do not, we will work with you until you are satisfied, or you will not be charged for the disputed item. Our Client Care Guarantee demonstrates our commitment to creating lifelong client relationships.

## Tree Care

**PRUNING:** Performed by trained arborists using industry and Tree Care Industry Association (TCIA) approved methods.

**TREE REMOVAL:** Removal to within 6" of ground level and cleanup of debris.

**STUMP REMOVAL:** Mechanical grinding of the visible tree stump to at or just below ground level. Stump area will be backfilled with stump chips and a mound of remaining chips will be left on site unless otherwise stated in the contract. Chip removal, grading and soil backfill are available.

**CLEAN-UP:** Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

**CABLING/BRACING:** Cabling and bracing of trees is intended to reduce damage potential. It does not permanently remedy structural weaknesses, is not a guarantee against failure and requires periodic inspection.

## Tree and Shrub Fertilization/SoilCare

Your arborist will assess your property's overall soil conditions either through physical assessment or through soil testing and will recommend a soil management program to help the soil become a better medium to enable healthy plants to thrive or unhealthy plants to regain their vitality. SoilCare programs will include fertilizers, organic humates, fish emulsions and other organic soil conditioners.

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is hydraulically injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insects and diseases, greater tolerance to drought stress, increased vitality, and healthier foliage.

## Tree and Shrub Plant Health Care

**PRESCRIPTION PEST MANAGEMENT:** Customized treatments to manage disease and insect problems specific to plant variety and area conditions. Due to the short term residual of available pesticides, repeat applications may be required.

**INSECT MANAGEMENT:** Inspection and treatment visits are scheduled at the proper time to achieve management of destructive pests. Pesticides are applied to label specifications.

**DISEASE MANAGEMENT:** Specific treatments designed to manage particular disease problems. Whether preventative or curative, the material used, the plant variety being treated, and the environmental conditions all dictate what treatment is needed.

EPA approved materials will be applied in accordance with State and Federal regulations.

## Lawn Care

**FERTILIZER AND MECHANICAL SERVICES:** Balanced fertilizer treatments applied throughout the growing season help provide greener turf color and denser root development. To help bring about a better response to these applications, we also provide aerification, lime, overseeding, and lawn renovation.

**WEED CONTROL AND PEST MANAGEMENT:** Broadleaf weed control is applied either as a broadcast or a spot treatment. Granular weed management may be broadcast. We also offer pre-emergent crabgrass management in the spring and, if needed, a post emergent application later in the year. Our surface insect management is timed to reduce chinch bugs, sod webworms, and billbugs. We also offer a grub management application. Disease management materials and treatments are matched to particular disease problems. This usually requires repeat applications.

## Other Terms and Contract Conditions

**INSURANCE:** Our employees are covered by Worker's Compensation. The company is insured for personal injury and property damage liability. Proof of insurance can be verified by requesting a copy of our Certificate of Insurance.

**WORKING WITH LIVING THINGS:** As trees and other plant life are living, changing organisms affected by factors beyond our control, no guarantee on tree, plant or general landscape safety, health or condition is expressed or implied and is disclaimed in this contract unless that guarantee is specifically stated in writing by the company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under all circumstances. Trees can be managed but not controlled. When elevated risk conditions in trees are observed and identified by our representatives and a contract has been signed to proceed with the remedial work we have recommended, we will make a reasonable effort to proceed with the job promptly. However, we will not assume liability for any accident, damage or injury that may occur on the ground or to any other object or structure prior to us beginning the work. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, tree assessment will not include investigations to determine a tree's structural integrity or stability. We may recommend a Risk Assessment be conducted for an additional charge.

**TREE CARE STANDARDS:** All work is to be performed in accordance with current American National Standards Institute (ANSI) Standard Practices for Tree Care Operations.

**OWNERSHIP OF TREES/PROPERTY:** Acceptance constitutes a representation and warranty that the trees and property referenced in this quote are either owned by the signee or that written permission has been received to work on trees which are not on the signee's property.

**TIME & MATERIAL (T&M):** Jobs performed on a T&M basis will be billed for the time on the job (not including lunch break), travel to and from the job, and materials used.

**BILLING & SALES TAX:** All amounts deposited with us will either be credited to your account or applied against any amounts currently due. Our invoices are due net 30 days from invoice date. Services may be delayed or cancelled due to outstanding account balances. Sales tax will be added as per local jurisdiction. Clients claiming any tax exempt status must submit a copy of their official exempt status form including their exemption number in order to waive the sales or capital improvement tax.

**PAYMENT:** We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

**UNDERGROUND PROPERTY:** We are not responsible for any underground property unless we have been informed by you or the appropriate underground location agency.

**SCHEDULING:** Job scheduling is dependent upon weather conditions and work loads.



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**PAYMENT:** We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

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**SCHEDULING:** Job scheduling is dependent upon weather conditions and work loads.

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**6B**

Client	6/30/2022
TSR CDD Peter Soety 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	Proposal #: 20004068-1656357605 Account #: 7890952 Mobile: (407) 489-7919 Fax: (407) 804-1155 Email: psoety@sunscapeconsulting.com

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Pruning Rangeland - right of ways and Roundabouts -from Esplanade to Cattle Gap Trl. : For 141 Oaks and 54 Maples Structural Canopy pruning, elevate where needed, moss removal close to 75%, remove dead/broken branches and 1.5" and greater deadwood. Clean up wood debris and haul from site.	October	\$14,625.00		\$14,625.00
<input type="checkbox"/> Tree Pruning Heart Pine Entry: Heart Pine Ave and Publix Entrance: Prune 60 Oaks : Structural Canopy pruning, elevate where needed, moss removal close to 75%, remove dead/broken branches and 1.5" and greater deadwood. Clean up wood debris and haul from site.	October	\$4,500.00		\$4,500.00
<input type="checkbox"/> Tree Pruning Heart Pine Park: 34 Oaks and 34 Elms Structural Canopy pruning, elevate where needed, moss removal close to 75%, remove dead/broken branches and 1.5" and greater deadwood. Clean up wood debris and haul from site.	October	\$5,100.00		\$5,100.00
<input type="checkbox"/> Tree Pruning Lake Blanche Circle: 7 Maples Structural Canopy pruning, elevate where needed, moss removal close to 75%, remove dead/broken branches and 1.5" and greater deadwood. Clean up wood debris and haul from site.	October	\$525.00		\$525.00
<input type="checkbox"/> Demossing (*) Option 1: 5 large Live Oaks in Homestead Park. Remove 40-50% (but only while we are completing other work there on the property) Haul debris from site		\$3,700.00		\$3,700.00
<b>Plant Health Care</b>	<b>Service Period</b>	<b>Price</b>	<b>Tax</b>	<b>Total</b>
<input type="checkbox"/> Foliage Treatment (*) Option 2: Spray trees with CuPro. (copper sulfate) (price is only good while we are completing other work there on the property)		\$2,500.00		\$2,500.00
<b>Total of All Services</b>		<b>\$30,950.00</b>	<b>\$0.00</b>	<b>\$30,950.00</b>

(\* Please note these services continue year after year. By signing you agree to the terms appended to this form.

Yes, please schedule the services marked above.



The Davey Tree Expert Company  
 123 Atlantic Dr Suite 111  
 Maitland, FL 32751-3370  
 Phone: (407) 331-8020 Fax: (407) 331-4883  
 Email: Ben.Wasielewski@davey.com



Client	6/30/2022
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**ACCEPTANCE OF PROPOSAL:** The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

<i>Ben Wasielewski</i>		
Ben Wasielewski	Authorization	Date

**AUTOMATIC RENEWAL OF SERVICES:** Evergreen, or automatic renewal, is applicable to those services indicated in the contract. Except in New York, California and Connecticut, by signing, I agree that next year and continuing every year thereafter, the company will automatically perform and I will pay for the services outlined in this contract without the need for further action or confirmation on my part. The company will send me a reminder notification each year which will include any price changes. The company will make suggested service/treatment changes which I can receive by notifying the company to perform these services. If I add, change or cancel any contracted services, it is my responsibility to inform the company of these changes or cancellation in writing prior to the scheduled service being performed.

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## Tree Care

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## Tree and Shrub Fertilization/SoilCare

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## Tree and Shrub Plant Health Care

**PRESCRIPTION PEST MANAGEMENT:** Customized treatments to manage disease and insect problems specific to plant variety and area conditions. Due to the short term residual of available pesticides, repeat applications may be required.

**INSECT MANAGEMENT:** Inspection and treatment visits are scheduled at the proper time to achieve management of destructive pests. Pesticides are applied to label specifications.

**DISEASE MANAGEMENT:** Specific treatments designed to manage particular disease problems. Whether preventative or curative, the material used, the plant variety being treated, and the environmental conditions all dictate what treatment is needed.

EPA approved materials will be applied in accordance with State and Federal regulations.

## Lawn Care

**FERTILIZER AND MECHANICAL SERVICES:** Balanced fertilizer treatments applied throughout the growing season help provide greener turf color and denser root development. To help bring about a better response to these applications, we also provide aerification, lime, overseeding, and lawn renovation.

**WEED CONTROL AND PEST MANAGEMENT:** Broadleaf weed control is applied either as a broadcast or a spot treatment. Granular weed management may be broadcast. We also offer pre-emergent crabgrass management in the spring and, if needed, a post emergent application later in the year. Our surface insect management is timed to reduce chinch bugs, sod webworms, and billbugs. We also offer a grub management application. Disease management materials and treatments are matched to particular disease problems. This usually requires repeat applications.

## Other Terms and Contract Conditions

**INSURANCE:** Our employees are covered by Worker's Compensation. The company is insured for personal injury and property damage liability. Proof of insurance can be verified by requesting a copy of our Certificate of Insurance.

**WORKING WITH LIVING THINGS:** As trees and other plant life are living, changing organisms affected by factors beyond our control, no guarantee on tree, plant or general landscape safety, health or condition is expressed or implied and is disclaimed in this contract unless that guarantee is specifically stated in writing by the company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under all circumstances. Trees can be managed but not controlled. When elevated risk conditions in trees are observed and identified by our representatives and a contract has been signed to proceed with the remedial work we have recommended, we will make a reasonable effort to proceed with the job promptly. However, we will not assume liability for any accident, damage or injury that may occur on the ground or to any other object or structure prior to us beginning the work. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, tree assessment will not include investigations to determine a tree's structural integrity or stability. We may recommend a Risk Assessment be conducted for an additional charge.

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**TIME & MATERIAL (T&M):** Jobs performed on a T&M basis will be billed for the time on the job (not including lunch break), travel to and from the job, and materials used.

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**PAYMENT:** We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

**UNDERGROUND PROPERTY:** We are not responsible for any underground property unless we have been informed by you or the appropriate underground location agency.

**SCHEDULING:** Job scheduling is dependent upon weather conditions and work loads.



Client	6/29/2022
TSR CDD Peter 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	Proposal #: 20004068-1656522118 Account #: 7890952 Mobile: (239) 989-2939 Email: psoety@sunscapeconsulting.com

Fertilization/SoilCare	Service Period	Price	Tax	Total
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Whifield Park: 12 Oaks and 31 Maples	October	\$3,061.00		\$3,061.00
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Rangeland - right of ways and Roundabouts -from Esplanade to Cattle Gap Trl. - Deep Root fertilize and Soil Aeration : For 141 Oaks and 54 Maples	October	\$10,192.00		\$10,192.00
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Homestead Park - Deep Root fertilize and Soil Aeration : (Not to include gravel / hardscape areas) 1) North Oak by Pool fence 2) Live Oak East Side by Gravel Path 3) Live Oak in Center of Park area 4) Live Oak Southeast Corner of Park (with petrified limb on ground) 5) Live Oak along fence South perimeter fence 6) Laurel Oaks (2) and Live Oaks (2) by covered Pavilion and swing set area. 7) Magnolia at SW corner of Park area NOTE: Proposal includes use of developer / builders onsite water meter/pump/ spicket to fill application tanks.	October	\$5,071.00		\$5,071.00
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Cunningham Park - Deep Root fertilize and Soil Aeration : to the available grass and landscape / mulch beds for the following Oak stands: 1) Oaks directly West of Pavilion 2) Large Oak stand West of parking lot 3) Oaks directly around swing set area 4) Oak stand directly next to lakeside just West of swing set area. 5) Oak stand North of Clubhouse across lake 6) Young Oaks in parking lot and along entry road from roundabout. NOTE: Proposal includes use of developer / builders onsite water meter/pump/ spicket to fill application tanks.	October	\$9,367.00		\$9,367.00
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Deep Root fertilize and Soil Aeration: Long Spur (from Rangeland to just East of Heart Pine Park) and Heart Pine (from main entry to Heart Pine Park) - Right of ways and roundabouts. 83 Oaks and Maples	October	\$4,316.00		\$4,316.00
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Deep Root fertilize and Soil Aeration: Heart Pine Entry: Heart Pine Ave and Publix Entrance: Prune 60 Oaks	October	\$3,120.00		\$3,120.00
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Deep Root fertilize and Soil Aeration: Lake Blanche Cir.: 7 Maples This price is only good if done with Rangeland Arbor GreenPro + Biochar	October	\$364.00		\$364.00
<input type="checkbox"/> Arbor GreenPro + Biochar (*) Deep Root fertilize and Soil Aeration: Heart Pine Entry: 34 Oaks and 34 Elms	October	\$3,536.00		\$3,536.00
<b>Total of All Services</b>		<b>\$39,027.00</b>	<b>\$0.00</b>	<b>\$39,027.00</b>




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(\* Please note these services continue year after year. By signing you agree to the terms appended to this form.

Yes, please schedule the services marked above.

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	<i>Ben Wasielewski</i>		
	Ben Wasielewski	Authorization	Date

**AUTOMATIC RENEWAL OF SERVICES:** Evergreen, or automatic renewal, is applicable to those services indicated in the contract. Except in New York, California and Connecticut, by signing, I agree that next year and continuing every year thereafter, the company will automatically perform and I will pay for the services outlined in this contract without the need for further action or confirmation on my part. The company will send me a reminder notification each year which will include any price changes. The company will make suggested service/treatment changes which I can receive by notifying the company to perform these services. If I add, change or cancel any contracted services, it is my responsibility to inform the company of these changes or cancellation in writing prior to the scheduled service being performed.

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**CLEAN-UP:** Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

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**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**6C**



Client	Service Location	7/14/2022
TSR CDD Peter Soety 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	TSR CDD - STARKEY RANCH CDD 2500 HEART PINE AVE Odessa, FL 33556-3462 Home: (407) 841-5524 Work: (407) 841-5524 Fax: (407) 839-1526	Proposal #: 20004068-1657824019 Account #: 7890952 Ship To #: 7881408 Mobile: (407) 489-7919 Fax: (407) 804-1155 Email: psoety@sunscapeconsulting.com

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Pruning	March	\$4,200.00		\$4,200.00
Homestead Park Area - Prune the following trees to remove dead/broken branches ~2" and greater in diameter, selectively thin interior suckers, and tip prune canopies away from structures/houses to maintain clearance. 1) North Oak by Pool Fence 2) Live Oak East Side by Gravel Path 3) Live Oak in Center of Park Area 4) Live Oak Southeast Corner of Park (with petrified limb on ground) 5) Live Oak along Fence South Perimeter Fence 6) Laurel Oaks (2) and Live Oaks (2) by Covered Pavilion and Swing Set Area NOTE: All debris to be chipped and dumped on property in designated area per property manager				
<input type="checkbox"/> Tree Pruning	March	\$6,180.00		\$6,180.00
CUNNINGHAM PARK - Prune large Oaks in the following locations to remove 75% or more of large moss clumps, thin interior suckers, up to ~16' above grade, and remove dead branches ~2" and greater in diameter. For small/young Oaks in parking lot perform structural pruning to define central leader and thin out rubbing/crossing branches for better development of canopy. 1) Oaks directly West of Pavilion 2) Large Oak stand West of Parking Lot 3) Oaks directly around swing set area 4) Oak stand directly next to lakeside just West of swing set area 5) Oak stand North of Clubhouse across lake 6) Young Oaks in parking lot and along entry road from roundabout				
<input type="checkbox"/> Tree Pruning	March	\$2,205.00		\$2,205.00
Whitfield Park - Prune eleven (11) Oaks in park area - For young Oaks define central leader, thin rubbing/crossing branches, and tip prune to for clearance of understory plants and pedestrian clearance. For larger Oaks prune to remove dead/broken branches ~1.5" and greater, thin interior suckers, remove weak/rubbing branches, and remove 75% or more of moss throughout canopy.				
<input type="checkbox"/> Tree Pruning	March	\$15,574.00		\$15,574.00
Long Spur (from Rangeland to just East of Heart Pine Park) and Heart Pine (from main entry to Heart Pine Park) - Right of Ways and Roundabouts - Perform Structural Canopy pruning for ninety-three (93) Sycamores (LS) and eight-three (83) Maples & Sycamores (HP) to define central leader by subordinating/removing competing stems, thin rubbing/crossing branches, remove dead/broken branches ~1.5" and greater in diameter, and elevate canopy to ~11'-13' above grade (not to exceed 50% of overall tree height) by removing/reducing select lower leads.				
<b>Total of All Services</b>		<b>\$28,159.00</b>	<b>\$0.00</b>	<b>\$28,159.00</b>

Yes, please schedule the services marked above.




The Davey Tree Expert Company  
 123 Atlantic Dr Suite 111  
 Maitland, FL 32751-3370  
 Phone: (407) 331-8020 Fax: (407) 331-4883  
 Email: Ben.Wasielewski@davey.com



Client	Service Location	Date
TSR CDD Peter Soety 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	TSR CDD - STARKEY RANCH CDD 2500 HEART PINE AVE Odessa, FL 33556-3462 Home: (407) 841-5524 Work: (407) 841-5524 Fax: (407) 839-1526	7/14/2022 Proposal #: 20004068-1657824019 Account #: 7890952 Ship To #: 7881408 Mobile: (407) 489-7919 Fax: (407) 804-1155 Email: psoety@sunscapeconsulting.com

**ACCEPTANCE OF PROPOSAL:** The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.


*Ben Wasielewski*

---

Ben Wasielewski
Authorization
Date

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**CLEAN-UP:** Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

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### Tree and Shrub Fertilization/SoilCare

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### Lawn Care

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Fertilization/SoilCare	Service Period	Price	Tax	Total
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<input type="checkbox"/> Arbor GreenPro + Biochar (*) Rangeland - right of ways and Roundabouts -from Esplanade to Cattle Gap Trl. - Deep Root fertilize and Soil Aeration : For 141 Oaks and 54 Maples	March	\$10,410.00		\$10,410.00
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<input type="checkbox"/> Arbor GreenPro + Biochar (*) Lake Blanche Cir. - Deep Root fertilize and Soil Aeration: 7 Maples This price is only good if done with Rangeland Arbor GreenPro + Biochar	March	\$365.00		\$365.00
<b>Total of All Services</b>		<b>\$22,027.00</b>	<b>\$0.00</b>	<b>\$22,027.00</b>

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## Other Terms and Contract Conditions

**INSURANCE:** Our employees are covered by Worker's Compensation. The company is insured for personal injury and property damage liability. Proof of insurance can be verified by requesting a copy of our Certificate of Insurance.

**WORKING WITH LIVING THINGS:** As trees and other plant life are living, changing organisms affected by factors beyond our control, no guarantee on tree, plant or general landscape safety, health or condition is expressed or implied and is disclaimed in this contract unless that guarantee is specifically stated in writing by the company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under all circumstances. Trees can be managed but not controlled. When elevated risk conditions in trees are observed and identified by our representatives and a contract has been signed to proceed with the remedial work we have recommended, we will make a reasonable effort to proceed with the job promptly. However, we will not assume liability for any accident, damage or injury that may occur on the ground or to any other object or structure prior to us beginning the work. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, tree assessment will not include investigations to determine a tree's structural integrity or stability. We may recommend a Risk Assessment be conducted for an additional charge.

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**PAYMENT:** We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

**UNDERGROUND PROPERTY:** We are not responsible for any underground property unless we have been informed by you or the appropriate underground location agency.

**SCHEDULING:** Job scheduling is dependent upon weather conditions and work loads.

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**6D**



The Davey Tree Expert Company  
 123 Atlantic Dr Suite 111  
 Maitland, FL 32751-3370  
 Phone: (407) 331-8020 Fax: (407) 331-4883  
 Email: Michael.Provencher@davey.com



Client	Service Location	12/3/2021
TSR CDD Wrathell, Hunt & Associates LLC 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	TSR CDD - STARKEY RANCH CDD 2500 HEART PINE AVE Odessa, FL 33556-3462 Home: (407) 841-5524 Work: (407) 841-5524 Fax: (407) 839-1526	Proposal #: 20071275-1636637109 Account #: 7890952 Ship To #: 7881408 Mobile: (239) 989-2939 Email: cleo.adams@whhassociates.com

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Pruning		\$12,000.00		\$12,000.00
<p>HUCKLEBERRY POND - Clean up various Live Oaks around the pond to remove underbrush, elevate canopies to ~2'-3' above the water level and ~5'-7' above grade on land to allow better access for maintenance staff while keeping select low character branches for aesthetics, remove dead branches ~2" and greater in diameter, and remove 75% or more of large moss clumps throughout canopy. Work to Include:</p> <p>1) South Side of Lake - Cluster of Live Oaks on peninsula island in pond.            2) 3262 Forsythia Dr - Two (2) Oaks along pond.            3) 3416 Forsythia Dr - Two (2) Oaks along pond.            4) 3456 Forsythia Dr - One (1) Oak along pond.            5) 11668 Bitola Dr - One (1) Oak along pond.            6) NW Side of Pond - Two (2) Oaks along pond.            7) North Side of Pond - One (1) Oak between pond and bike pathway.</p> <p>Debris to be either chipped back under trees as natural mulch or hauled to designated dump site on property as best applicable to area and access.</p> <p>Davey Tree company will not be liable for any harm to the driveway, sidewalks and underground irrigation. To prevent harm to underline plants, yard furniture and stones/pavers in the area, we recommended that the these items be moved prior to work beginning. Davey Tree will take all precautionary measures to minimize any harm to yard that may occur during service.</p>				
<input type="checkbox"/> Tree Pruning		\$2,500.00		\$2,500.00
<p>CUNNINGHAM PARK - West of Playground Area Along North Side of Small Pond - Clean up two (2) adjacent Oak cluster between pond edge and walking trail to thin out understory saplings and brush leaving palmettos, prune Oaks to remove majority of vine material in canopy, remove 75% or more of large moss clumps, remove dead branches ~2" and greater in diameter, and maintain elevation of ~12'-14' above pathway.</p> <p>Material to be fly chipped back under Oak canopy as natural mulch for area.</p> <p>Davey Tree company will not be liable for any harm to the driveway, sidewalks and underground irrigation. To prevent harm to underline plants, yard furniture and stones/pavers in the area, we recommended that the these items be moved prior to work beginning. Davey Tree will take all precautionary measures to minimize any harm to yard that may occur during service.</p>				
<b>Total of All Services</b>		<b>\$14,500.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>

Yes, please schedule the services marked above.



The Davey Tree Expert Company  
 123 Atlantic Dr Suite 111  
 Maitland, FL 32751-3370  
 Phone: (407) 331-8020 Fax: (407) 331-4883  
 Email: Michael.Provencher@davey.com



Client	Service Location	12/3/2021
TSR CDD Wrathell, Hunt & Associates LLC 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	TSR CDD - STARKEY RANCH CDD 2500 HEART PINE AVE Odessa, FL 33556-3462 Home: (407) 841-5524 Work: (407) 841-5524 Fax: (407) 839-1526	Proposal #: 20071275-1636637109 Account #: 7890952 Ship To #: 7881408 Mobile: (239) 989-2939 Email: cleo.adams@whhassociates.com

**ACCEPTANCE OF PROPOSAL:** The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

*Michael Provencher*

Michael Provencher  
Tree Risk Assessor Qual. FL-5424A

Authorization

Date

## Client Guarantee

We use quality products that are administered by trained personnel. We guarantee to deliver what we have contracted to deliver. If we do not, we will work with you until you are satisfied, or you will not be charged for the disputed item. Our Client Care Guarantee demonstrates our commitment to creating lifelong client relationships.

### Tree Care

**PRUNING:** Performed by trained arborists using industry and Tree Care Industry Association (TCIA) approved methods.

**TREE REMOVAL:** Removal to within 6" of ground level and cleanup of debris.

**STUMP REMOVAL:** Mechanical grinding of the visible tree stump to at or just below ground level. Stump area will be backfilled with stump chips and a mound of remaining chips will be left on site unless otherwise stated in the contract. Chip removal, grading and soil backfill are available.

**CLEAN-UP:** Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

**CABLING/BRACING:** Cabling and bracing of trees is intended to reduce damage potential. It does not permanently remedy structural weaknesses, is not a guarantee against failure and requires periodic inspection.

### Tree and Shrub Fertilization/SoilCare

Your arborist will assess your property's overall soil conditions either through physical assessment or through soil testing and will recommend a soil management program to help the soil become a better medium to enable healthy plants to thrive or unhealthy plants to regain their vitality. SoilCare programs will include fertilizers, organic humates, fish emulsions and other organic soil conditioners.

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is hydraulically injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insects and diseases, greater tolerance to drought stress, increased vitality, and healthier foliage.

### Tree and Shrub Plant Health Care

**PRESCRIPTION PEST MANAGEMENT:** Customized treatments to manage disease and insect problems specific to plant variety and area conditions. Due to the short term residual of available pesticides, repeat applications may be required.

**INSECT MANAGEMENT:** Inspection and treatment visits are scheduled at the proper time to achieve management of destructive pests. Pesticides are applied to label specifications.

**DISEASE MANAGEMENT:** Specific treatments designed to manage particular disease problems. Whether preventative or curative, the material used, the plant variety being treated, and the environmental conditions all dictate what treatment is needed.

EPA approved materials will be applied in accordance with State and Federal regulations.

### Lawn Care

**FERTILIZER AND MECHANICAL SERVICES:** Balanced fertilizer treatments applied throughout the growing season help provide greener turf color and denser root development. To help bring about a better response to these applications, we also provide aeration, lime, overseeding, and lawn renovation.

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**SCHEDULING:** Job scheduling is dependent upon weather conditions and work loads.

# **TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7**



**Down to Earth  
Landscape & Irrigation**  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700

**Estimate: #30688**

**Customer Address**

Sunscape Consulting  
Pete Soety  
1746 Greystone Court  
Longwood, Florida 32779  
psoety@sunscapeconsulting.com  
(407) 489-7919

**Billing Address**

TSR Invoices  
TSR Community Development District  
2300 Glades Road  
Boca Raton, FL 33431

**Physical Job Address**

Starkey Ranch TSR CDD  
2500 Heart Pine Ave  
Odessa, FL 33556

**Job**

Parcel B turf loss Tallfield Lane

**Estimated Job Start Date**

June 20, 2022

**Proposed By**

Gary L Hawkins

**Due Date**

May 3, 2022

**Estimate Details**

Description of Services & Materials	Unit	Quantity	Rate	Amount
<b>Sod Installation</b>				
Zoysia Sod JSJ 03.15.22 pricing	Square Foot	9800	\$1.10	\$10,780.00
			<b>Subtotal</b>	<b>\$10,780.00</b>
			<b>Job Total</b>	<b>\$10,780.00</b>

Remove and replace damaged Zoysia turf areas due to Homes by Westbay turning off water and damaging irrigation system preventing turf from receiving adequate water along Tallfield Lane during their retaining wall project.

Proposed By:

Agreed & Accepted By:

**Gary L Hawkins**

Down to Earth  
Landscape & Irrigation

05/03/2022

Date

Sunscape Consulting

Date

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**8A**





The Davey Tree Expert Company  
 123 Atlantic Dr Suite 111  
 Maitland, FL 32751-3370  
 Phone: (407) 331-8020 Fax: (407) 331-4883  
 Email: Ben.Wasielewski@davey.com




Client	9/14/2022
TSR CDD Peter Soety 9220 BONITA BEACH RD SE STE 214 Bonita Springs, FL 34135-4231	Proposal #: 20004068-1663180786 Account #: 7890952 Mobile: (407) 489-7919 Fax: (407) 804-1155 Email: psoety@sunscapeconsulting.com

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Pruning		\$17,200.00		\$17,200.00
Slightly elevate trees at Cunningham Park around path going around lake. Remove Large clumps of moss (roughly 75%) Majority over sidewalk and anything that could impact i.e. bikers, walker and runners. Clean-up the debris and remove it from property. Davey Tree company will not be liable for any harm to the driveway, and sidewalks. To prevent harm to underline plants, yard furniture and stones/pavers in the area, we recommended that the these items be moved prior to work beginning. Davey Tree will take all precautionary measures to minimize any harm to yard that may occur during service.				
<b>Total of All Services</b>		<b>\$17,200.00</b>	<b>\$0.00</b>	<b>\$17,200.00</b>

Yes, please schedule the services marked above.

**ACCEPTANCE OF PROPOSAL:** The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.


Ben Wasielewski  


---

Ben Wasielewski
Authorization
Date

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**TSR**




**COMMUNITY DEVELOPMENT DISTRICT**

**8B**

**BrightView Tree Care Services**  
Branch Office #49360  
4777 Old Winter Garden Road  
Orlando, Florida 32789  
Michael Provencher  
michael.provencher@brightview.com  
tel:407-496-8074

**Tree Care Service Address/Location**  
TSR CDD - Starkey Ranch  
2500 Heart Pine Ave  
Odessa, Florida 33556

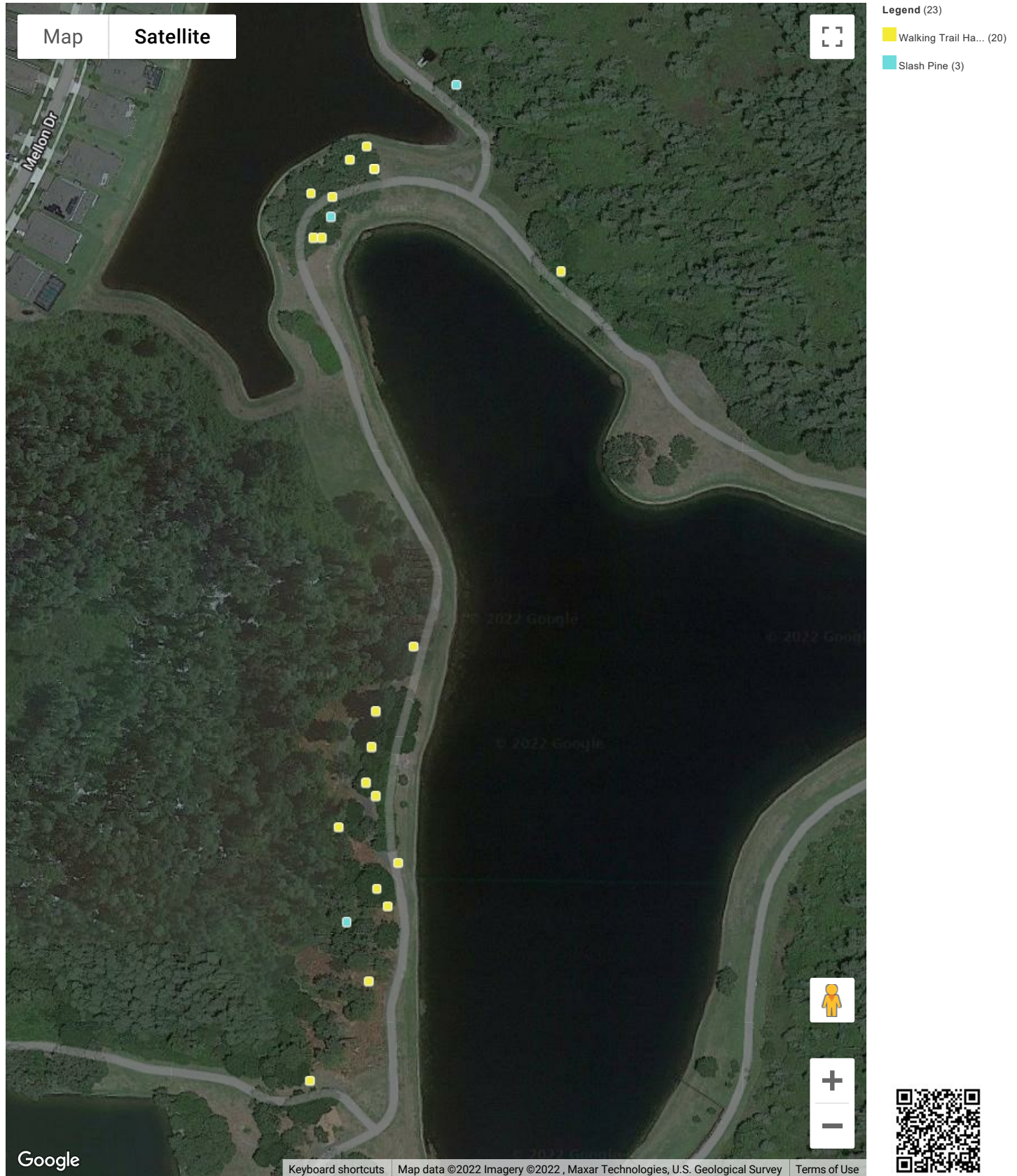
**Proposed Tree Care Services**

Species	Qty	Objective	Price
 Slash Pine <i>Pinus elliottii</i>	3	Remove and Cut Stump Low	\$2,500
 Walking Trail Hardwood	11	Create clearance for pedestrians along walking trail	\$2,000
 Walking Trail Hardwood	9	Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy	\$10,500
<b>Total</b>			<b>\$15,000</b>

**Additional Information**

Walking Trail - Clean up select trees to elevate canopy over/near walking trail to ~12'-14'. For large stands remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy. Remove and cut stump low select dead/fallen Pines along/near path. Large wood to be left in wood line or for bike trail and small material to be fly chipped into woodline.

TSR CDD - Starkey Ranch



TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



October 21, 2022

Walking Trail Hardwood ID# 2  
Walking Trail Hardwood



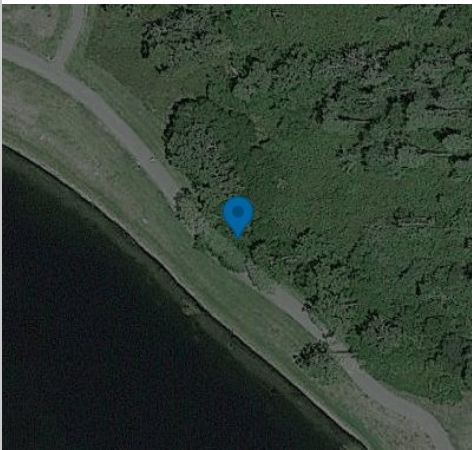
November 2, 2022

Walking Trail Hardwood ID# 3  
Walking Trail Hardwood



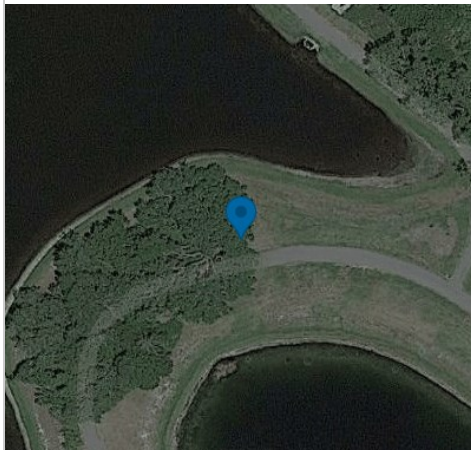
October 21, 2022

Walking Trail Hardwood ID# 4  
Walking Trail Hardwood



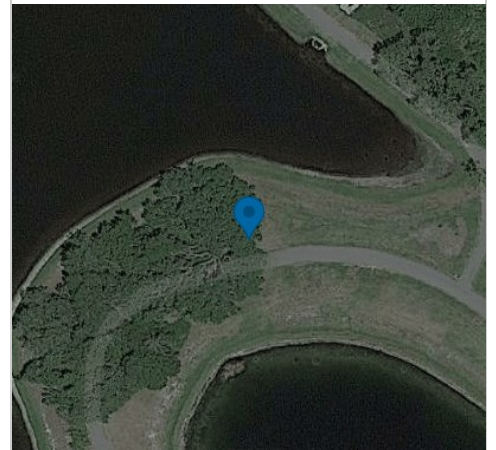
Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail

TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



October 21, 2022

Walking Trail Hardwood ID# 5  
Walking Trail Hardwood



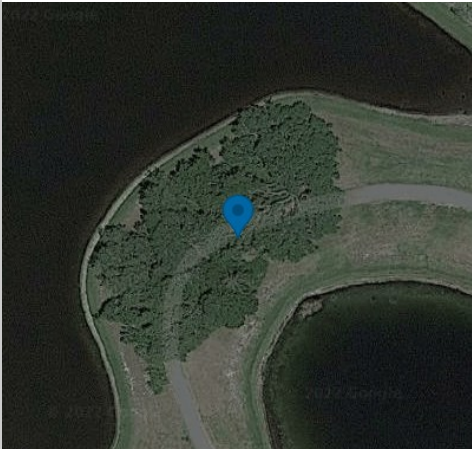
October 21, 2022

Walking Trail Hardwood ID# 6  
Walking Trail Hardwood



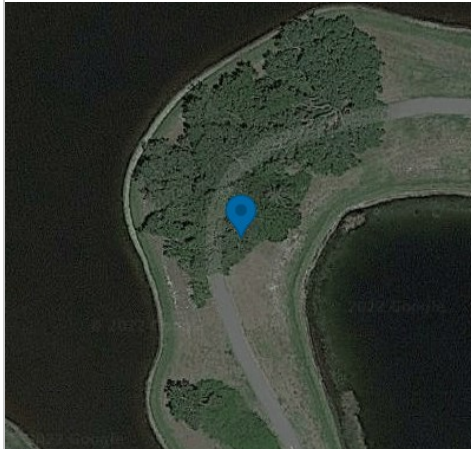
October 21, 2022

Walking Trail Hardwood ID# 7  
Walking Trail Hardwood



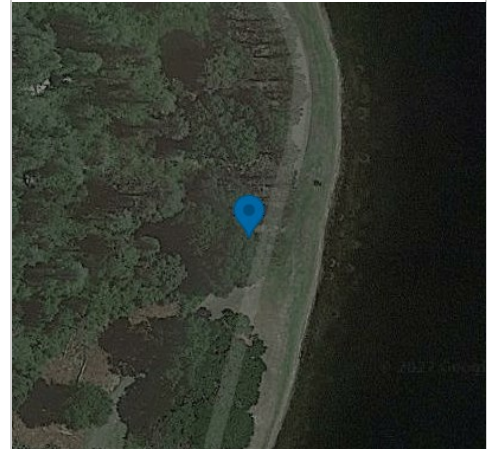
Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail  
Pine has numerous dead/broken branches hanging over trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail

TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



October 21, 2022

Walking Trail Hardwood ID# 8  
Walking Trail Hardwood



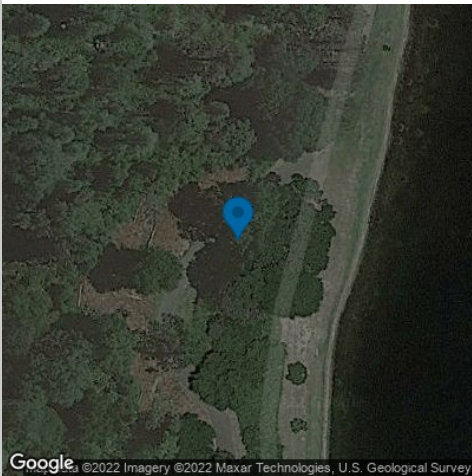
October 21, 2022

Walking Trail Hardwood ID# 9  
Walking Trail Hardwood



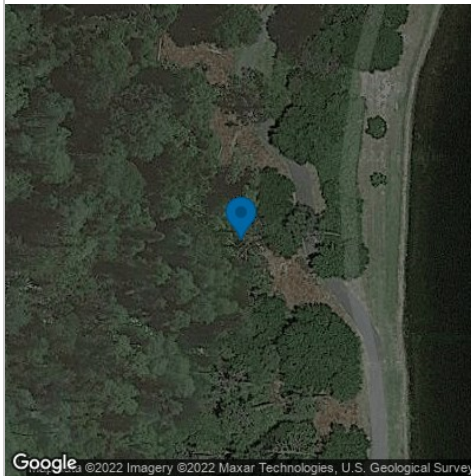
October 21, 2022

Walking Trail Hardwood ID# 10  
Walking Trail Hardwood



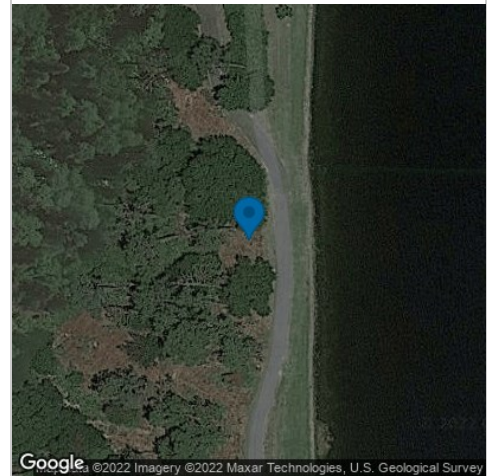
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Create clearance for pedestrians along walking trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Create clearance for pedestrians along walking trail



TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



October 21, 2022

Walking Trail Hardwood ID# 11  
Walking Trail Hardwood



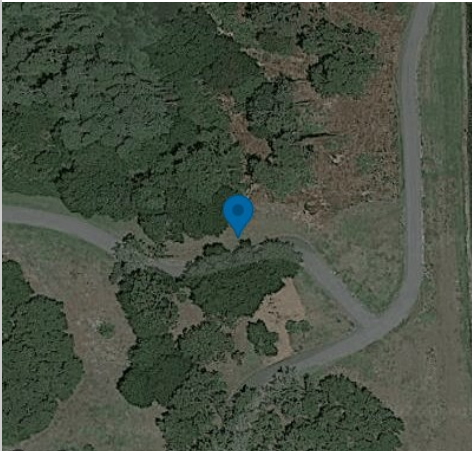
November 2, 2022

Walking Trail Hardwood ID# 15  
Walking Trail Hardwood

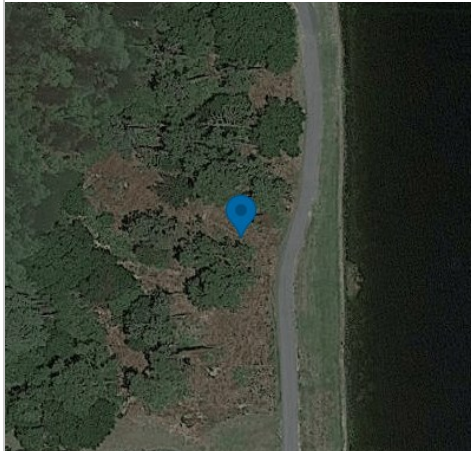


November 2, 2022

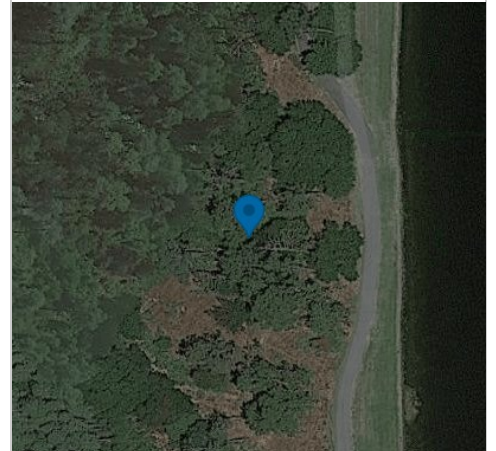
Pinus elliottii ID# 16  
Slash Pine



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey  
Create clearance for pedestrians along walking trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey  
Create clearance for pedestrians along walking trail



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey  
Remove and Cut Stump Low

TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



November 2, 2022

Walking Trail Hardwood ID# 17  
Walking Trail Hardwood



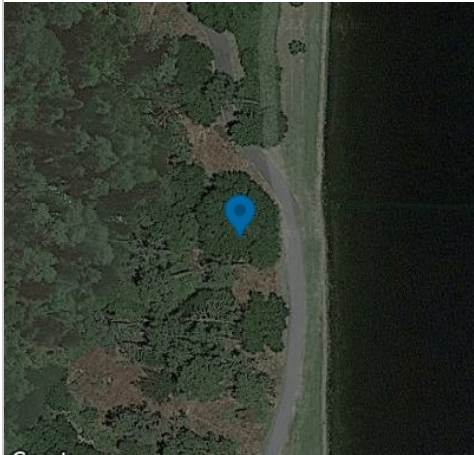
November 2, 2022

Walking Trail Hardwood ID# 18  
Walking Trail Hardwood



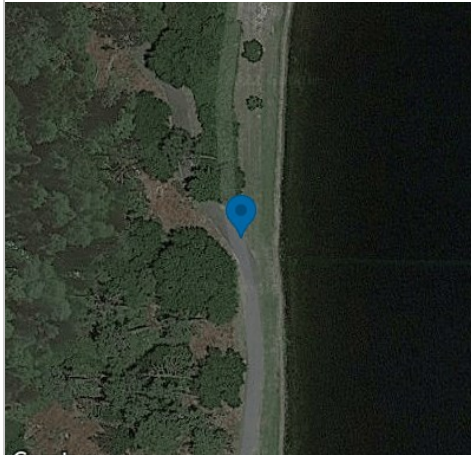
November 2, 2022

Walking Trail Hardwood ID# 19  
Walking Trail Hardwood



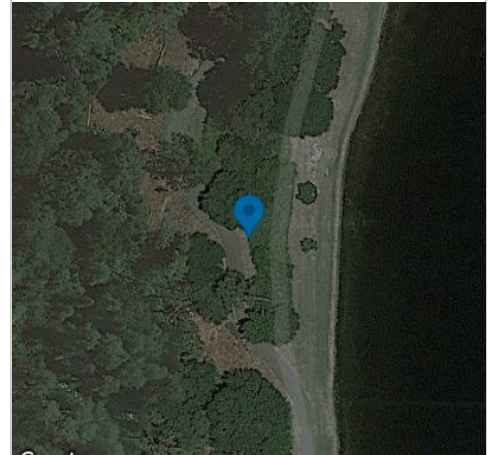
Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy

TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



November 2, 2022

Walking Trail Hardwood ID# 19  
Walking Trail Hardwood



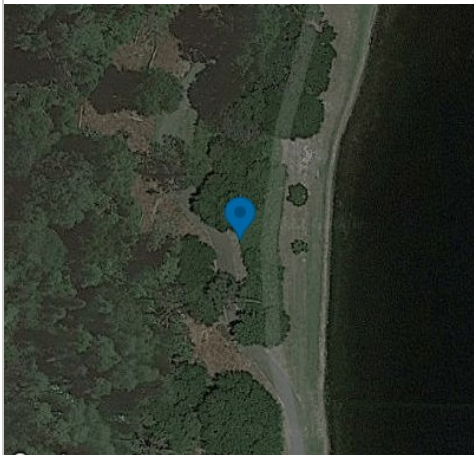
November 2, 2022

Walking Trail Hardwood ID# 20  
Walking Trail Hardwood



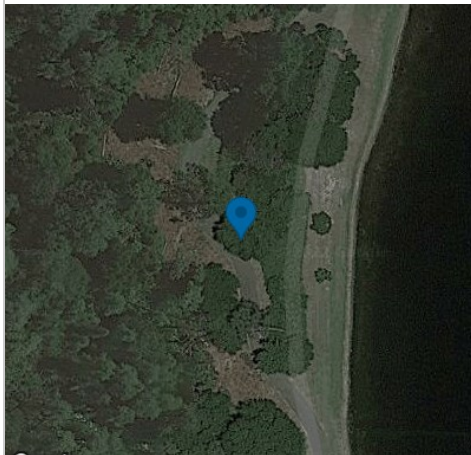
November 2, 2022

Walking Trail Hardwood ID# 21  
Walking Trail Hardwood



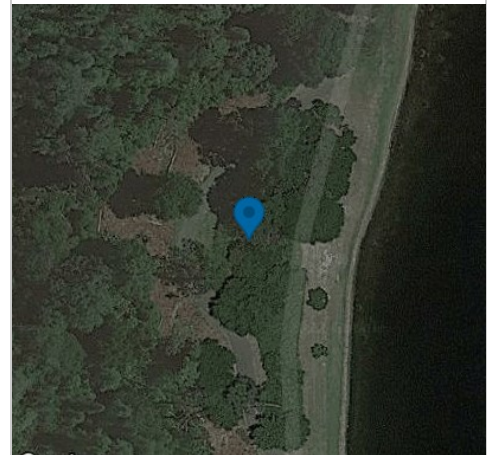
Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy

TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



November 2, 2022

Walking Trail Hardwood ID# 22  
Walking Trail Hardwood



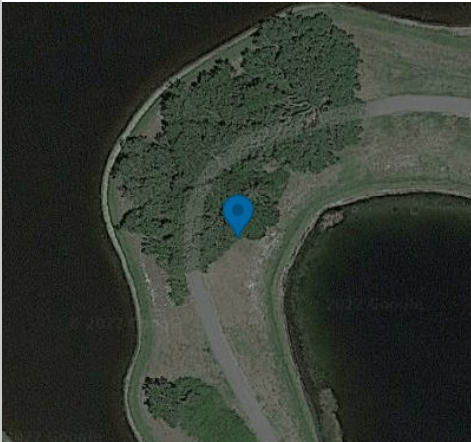
November 2, 2022

Pinus elliottii ID# 23  
Slash Pine



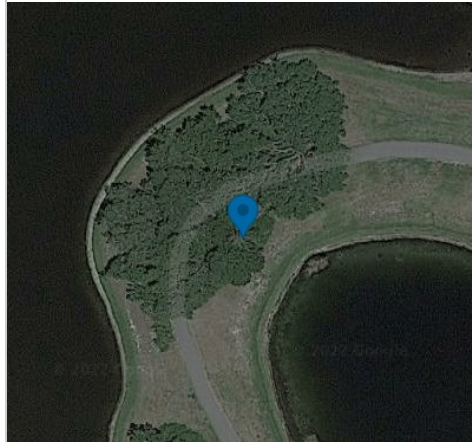
November 2, 2022

Walking Trail Hardwood ID# 24  
Walking Trail Hardwood



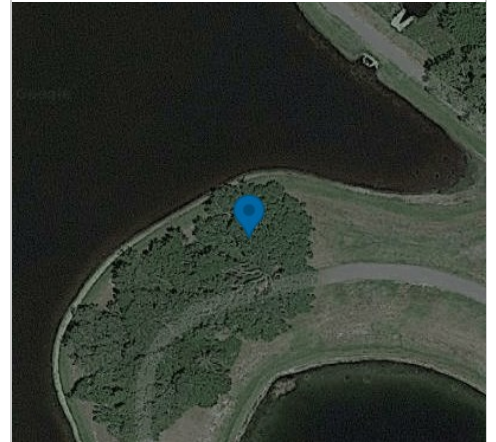
Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove and Cut Stump Low



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy

TSR CDD - Starkey Ranch

TSR CDD - Starkey Ranch Cunningham Walking Trail



November 2, 2022

Walking Trail Hardwood ID# 25  
Walking Trail Hardwood



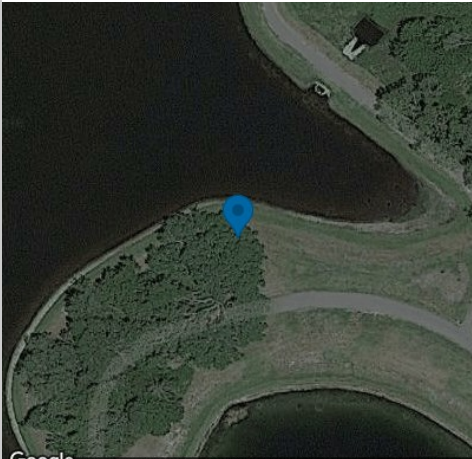
November 2, 2022

Walking Trail Hardwood ID# 25  
Walking Trail Hardwood

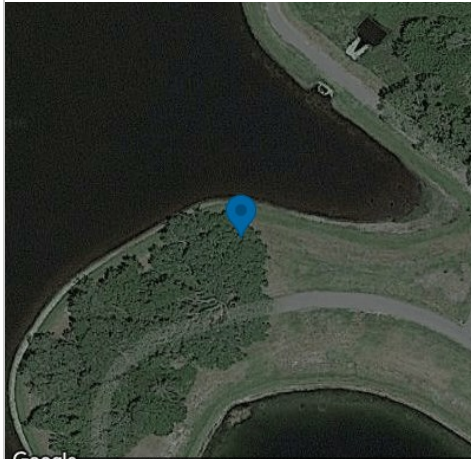


November 2, 2022

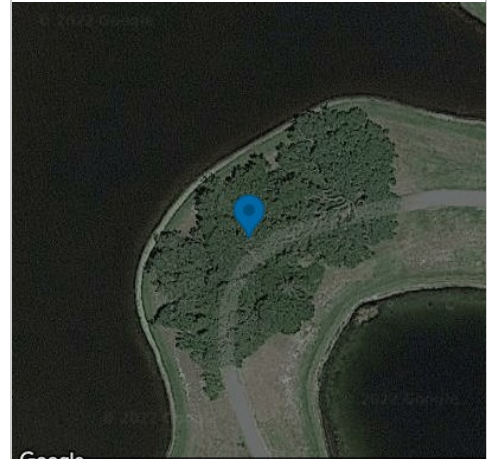
Walking Trail Hardwood ID# 26  
Walking Trail Hardwood



Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy



Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy



Remove majority of vines overtaking canopy, remove deadwood ~2" and greater in diameter, and thin 75% or more of large moss clumps in lower half of canopy

TSR CDD - Starkey Ranch

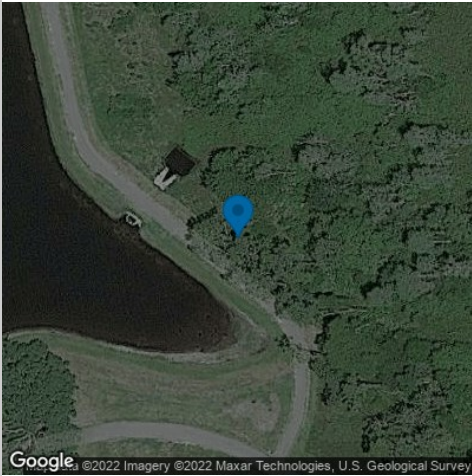
TSR CDD - Starkey Ranch Cunningham Walking Trail



November 2, 2022

*Pinus elliottii*  
Slash Pine

ID# 27



Google ©2022 Imagery ©2022 Maxar Technologies, U.S. Geological Survey

Remove and Cut Stump Low

# BrightView Tree Care Services

## Terms & Conditions

1. **Bid Specifications:** The Contractor shall recognize and perform in accordance with only written terms, specifications, and drawings contained or referred to herein. All materials shall conform to bid specifications. Work is being done in accordance with ANSI A300 standards.
2. **Bid Expiration:** This proposal will remain in effect for thirty (30) days from the date it was first presented to Client/Owner, unless accepted or rejected by Client/Owner, or withdrawn by Contractor prior to that time.
3. **Work Force:** Contractor shall designate a qualified representative with experience in tree management. The work force shall be presentable at all times. All employees shall be competent and qualified and shall be legally authorized to work in the U.S.
4. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. BrightView Tree Care Services is not responsible for damage done to underground utilities such as, but not limited to, cables, wires, pipes, and irrigation parts. BrightView Tree Care Services will repair damaged irrigation lines at the Client/Owner's expense.
5. **Scheduling of Work:** If the jobsite conditions materially change from the time of approval of this proposal to the time the work starts, such that the job costs are adversely changed, this proposal is null and void. Scheduling of work is dependent on weather conditions and workloads. Our office will call the day prior to the work being done, unless other arrangements are made.
6. **Work Hours:** Any work, including emergency work, overtime and weekend work performed outside of the normal working hours (Monday-Friday between 6:30 a.m. and 2:30 p.m.) shall be billed at overtime rates. Use of power equipment will commence at 7:00 a.m., unless otherwise specified in the scope of work. Additional charges will be applied if crews cannot use power equipment by 9:00 a.m.
7. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license and permit requirements of relevant city, state and federal governments, as well as all other requirements of law.
8. **Taxes:** Contractor agrees to pay all applicable taxes, including sales taxes on material supplied, where applicable.
9. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with a \$1,000,000 limit of liability.
10. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner.
11. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.
12. **Non-Union Contractor:** Client/Owner acknowledges that Contractor is not a signatory to any union agreements. If any services hereunder would be covered by any labor union that Client/Owner is bound to or that may have a claim to such work, then this written proposal shall be immediately terminated and become void, with no further liability to Contractor.
13. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
14. **Additional Services:** Any additional work, changes in the scope of work, or additional contract terms introduced by Client/Owner that are not specified in the signed written proposal shall constitute a counter offer and will require a new written proposal or an executed written order to address such changes. Any additional costs related thereto shall be charged by Contractor as an extra charge over and above the estimate.
15. **Access to Job Site:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of the job site where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
14. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days of receipt of invoice.
15. **Cancellation:** Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.
16. **Assignment:** The Client/Owner and the Contractor, respectively, bind themselves, their partners, successors, assignees and legal representatives to the other party with respect to all covenants of this Contract. In the event of sale or transfer of Client/Owner's interest in its business and/or the property which is the subject of this agreement, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in this agreement to be effective.
17. **Disclaimer:** This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by BrightView Tree Care Services is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

## Acceptance of this Proposal

Contractor is authorized to perform the work stated on the face of this proposal. Payment will be 100% due at time of billing. If payment has not been received by BrightView Tree Care Services within fifteen (15) days after billing, BrightView Tree Care Services shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1% per month, or the highest rate permitted by law, will be charged on unpaid balance 45 days after billing.

**NOTICE:** FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

## Customer

Signature

November 2, 2022

Printed Name

Date

## BrightView Tree Care Services

*Michael Provencher*

November 2, 2022

Signature

Date

Michael Provencher

November 2, 2022

Printed Name

Date

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**9**



## **CORNERSTONE PROPOSAL**

Clear an area approx. 140' long by 15' wide along the North side of the wooden bridge between Tallfield Ln and Woods Rider Loop. This clearing will be done with a forestry mulcher and chippings will be left on the ground to decompose naturally. No organic material will be hauled off site.

Once cleared a ground mat will be laid out approx. 140' long by 5' wide and a 4" tall, geo web material will be placed on top of that. The geo web material will be filled with 4" of "57" stone to form a base and then an additional approx. 10" of "57" stone will be placed on top of the Geo webbing. The final path height will be approx. 14"-16" over average grade of the low area. With final width being approx. 5' wide.

(6) 3" PVC pipes will be installed at the base of the gravel path to assist in allowing water to flow past the new gravel trail.

Notes,

Given the area currently has standing water the exact depth cannot be determined. Imported stone material not to exceed 53 Yards. Any material over this would be charged above and beyond.

Price for entire above project, \$11,719

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**10A**

**Tampa Bay Times**  
**Published Daily**

STATE OF FLORIDA  
COUNTY OF Pasco

} SS

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative of the Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a **Legal Notice in the matter RE: RFQ for Engineering Services** was published in said newspaper by print in the issues of: **12/11/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

*Judy Allen*

Signature Affiant

Sworn to and subscribed before me this **12/11/2022**

*Jean M. Mitotes*

Signature of Notary Public

Personally known       X       or produced identification

Type of identification produced \_\_\_\_\_

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE TSR COMMUNITY DEVELOPMENT DISTRICT**

**RFQ for Engineering Services**

The TSR Community Development District ("District"), located in Pasco County, Florida, announces that professional engineering services will be required on a continuing basis for the District's Capital Improvement Plan, including stormwater management system, landscaping improvements, utilities, roadway improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Pasco County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All applicants interested must submit one (1) electronic copy and eight (8) copies of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on December 29, 2022 to the attention of Chuck Adams, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

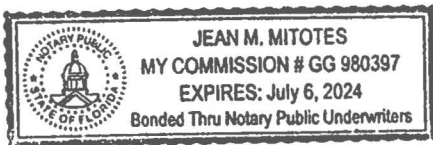
The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

12/11/2022

(261748)



**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**10B**

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE TSR COMMUNITY DEVELOPMENT DISTRICT**

*RFQ for Engineering Services*

The TSR Community Development District (“District”), located in Pasco County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s Capital Improvement Plan, including stormwater management system, landscaping improvements, utilities, roadway improvements, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and provide District engineering services, as required.

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associated with the preparation and submittal of the Qualification Statements in response to this request.

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Publish on 12/29/222

**TSR  
COMMUNITY DEVELOPMENT DISTRICT**

**DISTRICT ENGINEER PROPOSALS**

**COMPETITIVE SELECTION CRITERIA**

**1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

**2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other community development districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

**3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

**4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

**5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

**6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

**7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**10CI**





Qualifications to Provide

# TSR COMMUNITY DEVELOPMENT DISTRICT

Professional Engineering Services

December 29, 2022



Cover Letter

1. Ability & Adequacy of Professional Personnel	1
2. Past Performance	9
3. Geographic Location	18
4. Willingness to Meet Time & Budget Requirements	19
5. Certified Minority Business Enterprise	20
6. Recent, Current & Projected Workloads	21
7. Volume of Work Previously Awarded to Consultant by District	22
8. SF330	



TSR Community Development District  
 District Engineer  
 December 29, 2022



Johnson Engineering, Inc. is an Affirmative Action/Equal Opportunity Employer; a Drug-Free and Smoke-Free Workplace and participates in the federal E-Verify Program.



December 29, 2022

TSR Community Development District  
Mr. Chuck Adams  
Wrathell, Hunt & Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431

**Re: TSR Community Development District - Professional Engineering Services**

Dear Supervisors:

As a firm, Johnson Engineering has more than 40 years of experience working on independent districts including CDDs throughout Florida and has worked with staff from Wrathell, Hunt & Associates at other Districts. We know that the District Engineer for a Community Development District is someone who listens to and communicates with the Board as well as District Staff.

In addition to the District Engineer, you will receive the support of a team of professionals with the knowledge of stormwater management, current environmental issues, transportation/roadway design, utility design, landscape design and construction management/observation along with current permitting requirements in order to efficiently maintain or expand the District's services that are being provided to its residents.

Our team is currently, or has worked in the past, on the following CDDs:

- Longleaf CDD
- Cory Lakes CDD
- The Brooks II of Bonita Springs CDD
- Verandah East CDD
- Mediterra North CDD
- Suncoast CDD
- Watergrass I CDD
- Long Lake Ranch CDD
- Terra Bella CDD
- Park Place CDD
- Spring Lake CDD
- Highlands CDD
- La Collina CDD
- Riverbend West CDD
- Forest Creek CDD
- Water's Edge CDD
- South Fork East CDD
- Wynnmere East CDD
- Bay Creek CDD (Pelican Landing)
- Stonybrook CDD
- Verandah West CDD
- Bayside CDD (Pelican Landing)
- Bay Creek CDD (Pelican Landing)
- Mediterra South CDD
- Walnut Creek CDD
- Pine Air Lakes CDD
- Pelican Marsh CDD
- CFM CDD (Magnolia Landing)
- Wentworth Estates CDD (Treviso Bay)
- Miromar CDD
- Arbor Greene CDD
- Gateway Services CDD
- Portico CDD
- Sail Harbour CDD
- River Ridge CDD

Our team is known for providing outstanding service as well as always being mindful of our client's time and budgetary needs. Our clients find that our vast experience and dedication to professionalism bring success to their projects.

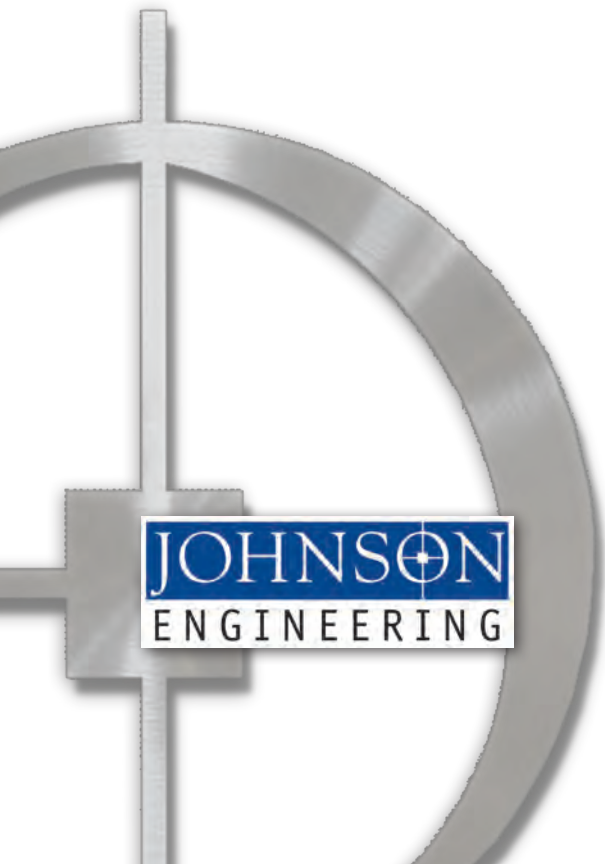
We also know that being responsive is important and, with our office being located "down the road" near State Road 54 and the Suncoast Parkway, we can literally be on site within minutes if needed. We appreciate the opportunity to submit our qualifications and look forward to building a strong relationship with the TSR Community Development District. Please do not hesitate to contact me should you have any questions during your review of our proposal.

Sincerely,  
JOHNSON ENGINEERING, INC.

Phil Chang, PE  
Lutz Branch Manager  
(813) 751-2656, [pchang@johnsoneng.com](mailto:pchang@johnsoneng.com)

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# 1. Ability & Adequacy of Professional Personnel





**Depth of Experience**

Centuries of combined experience has immersed our team of licensed professionals into Florida's geography, giving a rare perspective into development of the area and an appreciation of the changes.

**Full Range of Services**

Specialized teams of licensed engineers, land planners, landscape architects, surveyors, ecologists, water resources experts, transportation and utility designers provide a variety of specialized services.

**Long Term Commitment**

Our team's average tenure with Johnson Engineering is 13 years, 53% of our employees have been here for more than 10 years, and an unprecedented 21% have been with us for more than 20 years, showing our team's continuity and dedication to the area.

**Firm Overview**

When Johnson Engineering was established in 1946, much of Florida was an undisturbed land. More than 76 years later we have seen booms in development and a tremendous population growth alter the landscape permanently. We have been assisting private companies, city, county, federal, and state government through these changes and challenges by offering expertise in a broad spectrum of disciplines.

Just as Florida has transformed dramatically over the years, so has Johnson Engineering. What started as one man surveying Southwest Florida, has developed into a cohesive team of more than 120 professional civil engineers, ecologists, scientists, geologists, surveyors and mappers, certified land planners and landscape architects, located throughout Florida.

**We have more than 76 years of professional experience and 46 years of District work throughout Florida.** Our extensive list of well-known residential communities, roads, schools, hospitals, airports, resorts, shopping centers, and commercial developments, show our experience and continued responsibility in developing Florida's communities.

Our team has worked closely together on the following CDD's.

- ↪ Longleaf CDD
- ↪ Cory Lakes CDD
- ↪ The Brooks II of Bonita Springs CDD
- ↪ Verandah East CDD
- ↪ Mediterra North CDD
- ↪ Suncoast CDD
- ↪ Watergrass I CDD
- ↪ Long Lake Ranch CDD
- ↪ Terra Bella CDD
- ↪ Park Place CDD
- ↪ Spring Lake CDD
- ↪ Highlands CDD
- ↪ La Collina CDD
- ↪ Riverbend West CDD
- ↪ Forest Creek CDD
- ↪ Water's Edge CDD
- ↪ South Fork East CDD
- ↪ Wynnmere East CDD
- ↪ Bay Creek CDD (Pelican Landing)
- ↪ Stoneybrook CDD
- ↪ Verandah West CDD
- ↪ Bayside CDD (Pelican Landing)
- ↪ Bay Creek CDD (Pelican Landing)
- ↪ Mediterra South CDD
- ↪ Walnut Creek CDD
- ↪ Pine Air Lakes CDD
- ↪ Pelican Marsh CDD
- ↪ CFM CDD (Magnolia Landing)
- ↪ Wentworth Estates CDD (Treviso Bay)
- ↪ Miromar CDD
- ↪ Arbor Greene CDD
- ↪ Gateway Services CDD
- ↪ Portico CDD
- ↪ Sail Harbour CDD
- ↪ River Ridge CDD



TSR Community Development District  
 District Engineer  
 December 29, 2022



Johnson Engineering, Inc. is an Affirmative Action/Equal Opportunity Employer; a Drug-Free and Smoke-Free Workplace and participates in the federal E-Verify Program.

## CAPABILITIES SUMMARY

We have an experienced team of professionals located throughout Florida., many of whom have considerable CDD experience. Our extensive list of well-known Florida CDD's, residential communities, roads, schools, hospitals, airports, shopping centers, resorts and commercial developments show our continued responsibility in developing Florida's communities.



**LAND DEVELOPMENT**

Project Management / Coordination • Due Diligence Site Design • Cost Estimation • Permitting Construction Observation & Administration Single Family Communities • Multi-Family Residential Assisted Living • Commercial • Industrial • Medical Institutional • Educational • Recreational



**PLANNING**

Feasibility & Assessment Studies • Master Planning & Urban Design • Neighborhood & Sector Planning Comprehensive Planning & Zoning • Facility Planning Corridor Planning • Local Government Planning Public Engagement • GIS Services Code Writing Redevelopment Planning



**SURVEYING & MAPPING**

Subsurface Utility Engineering & Mapping (SUE) Hydrographic Surveying • Transportation Surveying Bathymetric Surveying • ALTA Surveys Boundary Surveys • Construction Layout Platting • Record Surveys Sketches and Legal Descriptions



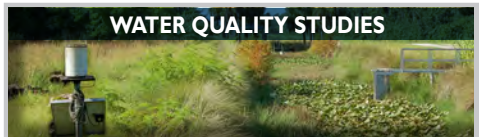
**ECOLOGICAL/ENVIRONMENTAL CONSULTING**

Wetland Delineation, Assessments & Permitting Protected Species Surveys, Permitting & Relocations Mitigation Design & Monitoring Marine & Coastal Environmental Services Airport Wildlife Hazard Services Drone Services Geographic Information Systems



**STORMWATER MANAGEMENT**

Surface Water Master Planning • Surface Water Retrofit • BMP Selection and Design Hydrologic, Hydraulic & Water Quality Modeling Federal, State and Local Surface Water Permitting Flow & Stage Monitoring • Water Quality Treatment Special Governments • Filter Marsh Design



**WATER QUALITY STUDIES**

Stormwater/Surface Water Quality Studies Groundwater Quality Studies • Estuarine/Coastal Water Quality Studies • Subaqueous Sediment Characterization • TMDL Pollutant Loading Determination • EPA Section 319 and FDEP SWAG Assistance • Microbial Source Tracking • Quality Assurance Project Plan • Non-point Source Evaluation



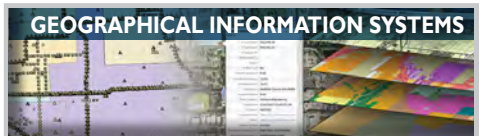
**WATER SUPPLY**

Hydrogeological Investigations Water Resource Assessments • Water Use, Water Supply System Permitting • Well & Wellfield Design Regional Water Supply Planning Groundwater Modeling • Deep Injection Wells Alternative Water Supplies Studies



**ENVIRONMENTAL ASSESSMENT**

Phase I Environmental Site Assessments (ESAs) Phase II Environmental Site Assessments (ESAs) NPDES Compliance Monitoring Permit Compliance Monitoring and Reporting Filter Marsh Efficiency Evaluation Water Use Accounting Method Calibration BMAP Nutrient Removal Project Assessment



**GEOGRAPHICAL INFORMATION SYSTEMS**

ESRI-based GIS Services • Mobile Online Map (ArcGIS Online) • Custom Client Online Map Services Geodatabase Development and Implementation CAD-GIS-DGN Conversions • High Accuracy GNSS (GPS) Data Collection • Advanced Modelbuilder & Python Scripting • LiDAR Derivative Products Cartographic Visualization • Aerial Photo Processing



**TRANSPORTATION DESIGN**

Roadway Design • Signalization Design Resurfacing, Rehabilitation and Restoration Street Lighting Design • Traffic Analyses Roundabout Design • Signalization Design Corridor Planning • Bicycle, Transit, and Pedestrian Facilities



**CONSTRUCTION ENGINEERING & INSPECTION**

Roadway Construction Bridge Construction Roadway Resurfacing Rehabilitation Restoration Major Drainage Structures Construction Private Development Construction Assistance Grant Funded Construction Oversight / Compliance



**LANDSCAPE ARCHITECTURE**

Landscape/Hardscape/Irrigation Design • Conceptual Design • Commercial Design • Community Revitalization & Amenity Design • Streetscape Design Park Design • Visualization & Graphic Design Construction Documents & Observation Arboricultural Consulting Services • Plan Review Services • Community/Institutional/Hospitality Design



**UTILITIES**

Utility Planning • Subsurface Utility Engineering (SUE) Data Collection & Analysis • Hydraulic Modeling Pipeline Design • Pump Station Design, Evaluation, and Operational Controls Utility Permitting • Project Management CEI



**ELECTRICAL ENGINEERING (EI&C)**

Switchgear, Motor Control Centers, and Generators Power Distribution Equipment • Lighting Process & Industrial Control Systems Integration and Commissioning Electrical Systems Analysis (Short Circuit and Protective Coordination) SCADA Architecture, Networking & Telemetry



**SPECIAL DISTRICT ASSISTANCE**

Stormwater Management • Water Use Environmental • Planning Landscape Architecture Surveying & Mapping • Utilities Roadway/Traffic Studies Geographic Information Systems (GIS) Construction Engineering & Inspection (CEI)



**ORGANIZATIONAL  
STRUCTURE**

Johnson Engineering is a corporation led by seven Board of Directors and is comprised of seven specialized market groups. Each market group is led by a key officer whose job is to provide beneficial decision making for the company and integrate these decisions with the other market groups.



Lonnie Howard, PE  
President



Phil Chang, PE  
Project Manager



**ASSIGNED TEAM  
ORGANIZATIONAL CHART**

Below is our proposed team we have hand selected to best serve the needs of the CDD. Our team is available and ready to start immediately.





## KEY TEAM MEMBER BIOS

**Phil Chang, PE****Project Manager/District Engineer**

Phil is the branch manager, overseeing all daily operations for our Lutz office. He has worked on various projects throughout Florida, and is the District Engineer for Community Development Districts. He is familiar with the design and permitting procedures of the local municipalities as well as the Southwest Florida Water Management District (SWFWMD) and the Florida Department of Transportation (FDOT). Phil's primary experience as a project manager includes peer review, design and permitting of transportation improvement projects along with other public sector projects. This range of experience results in creative solutions to atypical project challenges.

**Andrew Tilton, PE****Water Management Principal-in-Charge**

Andy is the director of our water resources market group. He has been with Johnson Engineering since 1978 and is a shareholder of the company. Andy has completed the surface water management design and permitting for the expansion of the Southwest Florida International Airport, with total costs exceeding \$400 million. Andy is District Engineer for Telegraph Cypress Water Management District. The District covers about 28 square miles in Charlotte and Lee Counties. He is also the District Engineer for several Community Development Districts in Lee and Collier Counties. Andy has worked been an expert witness on a limited number of projects. Andy has served as the senior engineer for surface water on many of the firm's roadway projects for Lee County Department of Transportation, City of Cape Coral, City of Fort Myers, Collier County and the Florida Department of Transportation. He provides direction for monitoring, permitting, design and construction related issues.

**John Curtis, CSE****Environmental**

John is a certified senior ecologist on our environmental team. He has worked on all aspects of environmental projects for the firm, including environmental services for Longleaf and Suncoast CDDs. With 20 years experience at the firm, John has played an instrumental role in environmental permitting, critical habitat and protected species mapping and management, and environmental mitigation design for numerous public and private clients. He was the lead ecologist responsible for the wetland delineations, habitat mapping, mitigation design, and environmental resource permitting for Colonial Country Club. He also managed all aspects of environmental permitting for The Forum, a 700-acre mixed-use development in Fort Myers, and recently obtained the environmental resource permit for the environmental restoration of Gateway Wetlands 47 & 48 for Gateway Services Community Development District. In addition, John has designed and implemented wetland mitigation plans in the Six Mile Cypress Slough Preserve, totaling over 575 acres. He is currently responsible for the environmental permitting of a Florida panther conservation bank in Hendry County totaling more than 600 acres. John obtained his Bachelor of Arts in Biology from Rollins College in 1994.

**Jeff Nagle, RLA****Landscape Architecture**

Jeff joined Johnson Engineering in 2012 as a principal landscape architect. Jeff brings a versatile skill set and a reputation built on providing the highest quality of service to both public and private sector clients, including Suncoast CDD, with on-time and on-budget deliverables. Having worked in both the public and private sector, Jeff brings a broad range of experience to apply in practice, using an innovative management approach to guide projects from the planning and design phase, through permitting, development and construction. Jeff's specialties include master planning, parks and recreation, streetscapes, roadway, environmental reclamation and mitigation, Low Impact Development, and lighting design. Jeff identifies cost-saving and state-of-the-art design solutions to serve his clients' needs to bring lasting value to every project.





**Matt Howard, PSM**

**Survey & Mapping**

Matt has been with Johnson Engineering since 2000 and has more than four decades of experience in the field of surveying and 22 years as a licensed Professional Surveyor and Mapper. Matt became a partner of Johnson Engineering in 2005 and is the firm's Director of Survey and Mapping. He has performed surveys for many public and private sectors, including performing surveys for large land owners such as Babcock, Kitson Partners, United States Sugar Corporation, Hilliard Brothers of Florida, ALICO, McDaniel Ranch, Bob Paul, Inc. and Bonita Bay Group.



**Michael Lohr, PSM**

**Geographic Information Systems (GIS)**

Mike began performing geographic information system (GIS) work for the State of Florida, Bureau of Survey and Mapping in 1995. This work included ownership mapping for the Florida Department of Environmental Protection's C.A.R.L. land acquisition program, cataloging more than 70,000 parcels slated for purchase by the State of Florida. In 2000, Mike completed a large project which included section corner locations and hydrology for Collier County GIS department. In 2004, he completed an enterprise wide GIS mapping/data system for Bonita Springs Utilities. Other GIS projects include: infrastructure data expansion for both the cities of Ft. Myers and Bonita Springs, an NPDFS Outfall GIS Mapping project for Bonita Springs and GIS/Web based mapping for The Babcock Preserve; the largest conservation acquisition in Florida's history and The Babcock Ranch Community, a planned community of more than 17,000 acres in Charlotte and Lee County, Florida. Mike coordinates GIS projects for the firm and is currently involved in developing Internet mapping capabilities and services for use in-house and by clients, including project data and digital imagery in a GIS environment.



**Ryan Bell, PE, PTOE**

**Roadways/Traffic**

Ryan serves as the director of our transportation group and is a shareholder of the company. With a degree in civil engineering from the University of Florida, Ryan was born and raised in Southwest Florida giving him a keen understanding and inherent appreciation for local transportation issues. Ryan has experience in both the design and construction of various transportation improvement projects. As project manager for various transportation design and CEI projects, such as the Blanton & Lake Lola intersection study, Sea Forest & Marine sidewalks, Chancey Road box culvert project, Elementary School "S" turn lane improvements, Little Road at DeCubellis Road and Massachusetts Avenue intersection study, Little Road and Jaguar Trail turn lanes in Pasco County, Six Mile Cypress widening design, S.R. 31 widening design and the Three Oaks Parkway/Imperial Street CEI, he brings comprehensive management and oversight to all of Johnson Engineering's transportation projects.



**Mike Dickey, PE**

**Utilities**

Mike is the director of our utilities market group and is a shareholder of the firm. He has 25 years of experience and has designed utilities for various developments, private utility companies, and municipalities. His utility experience includes master planning, hydraulic modeling, design of water distribution systems, wastewater collection systems, irrigation systems, and pumping facilities. Prior to joining Johnson Engineering, Mike worked for a local utility contractor which gave him a unique perspective of how the utilities he designs today come together in the field. With both utility design and construction experience, he has a comprehensive understanding of the entire utility development process from planning to design, to permitting through construction. Mike knows how to develop a design that works both in theory and in practice.





**Laura DeJohn, AICP**

**Planning**

A Certified Planner since 2001, Laura has 24 years of professional experience in both public and private sector planning, including five years as a planner for the City of Naples. As Johnson Engineering's Director of Planning & Landscape Architecture, Laura manages projects involving development feasibility studies and site assessments, monitoring reports, code writing, preparation and presentation of land use and zoning applications, site design, master planning, and community visioning. Her experience includes entitlement of new development and redevelopment projects; historic preservation; architectural design review; annexation; and incentive-based codes. She has presented for the American Institute of Architects of Southwest Florida, Florida Gulf Coast University, and the Florida Chapter of the American Planning Association, and is an appointed member of the Collier County Development Services Advisory Committee.



**Tremayne Whitfield**

**Construction Observer**

With over a decade of transportation design knowledge, Tremayne is very familiar with many of the common issues affecting local communities. He has provided design and construction observation assistance on several local CDD and HOA projects that have involved pavement repairs, sidewalk replacement, storm structure outfall maintenance and replacement and pavement restriping projects. His experience also includes condition surveys for storm structures (inlets, outfalls, etc.), pavement and sidewalks.



**BUSINESS & PROFESSIONAL LICENSES/ CERTIFICATIONS**

**State of Florida Department of State**

I certify from the records of this office that JOHNSON ENGINEERING, INC. is a corporation organized under the laws of the State of Florida, filed on November 3, 1967.

The document number of this corporation is 322710.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on March 30, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Thirtieth day of March, 2022*



*Randa N. Friebe*  
Secretary of State

Tracking Number: 3184295884-C

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sos.fl.gov/Verify/CertificateOfStatus/CertificateAuthentication>

STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**CHANG, PHILIP**  
3357 COONTE COURT  
NEW PORT RICHEY FL 34655

LICENSE NUMBER: PE57410  
EXPIRATION DATE: FEBRUARY 28, 2023  
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STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
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**TILTON, ANDREW DOUGLAS**  
18810 SERENCA CT  
ALVA FL 33920000

LICENSE NUMBER: PE33258  
EXPIRATION DATE: FEBRUARY 28, 2023  
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STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
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**BELL, RYAN K.**  
25007 67TH AVE E  
MYAKKA CITY FL 34251

LICENSE NUMBER: PE60010  
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STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
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**DICKEY, MICHAEL SCOTT**  
17060 SHADY GROVE LANE  
CAPE CORAL FL 33909

LICENSE NUMBER: PE60057  
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dbpr ONLINE SERVICES

Licensee Details

License Information

License Type:	Regulatory
Board:	Regulatory
License Number:	642
Class:	Contract
License Date:	05/18/1977
Expires:	

Special Qualifications: Qualification 1 (Active)

Additional Licenses

View Related License Information

View License Complaint

Transportation Professional Certification Board Inc

*certifies that*

**Ryan K. Bell**

*has met all of the requirements established by the Certification Board to use the title of*

**PROFESSIONAL TRAFFIC OPERATIONS ENGINEER**

*and is in compliance with the Certification Board and subject to the provisions for renewal. Certificate number 2332, issued on Washington D.C. 11/18/10 April 14, 2010*

*John D. Hefner* Chair  
*Randy D. ...* Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF LANDSCAPE ARCHITECTURE  
THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**NAGLE, JEFFREY D**  
JOHNSON ENGINEERING, INC.  
2122 JOHNSON STREET  
FORT MYERS FL 33920

LICENSE NUMBER: LA6667059  
EXPIRATION DATE: NOVEMBER 30, 2023  
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Florida Department of Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2080 Apalachee Parkway Tallahassee, Florida 32309-6506

License No. **LS4912**  
Expiration Date: February 28, 2023

**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

**MATTHEW M HOWARD**  
378 POLLYWOG PT  
LABELLE, FL 32055-9604

*Nicole Friebe*  
NICOLE "NIKO" FRIEBE  
COMMISSIONER OF AGRICULTURE

**AICP**

THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS

**LAURA KATHARINE SPURGEON**

is qualified as a  
**Member**

will (if deemed a Certified Planner) and responsible to the AICP Code of Ethics and Professional Conduct.

Membership Certificate Number 016741

July 1, 2001

*Paul Fan*

**esa**  
The Ecological Society of America  
Founded 1915

The Ecological Society of America, upon recommendation of the Board of Professional Certification, hereby certifies that

**John Curtis**

meets the requirements as a certified **Senior Ecologist** and is governed by the Society's Code of Ethics.

Certified by the Ecological Society of America from June 1, 2018 through June 30, 2023

*John Curtis*  
Chair, Board of Professional Certification

*Rita ...*  
President, Ecological Society of America

Florida Department of Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2080 Apalachee Parkway Tallahassee, Florida 32309-6506

License No. **LS5916**  
Expiration Date: February 28, 2023

**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

**MICHAEL L LOHR**  
601 SE 17TH TERRACE  
CAPE CORAL, FL 33990

*Nicole Friebe*  
NICOLE "NIKO" FRIEBE  
COMMISSIONER OF AGRICULTURE

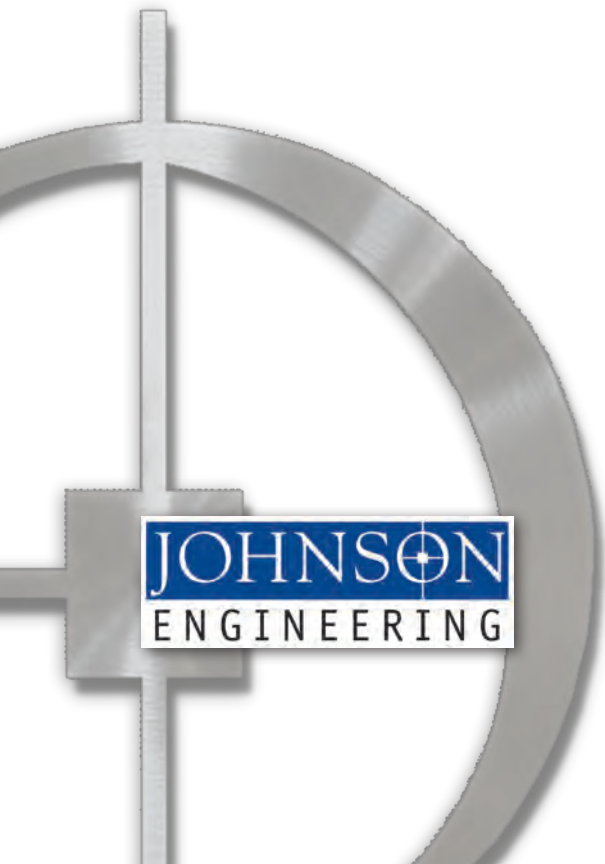


TSR Community Development District  
District Engineer  
December 29, 2022



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## 2. Past Performance



**PREVIOUS CDD DISTRICT  
ENGINEER EXPERIENCE &  
REFERENCES**

**SUNCOAST CDD**

**District Engineer**

Inframark

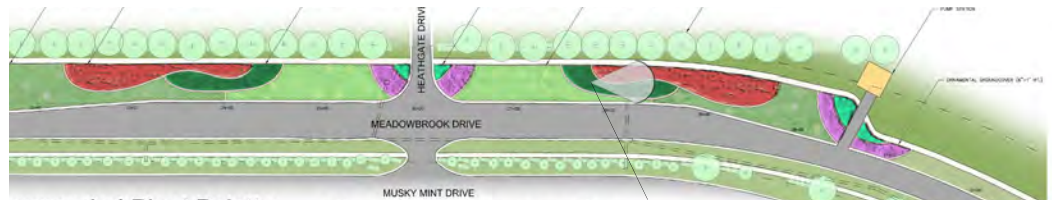
Mrs. Heather Dilley

2005 Pan Am Circle Ste 300

Tampa, Florida 33607

(813) 873-7300 ext 107

[Heather.Dilley@inframark.com](mailto:Heather.Dilley@inframark.com)



Johnson Engineering was selected to provide professional engineering services for the Suncoast Community Development District in Pasco County, Florida in August 2013. Our work has included inspection of stormwater detention ponds (for SWFWMD Certification), review of and recommendations pertaining to contractor proposals, facilitating discussions between the Board of Supervisors and County staff, identifying and reporting roadway structural issues and responding to resident inquiries. Our landscape team designed the replacement of existing turf grass within the County ROW along the community's main entry road with a Florida Friendly and aesthetically pleasing landscape treatment. The design required consideration of the roadway landscape restrictions which limited the plant selections to grasses and groundcover to avoid frangibility concerns of trees within the roadway corridor.

**LONGLEAF CDD**

**District Engineer**

Inframark

Mrs. Heather Dilley

2005 Pan Am Circle Ste 300

Tampa, Florida 33607

(813) 873-7300 ext 107

[Heather.Dilley@inframark.com](mailto:Heather.Dilley@inframark.com)



Johnson Engineering has provided professional engineering services for the Longleaf Community Development District in Pasco County, Florida since 2009. The work includes establishment, reports for bonds, processing National Pollutant Discharge Elimination System (NPDES) permit compliance, assisting during the construction and development process, as well as during the operation and maintenance of the CDD. Additional services have included sidewalk/ADA surveys, resolution of trip hazards as a result of tree roots, solving drainage issues, pavement condition surveys, construction administration and observation, and regular communication with District Staff.

**FOREST CREEK CDD**

**District Engineer**

Inframark

Mr. Andrew Mendenhall

2654 Cypress Ridge Blvd. Suite 101

Wesley Chapel, FL 33544

(813) 991-4014

[andymendenhall@inframark.com](mailto:andymendenhall@inframark.com)



Johnson Engineering provides general engineering services to the Forest Creek Community Development District. As District Engineer, we have assisted the District with its needs in the areas of stormwater management, environmental issues, transportation/roadway issues, survey, project bidding and construction observation as well as any additional services on an as-needed basis. Projects have included, but were not limited to, sidewalk repairs, roadway repaving, review of vegetative growth in conservation/preservation areas and permit research.



TSR Community Development District  
District Engineer  
December 29, 2022



**PARK PLACE CDD**  
**District Engineer**

Inframark  
 Mrs. Angie Grunwald  
 2005 Pan Am Circle Ste 300  
 Tampa, Florida 33607  
 (813) 873-7300 ext 116  
[angie.grunwald@inframark.com](mailto:angie.grunwald@inframark.com)



As District Engineer for the Park Place CDD, Johnson Engineering has provided general engineering services related to traffic calming, roadway repairs and improvements (asphalt and brick pavers), ADA compliance, vendor/contractor selection and oversight, parking assessments and inspection of stormwater detention ponds as well as a other professional services on an as-needed basis. By closely coordinating with the District Manager and communicating effectively with the Board, we have been able to assist the District in maintaining its infrastructure at an acceptable level.

**MEDITERRA**  
**District Engineer**

Wrathell, Hunt & Associates  
 Mr. Chuck Adams  
 9220 Bonita Beach Road,  
 Suite 214  
 Bonita Springs, FL 34135  
 (239) 498-9020  
[adamsc@whassociates.com](mailto:adamsc@whassociates.com)



Johnson Engineering has been the District Engineer at Mediterra since 2002. Work has included pay request review for release of bond funds, stormwater pond evaluations, fire safety related to naturally vegetated areas, and littoral vegetation maintenance.

**THE BROOKS OF BONITA SPRINGS CDD**  
**District Engineer**

Wrathell, Hunt & Associates  
 Mr. Chuck Adams  
 9220 Bonita Beach Road,  
 Suite 214  
 Bonita Springs, FL 34135  
 (239) 498-9020  
[adamsc@whassociates.com](mailto:adamsc@whassociates.com)



Johnson Engineering is the District Engineer for The Brooks of Bonita Springs CDD in South Lee County, Florida. Our team provides professional engineering services, including establishment, reports for bonds, assisting during the construction and development process, as well as during the operation and maintenance of the CDD.

**PINE AIR LAKES CDD**  
**District Engineer**

Governmental Mgmt. Services  
 Mr. Rich Hans  
 5701 North Pine Island Road,  
 Suite 370  
 Fort Lauderdale, FL 33321  
 (954) 721-8681  
[rhans@govmgtsvc.com](mailto:rhans@govmgtsvc.com)



Johnson Engineering provides professional engineering services for Pine Air Lakes Community Development District located in Collier County, Florida. The work includes establishment, reports for bonds, assisting during the construction and development process, as well as during the operation and maintenance of the CDD. Our environmental team is currently providing preserve maintenance by overseeing exotic vegetation maintenance events.



**RIVERWOOD CDD****District Engineer**

Inframark  
Mr. Robert Koncar  
5911 Country Lakes Drive  
Fort Myers, FL 33905  
(904) 626-0593  
[Bob.Koncar@inframark.com](mailto:Bob.Koncar@inframark.com)



Johnson Engineering is one of two firms providing engineering services for this district. Our focus is on water management, environmental, road, and landscape needs with the other firm focused on the utility plants operated by the District. The District has several water management permits, which we are assisting with budgeting to meet permit requirements.

**VERANDAH WEST CDD****District Engineer**

Wrathell, Hunt & Associates  
Mr. Chuck Adams  
9220 Bonita Beach Road,  
Suite 214  
Bonita Springs, FL 34135  
(239) 498-9020  
[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)



Johnson Engineering prepared the original Engineer's Report and amendments along with the other items in the community. During construction, portions of the community assets were reviewed by our team prior to acquisition by the CDD. This included review of construction documents, onsite testing and certifications to the regulatory agencies. We also helped with delineation of conservation areas and private lands within the District for the division of maintenance responsibilities.

**PELICAN MARSH CDD****District Engineer**

Dorrill Management Group  
Mr. W. Neil Dorrell  
5672 Strand Court, Suite 1  
Naples, FL 34110  
(239) 592-9115  
[nsdorrell@aol.com](mailto:nsdorrell@aol.com)



Johnson Engineering has provided general engineering services for the Pelican Marsh CDD in North Collier County, Florida since 2002. The services we have provided the District include reviewing the stormwater system when flooding has occurred throughout the community, reviewing offsite impacts of existing and proposed facilities affecting the stormwater system and assisting with improving the access control facilities, and reviewing roadway signage and sight distance issues. In 2017, the community began a multi-year roadway paving project of the main CDD roads. Our transportation group provided a pavement condition report and Construction, Engineering, and Inspection (CEI) services during the project to monitor contractor performance and verify invoicing quantities.

**CORY LAKES CDD****District Engineer**

Wrathell, Hunt & Associates, LLC.  
Mr. Chuck Adams  
9220 Bonita Beach Road,  
Suite 214  
Bonita Springs, FL 34135  
(239) 498-9020  
[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)



Johnson Engineering is the District Engineer for the Cory Lakes Community Development District. This District has an extensive stormwater system consisting of several interconnected lakes and wetlands. Our work has included assisting the District to replace large concrete stormwater structures that were in desperate need of repair as well as assisting with general maintenance issues related to failing inlets, pipes and drainage ditches. Other services have included ADA surveys, new concrete sidewalks and assistance with concrete bridge repairs.



TSR Community Development District  
District Engineer  
December 29, 2022

**JOHNSON**  
**ENGINEERING**



**LAKESIDE PLANTATION CDD**  
**District Engineer**

Governmental Management  
 Services - Central Florida, LLC  
 Mr. George Flint  
 135 West Central Blvd, Suite 320  
 Orlando, FL 32801  
 (407) 841-5524  
[gflint@gmscfl.com](mailto:gflint@gmscfl.com)



Johnson Engineering provides professional engineering services for Lakeside Plantation Community Development District. We service as District Engineer in the areas of stormwater management, environmental issues, transportation/roadway issues, utility design, landscape design, and construction management and observation, along with current permitting requirements in order to efficiently maintain or expand the District's services that are being provided to its residents.

**PELICAN LANDING**  
**Pelican Landing Entry**  
**Landscape Renovations**

The Pelican Landing community was interested in updating the landscaping around the lake on the southwest corner of one of their entries along U.S. 41. Johnson Engineering prepared three landscape concepts and presented the concepts to the Community Board. The community is currently reviewing the concepts that we created and we anticipate continuing on with the project to formulate construction documents based on the concepts and community feedback.

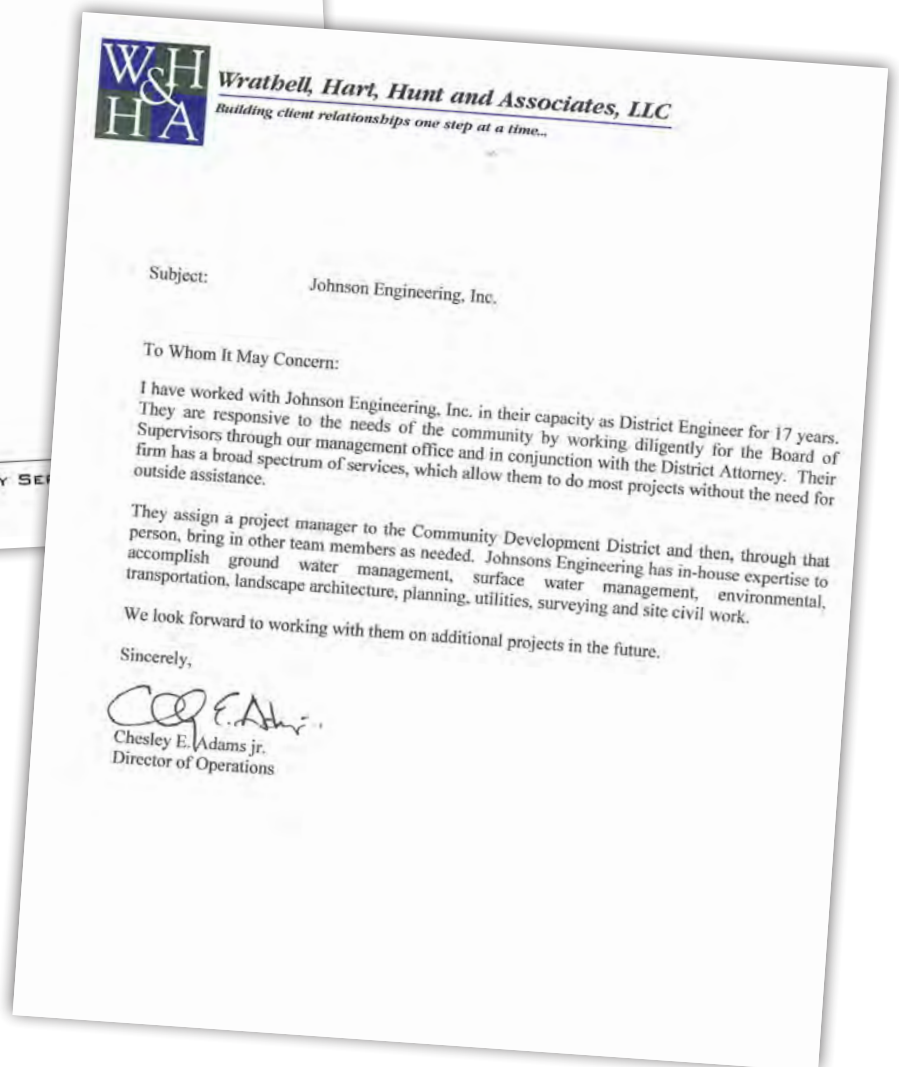


**KEY MARCO CDD**  
**Key Marco Dog Park**

The community of Key Marco invited us to create conceptual plans for a potential new dog park in the community. The dog park would be located in an area that was formerly used for landscape maintenance operations. The concept was presented to the community and we are currently awaiting feedback with the anticipation of creating final design plans and construction documents based on the community's comments.



CDD CLIENT REFERENCES



## APPROACH & IMPROVEMENT RECOMMENDATIONS



### Community Development District Experience

Our team has extensive Community Development District (CDD) experience throughout Florida, as we are the District Engineer for many CDDs. The work includes establishment, reports for bonds, and assistance during the construction and development process as well as ongoing services during the operation and maintenance of the CDD. During the construction and development process, we prepare the Engineer's Reports and amendments when needed, and review and approve requisitions from bond proceeds. After the work is complete or largely complete by the original developer, we participate in the long-term operation and maintenance with the CDD through facilities modifications, GATSB 34, upgrades to irrigation and maintenance facilities, as well as modifications to the water management system. We have assisted, and are currently assisting, Districts with sidewalk/ADA assessments, traffic signage and pavement marking surveys, ownership mapping, pavement condition assessments, drainage issue resolution, pond and wetland inspections, road resurfacing, and other improvement projects. We have also developed a Permit Criteria Manual to be used for new phases of development within the District limits of one of our clients.

On a regular basis (sometimes monthly), we survey our existing CDD/HOA communities and provide a report to the District Manager identifying any safety or infrastructure concerns. Our reports have included photos and descriptions of lifted and/or cracked sidewalks (sometimes because of tree roots) related to ADA non-compliance, areas of ponding, slope erosion/failure, locations of faded traffic signs or pavement markings and locations of pavement failure. Solutions have included chemical grout injection to address sidewalk trip hazards, saving our clients time and money (we were able to address 10 times the number of trip hazard locations using this method versus the traditional sidewalk removal and replacement method for the same amount of money, freeing up funds for other projects). Root barriers have also been implemented in addressing the sidewalk locations being affected by tree roots. Our experience has shown that some issues can be resolved quickly and with minimal disruption to a community's residents by pursuing alternatives to construction.

### Stormwater Management Systems

Hundreds of stormwater management facilities in communities throughout Southwest Florida bear the professional seal of our staff. The members of our surface water management team of professionals have experience in everything from county-level surface water master planning to stormwater facility design for small businesses. Some of the most exciting projects come out of stormwater retrofits of existing communities, which can be some of the most challenging and complex. Many times, it is not physically or financially feasible to completely fix an existing problem. Our team of surface water professionals understand this and work with our clients and interested third parties to come up with the best financially-feasible solution. Water quality is now in the forefront of all retrofit projects. The flooding and water quality problems must be solved simultaneously even though their solutions often work at odds to each other. Our experience and understanding of the local hydraulics and hydrology of Collier and Lee Counties and surface water BMPs helps us solve both problems with one solution.



TSR Community Development District  
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**ENGINEERING**

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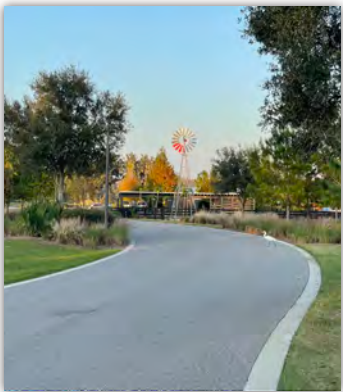


### Transportation

Our team transportation team has assisted other local CDDs/HOAs with their roadway maintenance issues by communicating solutions promptly as if they had their very own Public Works department. With more than 15 employees supporting him within our transportation market group, we are experienced in a wide of array of roadway design and construction inspection services. We are familiar with the requirements and operating procedures of many municipalities in Florida including the FDOT. We are also experienced in all manners of permitting associated with transportation improvements including FDOT pre-qualifications in the following areas: 3.1, 3.2, 6.1, 7.1, 7.3, 8.1, 8.2, 8.4, 10.1, 10.4, 13.6, 15.



Our design services range from sidewalk ADA compliance reviews, corridor analyses, preliminary design studies, and intersection improvements to full scale major roadway design. Roadway design is intricately correlated with the adjacent development, drainage, utilities, and environment. With in-house expertise in these areas as well, we offer a comprehensive design and permitting service. We also have long standing relationships with proven consultants in the transportation sub-disciplines of traffic, lighting, and signalization. These relationships perfectly complement our core design, providing a complete and quality design product.



Our transportation group also offers construction engineering and inspection (CEI). With 10 FDOT certified roadway and utility construction inspectors, we have the means to make sure the design is constructed properly. Our inspection staff is also well versed in the construction and acceptance criteria of the local municipalities. On-site inspection is critical to ensure compliance not only with the plans, but with the specifications and contract documents. Inspection is often required in cases where improvements are to be turned over to a local municipality for maintenance. Our local experience and thorough expertise in all manners of transportation improvement projects will ensure a quality product is delivered in an efficient manner; from conception to completion.

### Environmental Monitoring Experience

Our team is adept at the preparation of all types of mitigation and environmental monitoring reports required by the South Florida Water Management District, Florida Department of Environmental Protection, U.S. Army Corps of Engineers, and any pertinent local agencies requiring this information. In addition, a mitigation monitoring protocol is established and designed as specified in the permits issued for development. We have implemented monitoring programs for a variety of mitigation areas ranging from under 10 acres to 13,000 acres. Components of typical monitoring programs include the establishment and analysis of vegetation monitoring transects, groundwater monitoring wells, mapping of invasive exotic vegetation, and identification and quantification of fish and macroinvertebrate species to assess wetland health and surface water quality within freshwater and estuarine wetland ecosystems.



### Utilities

Utilities play a fundamental part in our everyday lives, yet we take for granted the vast systems of water, irrigation and sewer lines that run beneath us, and the engineering it took to provide such consistent service. Our utilities market group is a highly motivated and energetic group of professionals dedicated to the water and wastewater industry. Our expertise has brought water to fire hydrants, homes, drinking fountains, and swimming pools throughout Florida and provided wastewater systems for entire communities. While Collier County Utilities provides services to your community, we stand ready to advise if difficulties arise.





### Landscape Architecture

It has been said, "You only get one chance to make a first impression." This adage expresses the primary reasons for developing beautiful landscapes and streetscapes along the main corridors and neighborhood entries within your community. The main portal into this existing residential neighborhood will set the stage for impressions of the community by residents and visitors. The character of this roadway should stand out and reflect that certain level of treatment and attention to detail that represents the lifestyle within the community. At the same time, it must emphasize a gracious welcoming into this neighborhood and the variety of amenities it provides.

Our guide for developing a beautiful landscape renovation design is our focus on complying with the Landscape Committee's goals and "Vision". For this community, the landscape renovation design could include:

- ▢ Utilizing "Florida Friendly" and native landscaping,
- ▢ Incorporating native and drought tolerant plantings,
- ▢ Minimizing landscape maintenance,
- ▢ Implementing sustainability with the elimination of standard irrigation practices,
- ▢ Compliance with sight visibility requirements,
- ▢ Proposed landscape enhancements that provide continuity with existing landscaping surrounding the project area.



Landscape Architecture Services for CDDs often include:

#### Design Review for Building Guideline Compliance

- ▢ New construction
- ▢ Remodeling / Additions
- ▢ Color & material change recommendations & approvals

#### Horticultural Maintenance

- ▢ Site walkthrough evaluation & report: Are you paying for too much maintenance? Occasional pruning vs. continual trimming
- ▢ Maintenance guide: Excessive trimming...it all looks the same! Fertilization for healthy plants, pest control recommendations

#### Arboricultural & Coordination Services

- ▢ Tree trimming overview & recommendations. Trees can create ongoing concerns if left unattended... insurance implications!
- ▢ Coordinate work with Certified Arborists

#### Design Upgrades to Maintain Property Values:

- ▢ Community "Branding" and Master Planning
- ▢ Refurbish declining plantings
- ▢ Site enhancements with sustainability techniques and Low Impact Development (LID) design
- ▢ Landscape modifications, revised plant palette suggestions for better curb appeal, less maintenance, reduced water consumption - sustainability/Florida Friendly/native
- ▢ Hardscape refurbishment: fences and buffers, pavements, signs, water features, pools and spas, recreation elements, image & identity, outdoor furniture, etc.
- ▢ Landscape lighting design/area lighting design
- ▢ Community "Branding" and Master Planning
- ▢ Site lighting design

#### Irrigation

- ▢ Perform a wet check to evaluate proper design & operation
- ▢ Design modifications, upgrades & water use improvements
- ▢ Water source design and connections (well, potable or reclaim)

#### Permitting & Compliance

- ▢ ADA Compliance Audits
- ▢ Tree removal permits
- ▢ Landscape & Irrigation Certification
- ▢ Local government permitting
- ▢ Landscape Construction Phase Services
- ▢ Plans Preparation
- ▢ Bidding Assistance
- ▢ Construction Observation & Reporting



### Geographic Information Systems (GIS)

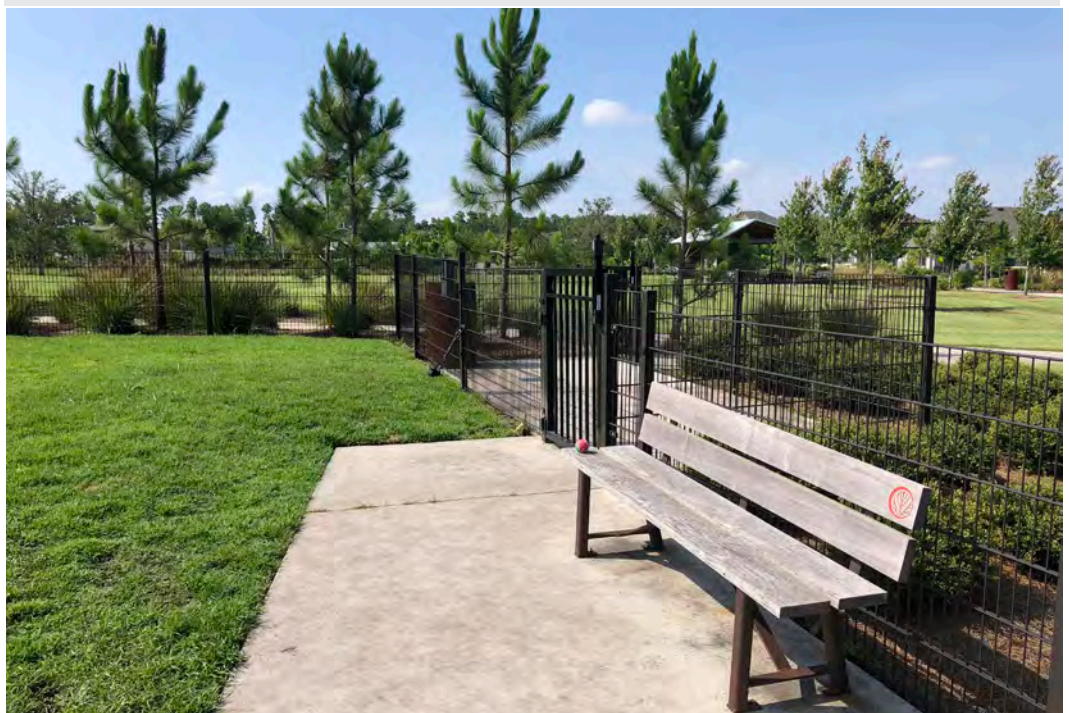
Our team uses ESRI's ArcGIS technology to provide an array of interactive digital mapping, data management and spatial analysis and 3D modeling solutions. Tailored web-based applications can be developed for secured, client-only access or for public presentation of maps and support analysis of spatial data. Using GPS, conventional surveying and subsurface utility engineering, our team can provide GIS utility mapping, including asset management, inventories, systems analysis tools and real time system conditions and monitoring. We locate and identify the elements, attributes and condition of these networks and offer a true working model to our clients. We also offer the support, update, and maintenance of our GIS deliverables to ensure that our clients have the most up-to-date and accurate mapping resources available.

Johnson Engineering's GIS team has developed Mobile Mapping applications for iPhone and iPad devices, as well as for some Android and Blackberry mobile devices. These applications allow you to access and view your project specific data layers on your mobile device and see your current position relative to those layers with an aerial background using your device's GPS location information. Mobile maps are also viewable using standard desktop web browsers. Data layers vary from point based features to linear or polygon features. Our team currently employs this technology to assist field operations for environmental/species mapping, well locations and stormwater facilities.



#### Mobile Mapping Application Benefits - ArcGIS Application - Uses

- ▮ Navigate to field features like wells, structures, monitoring stations, etc.
- ▮ Illustrate for clients, proposed conditions on site.
- ▮ Visualize multiple projects with aerial backgrounds.
- ▮ Locate and visualize existing/proposed underground facilities.
- ▮ Follow onsite drainage patterns and interaction with regional drainage features.
- ▮ Track and navigate to project assets and amenities
- ▮ Depict and navigate to Boundary Survey and Control monumentation.
- ▮ Overlay and visualize a variety of agency polygon coverages with your project limits like Land Use/Land Cover; Wetlands, Soils, Water Body IDs, FEMA Flood Lines, Zoning, Future Land Use, etc.

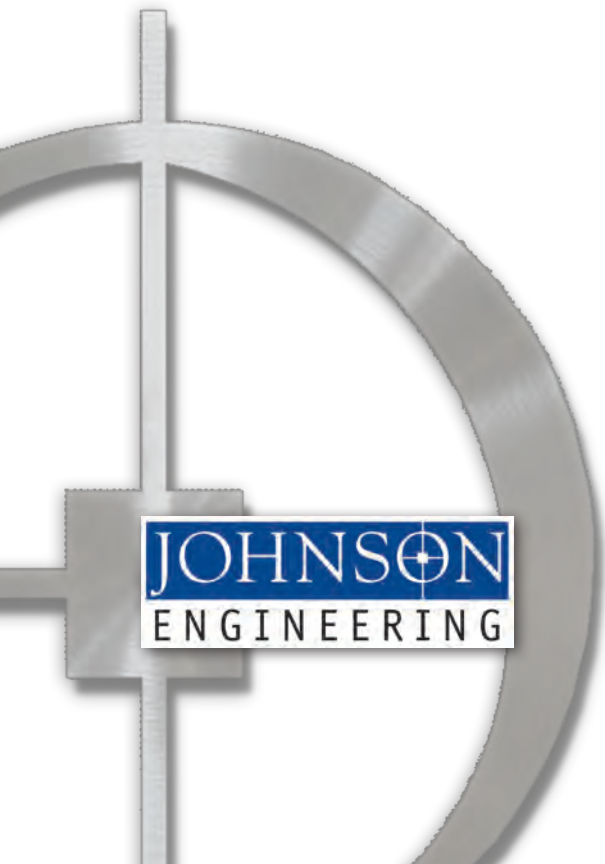


TSR Community Development District  
 District Engineer  
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### 3. Geographic Location



OFFICE LOCATIONS

We have seven offices located throughout Florida. Our Lutz office, will be the base of operations providing District Engineering Services to the TSR Community Development District.





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## 4. Willingness to Meet Time & Budget Requirements



### WILLINGNESS TO MEET TIME & BUDGET REQUIREMENTS

As noted in our organizational chart, Phil Chang, P.E., will be the District Engineer for this CDD if Johnson Engineering is selected. Phil has been working with CDDs in the Tampa Bay area for over a decade and has grown his CDD practice steadily from a single CDD to 16 CDDs over that time with several along the State Road 54 corridor in Pasco County including Longleaf, Suncoast, Long Lake Ranch and Terra Bella to mention a few.

Support will also be provided by Andy Tilton, P.E., John Curtis, CSE, Jeff Nagle, RLA and Tremayne Whitfield to name a few.

Andy Tilton, our Director of Water Resources, who has been involved with CDDs for many decades and who has been at Johnson Engineering for over 40 years. John Curtis has helped many special districts navigate environmental issues and Jeff Nagle has assisted in landscape enhancements throughout Florida. Tremayne Whitfield has assisted Phil at many of the CDDs undertaking pond inspections, sidewalk assessments and construction observation whenever the need has arisen.

Additionally, we have a staff of over 120 to assist whenever needed.

The growth of Phil's CDD practice is a testament to his past performance as well as Johnson Engineering's. Many of the Districts are managed by the same management company as well as the same District Manager indicating a trust in our abilities to perform when needed.

Our longevity as District Engineer at the CDDs we work with also is an indication of our ability to perform. In Pasco County, we have been providing our District Engineering Services to the following Districts for the number of years noted below:

- Longleaf Community Development District – 13 years
- Suncoast Community Development District – 9 years
- Terra Bella Community Development District – 7 years
- Watergrass I Community Development District – 6 years
- Long Lake Ranch Community Development District – 3 years
- Cypress Preserve Community Development District – Less than 1 year (Selected August 2022)

Additionally, Johnson Engineering has worked with Wrathell, Hunt and Associates at several districts including Cory Lakes Community Development District in the New Tampa area.

As you can see, we have an established track record of successfully providing district engineering services locally to multiple community development districts over the last decade and a half.

Per the Consultants Competitive Negotiations Act, fees are not part of the qualifications review. However, if selected, Johnson Engineering will submit its standard hourly rates to the District for discussion as part of the contract negotiation process.



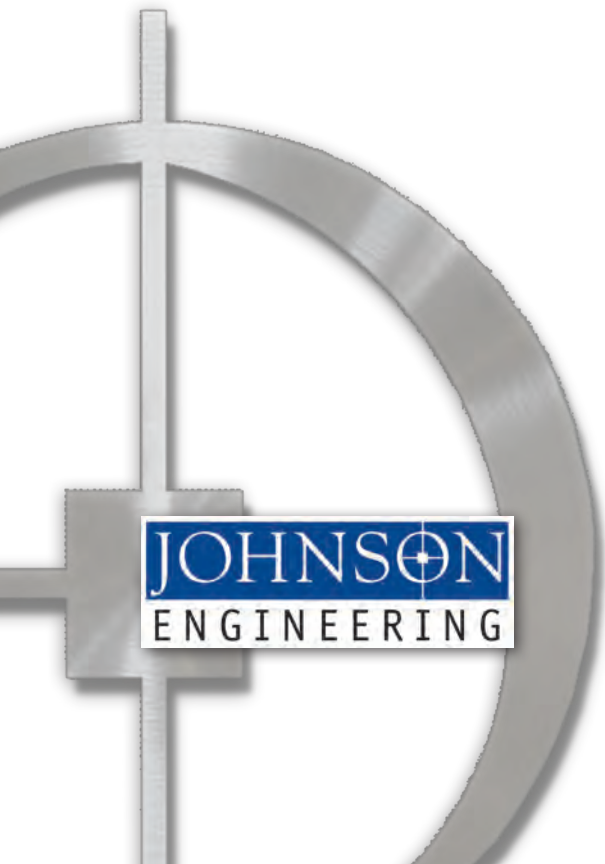
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## 5. Certified Minority Business Enterprise





Johnson Engineering is not a certified minority business. However, we take great pride in being an equal opportunity employer. **We are committed to promoting other MBEs.** Our goal is to establish a team in the best interest of our clients, while maintaining the standard of quality our firm and clients demand.

Once selected, we will work closely with the CDD to identify other potential minority teaming opportunities.

**Equal Opportunity/Affirmative Action Employer**

Johnson Engineering is an Equal Employment Opportunity and Affirmative Action Employer and seeks to recruit qualified women, qualified minorities, qualified individuals with disabilities and qualified protected veterans. It is the policy of Johnson Engineering not to discriminate against any employee or applicant for employment based on race, gender, age, disability or national origin or because he or she is a qualified individual with a disability, a disabled veteran, a newly separated veteran, a campaign veteran or an armed forces service medal veteran.

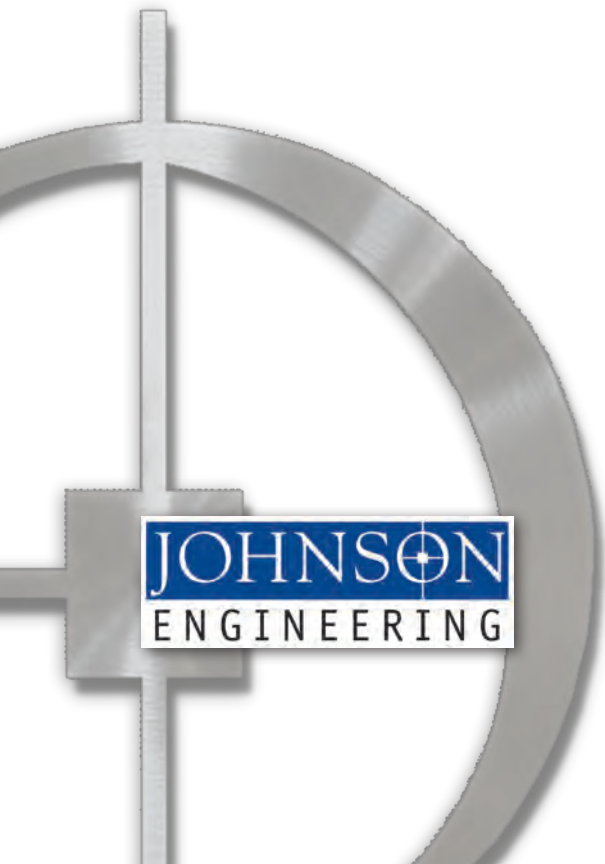


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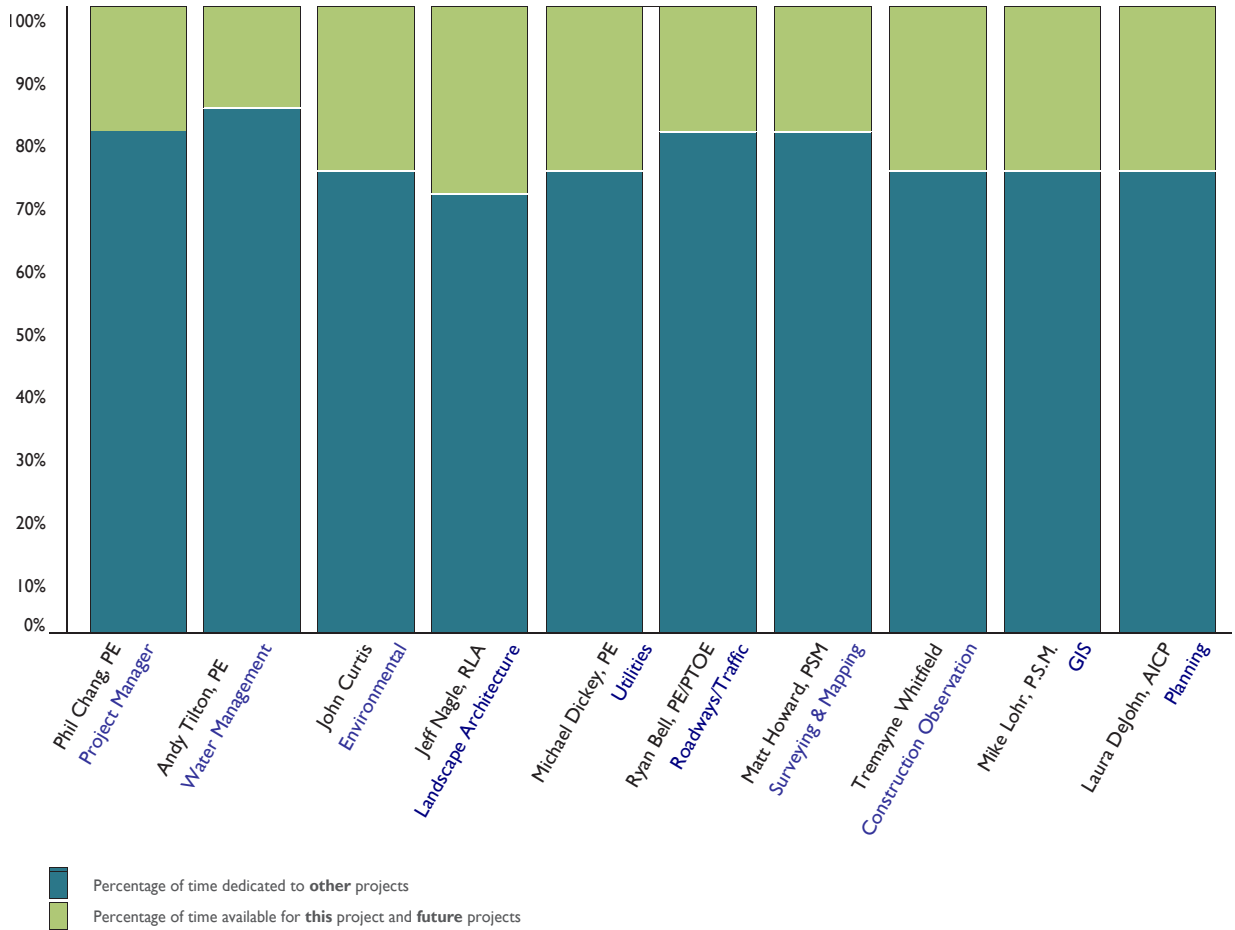
## 6. Recent, Current & Projected Workloads



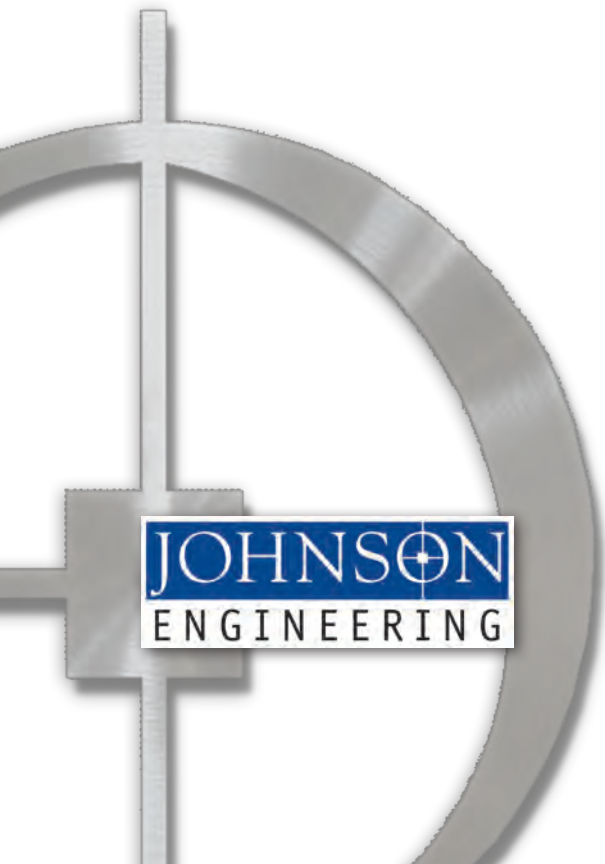
**CURRENT & PROJECTED WORKLOAD**

All key team members have sufficient availability and are excited to dedicate their efforts to help the CDD. With a company of over 120 experienced employees, we have the ability to accommodate your schedule.

**Current Percentage of Available Time of Key Personnel**



7. Volume of Work Previously Awarded to Consultant by District



As previously noted, we have been working with Community Development Districts for over forty years throughout the State of Florida. We have provided services related to drainage, survey, environmental issues, transportation/roadway issues, utility design, landscape design and construction management.

Although we have extensive experience acting as District Engineer, we have not previously been awarded any work by the TSR West Community Development District. We have, however, successfully interacted with the District Manager and Kutak Rock (District Counsel) in their capacity at other Districts.

If selected, we are ready to assist the Board to achieve its goals and to contribute to the efficient operation and maintenance of the District's infrastructure.







JOHNSON  
ENGINEERING

1. TITLE AND LOCATION (City and State)

TSR Community Development District - District Engineer

2. PUBLIC NOTICE DATE

12/29/22

3. SOLICITATION OF PROJECT NUMBER

4. NAME AND TITLE

Phil Chang, PE, Project Manager

5. NAME OF FIRM

Johnson Engineering, Inc.

6. TELEPHONE NUMBER

(813) 909-8099

7. FAX NUMBER

8. E-MAIL ADDRESS

pchang@johnsoneng.com

**C. PROPOSED TEAM**

(Complete this section for the prime contractor and all key subcontractors.)

	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.	X			Johnson Engineering, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	2122 Johnson Street Fort Myers, FL 33901	Project Management, Water Management, Utilities, Surveying, GIS, Environmental, Roadways, Construction Inspection, Planning, Landscape Architecture
b.	X			Johnson Engineering, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	17900 Hunting Bow Cir Suite 101 Lutz, FL 33558	Project Management, Traffic Engineering, Roadway Construction Inspection, Minor Drainage, Water Management, Environmental
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

**D. ORGANIZATIONAL CHART OF PROPOSED TEAM**

(Included within proposal)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Philip Chang, PE</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>28</b>	b. WITH CURRENT FIRM <b>11</b>
15. FIRM NAME AND LOCATION (City and State) <b>Johnson Engineering, Lutz, Florida</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>Bachelor of Engineering - Civil Engineering</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida - PE Virginia - PE</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>FDEP Qualified Stormwater Management Inspector</b>			

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION (City and State) <b>Riverbend West Community Development District Hillsborough County, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>As District Engineer, Philip provides professional services as requested by the Board and/or staff. He has worked closely with District Counsel on a number of issues. Services have included pond inspections, review/assessment of infrastructure (sidewalks, site grading/drainage, stormwater facilities, etc.), Engineer's report for new bonds, attendance at monthly Board of Supervisor meetings, responding to resident inquiries and communicating with various regulatory agencies including Hillsborough County and SWFWMD.</b>		
b.	(1) TITLE AND LOCATION (City and State) <b>Longleaf Community Development District Pasco County, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Philip represents the District as its District Engineer and provides professional services to the Board as needed. Services provided by him and the Johnson Engineering team have included ADA compliance, drainage, roadway improvements, and infrastructure maintenance, resident inquiries and landscape related issues. He has also acted as liaison between the District and the County.</b>		
c.	(1) TITLE AND LOCATION (City and State) <b>Cory Lakes Community Development District Tampa, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Phil represents the District Engineer for the Cory Lakes Community Development District. This District has an extensive stormwater system consisting of several interconnected lakes and wetlands. Our work has included assisting the District to replace large concrete stormwater structures that were in desperate need of repair as well as assisting with general maintenance issues related to failing inlets, pipes and drainage ditches. Other services have included ADA surveys, new concrete sidewalks and assistance with concrete bridge repairs.</b>		
d.	(1) TITLE AND LOCATION (City and State) <b>Suncoast CDD Land O'Lakes, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable) <b>N/A</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>As District Engineer, Philip provides services to the Board as requested related to sidewalk and roadway assessments, ADA compliance, and inspection of CDD maintained ponds. He also facilitated the landscape design of enhanced right-of-way plantings at the gateway to the community (by our Registered Landscape Architect).</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Andrew Tilton, PE</b>	13. ROLE IN THIS CONTRACT <b>Water Management</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>44</b>	b. WITH CURRENT FIRM <b>44</b>

15. FIRM NAME AND LOCATION (City and State)  
**Johnson Engineering, Fort Myers, Florida**

16. EDUCATION (DEGREE AND SPECIALIZATION) <b>M.E. - Hydraulics B.S. - Civil Engineering</b>	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida - PE</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
**Co-authored with Dr. B.A. Christensen, "Stormwater Management by Microcomputer" International Conference on the Use of Micros in Fluid Eng., London, England, June 7-8, 1983**

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>a.</b>	<b>Mediterra CDD – District Engineer Collier County, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Johnson Engineering has been the District Engineer at Mediterra since 2002. Work has included pay request review for release of bond funds, stormwater pond evaluations, fire safety related to naturally vegetated areas, and littoral vegetation maintenance.</b>		
<b>b.</b>	<b>Midfield Terminal Complex for Lee County Port Authority Fort Myers, Florida</b>	<b>Ongoing</b>	<b>Ongoing</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Andy was involved in the study, design, permitting and provided construction guidance for the water management features of the runway site and the offsite mitigation park. The overall project construction cost was in excess of \$380 million.</b>		
<b>c.</b>	<b>Verandah West CDD - District Engineer Lee County, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Johnson Engineering prepared the original Engineer's Report and amendments, along with the other items in the Verandah West Community, located in Lee County, Florida. During construction, portions of the community assets were reviewed by our team prior to acquisition by the CDD. This included review of construction documents, on-site testing and certifications to the regulatory agencies. We also assisted with delineation of conservation areas and private lands within the District for the division of maintenance responsibilities.</b>		
<b>d.</b>	<b>Burnt Store Road Phase 2 Charlotte County, Florida</b>	<b>2018</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Johnson Engineering recently finished the design on four miles of 2 to 4 lane widening of Burnt Store Road in Charlotte County. Johnson Engineering provided all aspects of roadway, drainage and utility design and permitting. The project included lighting, significant ROW acquisition, bat surveys and volumetric compensation for historic basin storage. Design is complete and final permits are expected in the next month.</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>John Curtis, CSE</b>	13. ROLE IN THIS CONTRACT <b>Environmental</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>25</b>	b. WITH CURRENT FIRM <b>25</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Johnson Engineering, Fort Myers, Florida</b>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> <b>B.A. - Biology - 1994</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> <b>Certified Senior Ecologist, FWC Authorized Gopher Tortoise Agent, Burrowing Owl FWC Registered Agent, Florida Association of Environmental Professionals (Former Treasurer), City of Cape Coral Listed Species Stakeholder Group</b>			

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
<b>a.</b>	<b>Southwest 6/7 Utilities Extension Project (UEP)/Cape Coral, Florida</b>	<b>2018</b>	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm The City of Cape Coral constructed utility improvements within an area referred to as Southwest 6 & 7. The project involved 51 miles of new utility lines, roadway improvements and storm water improvements. Johnson Engineering ecologists identified a total of 95 burrowing owl burrows, 36 gopher tortoise burrows and five active bald eagle nests within the project vicinity during the protected species surveys. Our environmental team was responsible for obtaining the Environmental Resource Permit (ERP) issued by the FDEP, the burrowing owl Incidental Take Permit and gopher tortoise Conservation Permit required by the Florida Fish and Wildlife Conservation Commission (FWC), and preparation of a bald eagle management plan to address the bald eagle nests within the construction area.		
<b>b.</b>	<b>NN Middle School &amp; K Elementary School/Fort Myers, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm Johnson Engineering was contracted to perform the engineering and environmental permitting services for the new Middle School and Elementary School on a 68 acre property in south Lee County. The project will provide facilities for additional K-8 students in the Village of Estero and surrounding (South Zone) area, including academic classrooms, music, art, science and environmental labs, media center, gymnasium, auditorium, cafeteria, and administrative offices. Additionally, the facilities will include a storm water management system, athletic facilities/fields, bus ramp and parking areas. Our environmental team conducted listed species surveys and Florida bonneted bat surveys, and is currently overseeing updates and extensions of previously obtained permits by SFWMD and USACE.		
<b>c.</b>	<b>City of Cape Coral Galvanized Pipe Replacement Program- Section 2A/Cape Coral, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm The Johnson Engineering environmental team conducted all of the environmental surveys and FWC permitting associated with addressing burrowing owl involvement related to the City's galvanized pipe replacement project - Section 2A. Tasks included conducting GPS surveys of all burrowing owl burrows within 33-feet of the project area, obtaining a listed species nest removal permit from the FWC to excavate and collapse inactive burrows, implementing the permit and overseeing all associated mitigation activities.		
<b>d.</b>	<b>Florida Gulf Coast University South Entrance Road and Recreation Facility/Estero, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Curtis performed all environmental permitting required for the construction of the University's south entrance road and recreation facility. This project involved obtaining environmental resource permits from the USACE and SFWMD, a gopher tortoise relocation permit from the FWC, coordinating listed species mitigation for the Florida panther, wood stork, Eastern indigo snake and Florida bonneted bat with the USFWS and ongoing hydrologic restoration monitoring within the campus's onsite conservation areas.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Jeff Nagle, RLA</b>	13. ROLE IN THIS CONTRACT <b>Landscape Architecture</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>38</b>	b. WITH CURRENT FIRM <b>10</b>

15. FIRM NAME AND LOCATION (City and State) <b>Johnson Engineering, Fort Myers, Florida</b>
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16. EDUCATION (DEGREE AND SPECIALIZATION) <b>B.S./Landscape Architecture Rutgers University, Cook College, 1986</b>	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida/Landscape Architecture New Jersey/Landscape Architecture</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Florida Registered Landscape Architect, New Jersey Licensed Landscape Architect, New Jersey Licensed Professional Planner, American Society of Landscape Architects member</b>
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**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION (City and State) <b>South Biscayne Drive Median Landscape Renovations City of North Port, FL</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2014</b>	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>This landscaping project of 1.5 miles of roadway median renovation is located within the ROW of South Biscayne Drive within in the City of North Port. The outdated landscape medians consisted of mainly of Cabbage Palms that were well beyond their peak of maturity. This renovation was the City's response to the surrounding residential community's desire to improve the neighborhoods main roadway character. The final design will include drought tolerant FL friendly plantings to reflect the character of the community and ensure durability, sustainability, and reduced maintenance requirements. Sustainable practices will include hydrant supplemented low volume irrigation, soil amendments with compost and water absorbing polymers to insure plant health and the removal of all turf areas to reduce maintenance effort and costs.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) <b>Rotonda West Entry Signs Charlotte County, FL</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2014</b>	CONSTRUCTION (If applicable) <b>2014</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>Jeff was responsible for updating the their existing and deteriorating identity signs at five locations. The scope of this project included the development of a new sign that would embody the character of the community while being sensitive to the budget. Through a series of public meetings and concept development a new sign emerged to reflect this established community and its history.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) <b>Suncoast CDD, Landscape Renovations &amp; Entry Signage Pasco County, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2014</b>	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>Our team's job is to design the replacement of existing turf grass within the County ROW along the community's main entry road with a Florida Friendly and aesthetically pleasing landscape treatment. The design required consideration of the roadway landscape restrictions which limited the plant selections to grasses and groundcover to avoid frangibility concerns of trees within the roadway corridor. The final landscape design consists of the removal of the turf within the verge and replacement with plant materials arranged in sweeping masses to provide a sense of vertical and horizontal transition while creating a manageable and pleasing visual entry aesthetic.He also provided the conceptual sign plans as well as the landscape plantings around the signage as part of the CDD's efforts to update their community signage and to enhance the appearance at the gateway to the community. His efforts included developing concepts for a new community logo that was consistent with the community's personality and surroundings.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) <b>Harbor Trail &amp; Wayfinding Parmely Street Charlotte County, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable) <b>Ongoing</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>This project will both visually and physically enhance the existing corridor connection from the heavily traveled US 41 to the existing and historically significant Bayshore Live Oak Park. Landscape architectural design enhancements include a gateway entry sign at the US Highway 41 entry, way-finding signage for Bayshore Live Oak Park, accessible sidewalk , aesthetically enhanced street intersections, decorative roadway lighting including banners, enhanced and decorative regulatory signage, and visually pleasing Florida Friendly landscaping and low volume irrigation. The landscape architectural improvements were designed to improve both the pedestrian and vehicular experience within this roadway corridor and establish character branding within Charlotte Harbor.</b>	<input type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
 (Complete one Section E for each key person.)

12. NAME <b>Tremayne Whitfield</b>	13. ROLE IN THIS CONTRACT <b>Construction Observation</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>21</b>	b. WITH CURRENT FIRM <b>17</b>
15. FIRM NAME AND LOCATION (City and State) <b>Johnson Engineering, Lutz, Florida</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>Bachelor of Science - Computer Visualization Technology</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>a.</b>	<b>Longleaf Community Development District New Port Richey, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Tremayne has provided general construction observation for capital improvement projects as well as infrastructure maintenance repairs within the CDD. His other duties have included a field review of nearly 300 storm structures as part of a community-wide storm infrastructure condition assessment study.</b>		
<b>b.</b>	<b>Suncoast Community Development District Land O'Lakes, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Tremayne has completed several pond inspections under the direct supervision of the District Engineer in order to comply with the Southwest Florida Water Management District's regular periodic inspection of CDD maintained stormwater management ponds as required under the conditions of the Environmental Resource Permit.</b>		
<b>c.</b>	<b>Riverbend West Community Development District Riverview, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Tremayne has provided support on a variety of projects within the District including vehicle safe sight distance assessments, stormwater management pond inspections, sidewalk hazard assessments and ADA compliance surveys.</b>		
<b>d.</b>	<b>Forest Creek Community Development District Parrish, Florida</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Tremayne has completed a number of sidewalk surveys to identify trip hazards and damaged sidewalk within this community. His efforts have identified close to 100 locations requiring repairs.</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Matthew Howard, PSM</b>	13. ROLE IN THIS CONTRACT <b>Surveying &amp; Mapping</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>46</b>	b. WITH CURRENT FIRM <b>22</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Johnson Engineering, Fort Myers, Florida</b>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> <b>Florida - PSM</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

<b>a.</b>	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Hilliard Brothers of Florida Hendry County, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2015</b>	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <b>Matt was the surveyor in charge for a 7,600 acre parcel of land with future development intents. Surveying efforts included a boundary survey of the entire parcel, horizontal location of existing improvements, and title work.</b>		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
<b>b.</b>	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Edison Farms, Lee County Board of County Commissioners Lee County, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2018</b>	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <b>Matt was the surveyor in charge for the boundary survey of an approximately 3,800 acre parcel of land to be included in conservation lands for the county. The survey required out parcels for the Florida Department of Transportation, access easements, and location of existing improvements.</b>		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
<b>c.</b>	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Fort Denaud Road, Hendry County Board of County Commissioners Hendry County, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2018</b>	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <b>Matt is the surveyor on charge for providing design surveying services for two and one-half miles of roadway for reconstruction. Efforts included horizontal and vertical location of all improvements and drainage facilities for design purposes. This is a county road and does not have an official right-of-way map and the county has requested that these services also include surveying and preparing a occupied and maintained right-of-way map.</b>		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
<b>d.</b>	(1) TITLE AND LOCATION <i>(City and State)</i> <b>United States Sugar Corporation Glades, Hendry, Palm Beach Counties, Florida</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2009</b>	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <b>Matt was the project manager for United States Sugar Corporation surveys from July 2008 – February 2009. Management of six field crews and over twenty office personnel, professional and technical. This project included boundary survey and mapping of approximately 85,000 acres in Hendry, Glades and Palm Beach counties. Johnson Engineering prepared boundary surveys and right-of-way mapping for approximately sixty miles of United States Sugar Corporation railroad. Our firm was tasked with vesting deeds mapping, deeds in / deeds out, for +/- 187,000 acres of land owned by United States Sugar Corporation in Hendry, Glades and Palm Beach county. This project included mapping of drainage canals in all of the 298 drainage districts within United States Sugar Corporation lands, by our firm.</b>		
	<input checked="" type="checkbox"/> Check if project performed with current firm		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Michael Dickey, PE</b>	13. ROLE IN THIS CONTRACT <b>Utilities</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>25</b>	b. WITH CURRENT FIRM <b>23</b>

15. FIRM NAME AND LOCATION (City and State) <b>Johnson Engineering, Fort Myers, Florida</b>
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16. EDUCATION (Degree and Specialization) <b>B.S. - Civil Engineering</b>	17. CURRENT PROFESSIONAL REGISTRATION (State And Discipline) <b>Florida - PE</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Haestad Methods, Water Distribution Design and Modeling, American Water Works Association</b>
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**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Southwest 6 &amp; 7 Utility Extension Project Areas 1&amp;2 Cape Coral, Florida</b>	<b>2012</b>	<b>Ongoing</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm As project manager, Mike is responsible for providing utility improvements to approximately 1,100 existing residential properties as part of Cape Corals Southwest 6 & 7 utility extension program. Areas 1 and 2 include approximately 53,000 linear feet of gravity sewer main; 56,000 linear feet of potable water main; 58,000 linear feet of irrigation main; two wastewater pump stations; 9,800 linear feet of wastewater force main; and 5,400 linear feet of storm drain improvements. The construction cost for all improvements in these two areas was \$12.5 million. Johnson Engineering is providing the value engineering, plan adoption of previous design, design modifications, pump station design, permitting, bidding assistance and construction phase services. The estimated construction cost is \$12.5 million.		
b.	<b>16" Water Main U.S. 41 from Rattlesnake Hammock to Barefoot Williams Road, Collier County, Florida</b>	<b>2005</b>	<b>2007</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mike was the project manager responsible for the design for approximately 15,800 linear feet of 16" water main that was installed within the median of U.S. 41 from Rattlesnake Hammock to Barefoot Williams Road in Collier County. Key design elements included proposing an alignment that would minimize traffic disturbance on U.S. 41, coordinating with FDOT to allow for the main to be installed within the median and preparing maintenance of traffic plan to allow for night work. To avoid open cutting turn lanes approximately Johnson Engineering provided the survey, design, permitting, bidding assistance and construction phase services.		
c.	<b>91st &amp; 92st Water Main Replacement Naples, Florida</b>		<b>Ongoing</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm As project manager, Mike is responsible for the replacement of approximately 10,000 linear feet of 12" and 8" water main in Collier County along 91st and 92nd Street located within the Naples Park area. Key design elements included indentifying an alignment within congested rights of way that would accomplish project goals while minimizing impacts to the existing residents and allow the existing asbestos cement water main to remain in service during construction. Design also included provisions to remove the entire AC water main once the new system was in service. Johnson Engineering provided the survey, design, permitting and bidding service for this project.		
d.	<b>Hickory Boulevard Water Main Bonita Springs, Florida</b>	<b>2009</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mike was the project manager responsible for the replacing approximately 12,500 linear feet of 16" water main in Bonita Springs along Hickory Boulevard from Bonita Beach Road to Estero Blvd. Due to limited available right way, the project required a design that limited disturbance to the local residents, maintained traffic flow, maintained bike path access and limited removal of existing landscaping. Through frequent coordination meetings with residents and Lee County the project was successfully completed with minimal complaints. Johnson Engineering provided the survey, design, permitting, bidding services and construction management.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Michael Lohr, PSM</b>	13. ROLE IN THIS CONTRACT <b>GIS</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>48</b>	b. WITH CURRENT FIRM <b>38</b>

15. FIRM NAME AND LOCATION (City and State)  
**Johnson Engineering, Fort Myers, Florida**

16. EDUCATION (DEGREE AND SPECIALIZATION) <b>A.A./Chemical Engineering/Jefferson Technical College 1974</b>	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida - PSM LS # 5916</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
**Florida Surveying and Mapping Society**

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Lee County Utilities - Upper Estero River Basin Historic Imagery and GIS Land Use Analysis</b>	<b>Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Mike has the overall responsibility for GIS analysis including georeferencing historic aerial photography for hundreds of individual imagery tiles dating back to 1944 in seven different time series for use in GIS analysis depicting land use changes since 1944. Work includes watershed basin delineations based on historic aerials and various topographic data sources.</b>		
b.	<b>2409 Acre Seven Star Survey Southeast Hendry County near Big Cypress Seminole Reservation</b>	<b>2008</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Mike was the surveyor in responsible charge for this large survey in southeast Hendry County located near Kissimmee Billy Strand and west of the Big Cypress Indian Reservation. The final product was a Boundary Survey aggregating 3 adjacent parcels of previous agricultural lands including recovery of 9 section corners and monumentation for existing drainage easements on and adjacent to the property. In addition, one new parcel of approximately 25 acres was created. Project required coordination with landowners and Seminole Tribe of Florida representatives. GIS applications were used in completing this work including high resolution aerial imagery dated 2007 and internal sharing of project information utilizing network and web based Google Earth KMZ files.</b>		
c.	<b>Babcock Ranch Community Charlotte &amp; Lee Counties, Florida</b>	<b>2005-Ongoing</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Mike performed GIS mapping services and remote data collection responsibilities for proposed development of more than 17,000 acres. Services included installation, programming, calibration of approximately 150 electronic water level sensors and rain gages used to assess baseline conditions and permit requirements in the area. Data management and production of water level charts is also a part of the ongoing task, as well as managing flow measurements and water quality sampling at 23 locations on a monthly basis. Mike is also responsible for providing aerial and GIS mapping services in support of multiple permit application processes., as well as deployment of web based GIS mapping applications. Mike has also developed several Sketch and Descriptions required for permitting processes and reviews survey work on Babcock done for the landowner by other consultants.</b>		
d.	<b>The Brooks Community Development District GIS Web Mapping Estero, south Lee County, Florida</b>	<b>2009</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Mike has developed a web based mapping application for use by managers of The Brooks CDD, integrating parcel information, current aerial imagery, downloaded scanned files of county public records for deeds, legal descriptions and condominium declarations, photography, lake and conservation easements into a mapping service accessible via internet connection. The web based application has parcel hyperlinks to the property appraiser web sites to access current ownership information.</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Ryan Bell, PE, PTOE</b>	13. ROLE IN THIS CONTRACT <b>Roadway/Traffic</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>24</b>	b. WITH CURRENT FIRM <b>24</b>
15. FIRM NAME AND LOCATION (City and State) <b>Johnson Engineering, Fort Myers, Florida</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>B.S. - Civil Engineering</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida - P.E. Florida - P.T.O.E.</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>ASCE, FES, FDOT certified in Asphalt I, Asphalt II, Earthwork I, Earthwork II, QC Manager, Advanced MOT and Troxler</b>			

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>a.</b>	<b>NE 34<sup>th</sup> Avenue Roadway Improvements Okeechobee County, Florida</b>	<b>2018</b>	<b>2018</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Ryan was responsible for the design services for this half mile resurfacing project. Services include traffic analysis, pavement design, utility coordination and construction plan preparation for roadway milling and resurfacing and minor drainage improvements. This project is funded through FDOT's Small County Outreach Pro-gram (SCOP) and Small County Rural Assistance Program (SCRAP).</b>		
<b>b.</b>	<b>304<sup>th</sup> Street Box Culvert Remediation Okeechobee County, Florida</b>	<b>2019</b>	<b>2019</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Ryan was the project manager responsible for the design and construction phase services for this box culvert remediation project in Okeechobee County. The project was funded by FEMA and included repair and reconstruction of facilities damaged in Hurricane Irma. Work included inspection of existing conditions, repair of a roadway washout, channel sedimentation removal, removal of concrete wingwalls and construction of new steel sheet pile wingwalls.</b>		
<b>c.</b>	<b>Helms Road Hendry County, Florida</b>	<b>2013</b>	<b>2019</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Ryan is the project manager for design and CEI of approximately three miles of new four-lane roadway in Hendry County. Work includes all associated drainage, permitting, signalization and signing and marking. This project is currently under construction.</b>		
<b>d.</b>	<b>Turner Avenue LAP Intersection Improvements DeSoto County, Florida</b>	<b>2018</b>	<b>2018</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Ryan is the project manager responsible to design intersection improvements at the intersection of NE Turner Avenue and Roan / Gibson Street. This intersection is directly adjacent to DeSoto High School and was experiencing excessive delay during peak traffic hours. Johnson Engineering performed a traffic analysis to optimize intersection timing and determine the required length of the proposed turn lanes. Design services included the addition of left turn lanes, pavement rehabilitation, improvements to existing pedestrian infrastructure as well as compliance with the Statewide School Zone Implementation plan. This project was federally funded through FDOT's LAP program and plans were reviewed through the Electronic Review Comment (ERC) system. The design was completed ahead of schedule in August 2018.</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Laura DeJohn, AICP	13. ROLE IN THIS CONTRACT  Planning	14. YEARS EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM 18

15. FIRM NAME AND LOCATION <i>(City and State)</i>  Johnson Engineering, Fort Myers, Florida
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16. EDUCATION <i>(Degree and Specialization)</i>  Master of Planning - American Urbanism Bachelor of City Planning	17. CURRENT PROFESSIONAL REGISTRATION <i>(State And Discipline)</i>  AICP (American Institute of Certified Planners)
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18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>  Member, APA (American Planning Association)
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**19. RELEVANT PROJECTS**

a. (1) TITLE AND LOCATION <i>(City and State)</i>  Comprehensive Plan Village of Estero, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES  2019	CONSTRUCTION <i>(If applicable)</i>

(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm  Laura assisted with the data collection, analysis, public involvement, and drafting of the Village's first Comprehensive Plan and continues in providing similar services in preparation of the Village's first Land Development Code. Laura's focus was the Future Land Use Element and Map, Community Design Sub-Element, formatting of the final comprehensive plan, architectural and landscape standards, and presentations to the Planning and Zoning Board and Village Council.
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b. (1) TITLE AND LOCATION <i>(City and State)</i>  Stoneybrook CDD Lee County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES  2008	CONSTRUCTION <i>(If applicable)</i>

(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm  Laura assisted with the communitywide lake bank restoration project, which included inventory, mapping and coordination with Lee County Development Review staff to justify deviations to allow alternative designs for lank bank restoration to be more cost effective and to minimize impact to property owners.
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c. (1) TITLE AND LOCATION <i>(City and State)</i>  Pine Air Lakes CDD Collier County, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES  2007	CONSTRUCTION <i>(If applicable)</i>

(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm  Laura assisted with establishing a permit tracking system for the CDD to identify and maintain compliance with monitoring, reporting, and other stipulations for the various entitlements and permits issued within the CDD.
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d. (1) TITLE AND LOCATION <i>(City and State)</i>  Miromar Square Corporate Center Lee County, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES  2006	CONSTRUCTION <i>(If applicable)</i>

(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> <input checked="" type="checkbox"/> Check if project performed with current firm  Laura prepared commercial planned development and notice of proposed change applications for an 18-acre office and hotel site, coordinated master concept plan, Estero Community Planning Panel presentation, and processed applications with County staff, hearing examiner and Board of County Commissioners.
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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

1

21. TITLE AND LOCATION (City and State)

Longleaf Community Development District  
Pasco County, Florida

22. YEARS COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Inframark

b. POINT OF CONTACT NAME

Mrs. Heather Dilley

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 873-7300 ext 107

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT  
*(Include scope, size, and cost)*

Johnson Engineering has provided professional engineering services for the Longleaf Community Development District in Pasco County, Florida since 2009.

The work includes establishment, reports for bonds, processing National Pollutant Discharge Elimination System (NPDES) permit compliance, assisting during the construction and development process, as well as during the operation and maintenance of the CDD.

Our team recently provided design oversight, bidding, contract administration, and construction observation services for infrastructure repairs to a number of CDD maintained roads and drainage facilities.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Johnson Engineering	Lutz, Florida	Water Management, Roads, ADA Compliance for Recreation
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**2**

21. TITLE AND LOCATION (City and State)

**Forest Creek Community Development District  
Manatee County, Florida**

22. YEARS COMPLETED

PROFESSIONAL SERVICES

**Ongoing**

CONSTRUCTION (If applicable)

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Inframark**

b. POINT OF CONTACT NAME

**Mr. Andrew Mendenhall**

c. POINT OF CONTACT TELEPHONE NUMBER

**(813) 991-1014**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Johnson Engineering provides general engineering services to the Forest Creek Community Development District. As District Engineer, we have assisted the District with its needs in the areas of stormwater management, environmental issues, transportation/roadway issues, survey, project bidding and construction observation as well as any additional services on an as-needed basis. Projects have included, but were not limited to, sidewalk repairs, roadway repaving, review of vegetative growth in conservation/preservation areas and permit research.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME <b>Johnson Engineering</b>	(2) FIRM LOCATION (City and State) <b>Lutz, Florida</b>	(3) ROLE <b>Water Management, Roads, Landscape Architecture, Wetlands</b>
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**3**

21. TITLE AND LOCATION (City and State)

**Riverbend West Community Development District  
Hillsborough County, Florida**

22. YEARS COMPLETED

PROFESSIONAL SERVICES

**Ongoing**

CONSTRUCTION (If applicable)

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Rizzetta & Company**

b. POINT OF CONTACT NAME

**Ms. Jennifer Goldyn**

c. POINT OF CONTACT TELEPHONE NUMBER

**(813) 533-2950**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Johnson Engineering has served as the District Engineer for this community in the Ruskin area of Hillsborough County since 2018. As District Engineer, we have assisted the community with the oversight of a 27.4 acre expansion to the District (an increase in size of almost 50%). We have also assisted the District with issues related to safety, drainage, traffic and District easements.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	<b>Johnson Engineering</b>	<b>Lutz, Florida</b>	<b>Safety, drainage, traffic, and District easements</b>
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<p><b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT</b></p> <p><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i></p>	<p><b>20. EXAMPLE PROJECT KEY NUMBER</b></p> <p style="font-size: 24pt;"><b>4</b></p>
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<p>21. TITLE AND LOCATION (City and State)</p> <p><b>Suncoast Community Development District</b> <b>Pasco County, Florida</b></p>	<p>22. YEARS COMPLETED</p>	
	<p>PROFESSIONAL SERVICES</p> <p style="font-size: 18pt; color: blue;">Ongoing</p>	<p>CONSTRUCTION (If applicable)</p> <p style="font-size: 18pt; color: blue;">N/A</p>

**23. PROJECT OWNER'S INFORMATION**

<p>a. PROJECT OWNER</p> <p><b>Inframark</b></p>	<p>b. POINT OF CONTACT NAME</p> <p><b>Mrs. Heather Dilley</b></p>	<p>c. POINT OF CONTACT TELEPHONE NUMBER</p> <p><b>(813) 873-7300 ext 107</b></p>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Johnson Engineering was selected to provide professional engineering services for the Suncoast Community Development District in Pasco County, Florida in August 2013.

Our work has included inspection of stormwater detention ponds (for SWFWMD Certification), review of and recommendations pertaining to contractor proposals, facilitating discussions between the Board of Supervisors and County staff, identifying and reporting roadway structural issues and responding to resident inquiries.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	<p>(1) FIRM NAME</p> <p><b>Johnson Engineering</b></p>	<p>(2) FIRM LOCATION (City and State)</p> <p><b>Lutz, Florida</b></p>	<p>(3) ROLE</p> <p><b>Water Management, Roads, Landscape Architecture, Wetlands</b></p>
<b>b.</b>	<p>(1) FIRM NAME</p>	<p>(2) FIRM LOCATION (City and State)</p>	<p>(3) ROLE</p>
<b>c.</b>	<p>(1) FIRM NAME</p>	<p>(2) FIRM LOCATION (City and State)</p>	<p>(3) ROLE</p>
<b>d.</b>	<p>(1) FIRM NAME</p>	<p>(2) FIRM LOCATION (City and State)</p>	<p>(3) ROLE</p>
<b>e.</b>	<p>(1) FIRM NAME</p>	<p>(2) FIRM LOCATION (City and State)</p>	<p>(3) ROLE</p>



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**5**

21. TITLE AND LOCATION (City and State)

**Cory Lake Community Development District  
Tampa, Florida**

22. YEARS COMPLETED

PROFESSIONAL SERVICES

**Ongoing**

CONSTRUCTION (If applicable)

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Wrathell, Hunt & Associates, LLC.**

b. POINT OF CONTACT NAME

**Mr. Chuck Adams**

c. POINT OF CONTACT TELEPHONE NUMBER

**(239) 498-9020**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Johnson Engineering is the District Engineer for the Cory Lakes Community Development District. This District has an extensive stormwater system consisting of several interconnected lakes and wetlands. Our work has included assisting the District to replace large concrete stormwater structures that were in desperate need of repair as well as assisting with general maintenance issues related to failing inlets, pipes and drainage ditches. Other services have included ADA surveys, new concrete sidewalks and assistance with concrete bridge repairs.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME <b>Johnson Engineering</b>	(2) FIRM LOCATION (City and State) <b>Lutz, Florida</b>	(3) ROLE <b>Water Management, ADA Surveys, Sidewalks</b>
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

**F. EXAMPLE PROJECTS WITH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATION FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified.)*

20. EXAMPLE PROJECT KEY NUMBER  
**6**

21. TITLE AND LOCATION *(City and State)*

**Verandah West Community Development District - District Engineer  
Lee County, Florida**

22. YEARS COMPLETED

PROFESSIONAL SERVICES  
**Ongoing**

CONSTRUCTION *(If applicable)*

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Verandah West Community  
Development District**

b. POINT OF CONTACT NAME

**Mr. Chuck Adams**

c. POINT OF CONTACT TELEPHONE NUMBER

**(239) 498-9020**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Johnson Engineering prepared the original Engineer's Report and amendments, along with the other items in the Verandah West Community, located in Lee County, Florida.

During construction, portions of the community assets were reviewed by our team prior to acquisition by the CDD. This included review of construction documents, on-site testing and certifications to the regulatory agencies. We also assisted with delineation of conservation areas and private lands within the District for the division of maintenance responsibilities.



**19. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>a.</b>	Johnson Engineering, Inc.	Fort Myers, Florida	Water Management, Utilities and Environmental Permitting
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<p><b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT</b></p> <p><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i></p>	<p><b>20. EXAMPLE PROJECT KEY NUMBER</b></p> <p style="font-size: 24pt;"><b>7</b></p>
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<p>21. TITLE AND LOCATION (City and State)</p> <p><b>The Brooks of Bonita Springs Community Development District Lee County, Florida</b></p>	<p>22. YEARS COMPLETED</p>	
	<p>PROFESSIONAL SERVICES</p> <p style="font-size: 18pt; color: blue;"><b>Ongoing</b></p>	<p>CONSTRUCTION <i>(If applicable)</i></p> <p style="font-size: 18pt; color: blue;"><b>Ongoing</b></p>

**23. PROJECT OWNER'S INFORMATION**

<p>a. PROJECT OWNER</p> <p><b>Wrathell, Hunt &amp; Associates</b></p>	<p>b. POINT OF CONTACT NAME</p> <p><b>Mr. Chuck Adams</b></p>	<p>c. POINT OF CONTACT TELEPHONE NUMBER</p> <p><b>(239) 498-9020</b></p>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Johnson Engineering is the District Engineer for The Brooks CDD in South Lee County, Florida. Our team provides professional engineering services, including establishment, reports for bonds, assisting during the construction and development process, as well as during the operation and maintenance of the CDD.



During the construction and the development process, Johnson Engineering prepared Engineer's Reports and amendments, when needed, and reviewed and approved requisitions from bond proceeds. We participate in the operation and maintenance with the CDD through work of facilities modifications, GATSB 34, as well as modifications to the water management system. Our team also provides site planning, zoning and permit applications.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	<b>Johnson Engineering</b>	<b>Fort Myers, Florida</b>	<b>Water Management, Development and Planning</b>
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WITH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATION FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b> <b>8</b>
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<b>21. TITLE AND LOCATION (City and State)</b> <b>Pelican Marsh Community Development District - District Engineer</b> <b>Lee County, Florida</b>	<b>22. YEARS COMPLETED</b>	
	PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> <b>Pelican Marsh CDD</b>	<b>b. POINT OF CONTACT NAME</b> <b>Mr. Neil Dorrill</b>	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> <b>(239) 592-9115</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*  
 Johnson Engineering has provided general engineering services for the Pelican Marsh CDD in North Collier County, Florida since 2002. The services we have provided the District include reviewing the stormwater system when flooding has occurred throughout the community, reviewing offsite impacts of existing and proposed facilities affecting the stormwater system and assisting with improving the access control facilities, and reviewing roadway signage and sight distance issues.



Our engineering services have included preparing amended Engineer's Reports, review and approve requisitions, and an asset summary. We also provided site planning, zoning, and permit applications for perimeter fencing and an on-site maintenance facility which was completed in May 2010. An analysis of the affect of off-site developments that convey stormwater runoff through the community was made to minimize adverse impacts to the community. The analysis included monitoring of extreme rainfall events and observations of the piped conveyance system. We have also worked with the district attorney to establish values for infrastructure owned by the CDD that were going to be impacted by road widening projects and required adjustments.



Last fall, the community began a multi-year roadway paving of the main roads. Our transportation group provided a pavement condition report and construction engineering and inspection services during the completed paving project to monitor the contractors performance and verify invoicing quantities.

**19. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME <b>Johnson Engineering, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Fort Myers, Florida</b>	(3) ROLE <b>Water Management, Wetlands and Roads</b>
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

9

21. TITLE AND LOCATION (City and State)

District Engineer - Pine Air Lakes Community Development District  
Collier County, Florida

22. YEARS COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Pine Air Lakes Community Development District

b. POINT OF CONTACT NAME

Mr. Rich Hans

c. POINT OF CONTACT TELEPHONE NUMBER

(954) 721-8681

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Johnson Engineering provides professional engineering services for Pine Air Lakes Community Development District located in Collier County, Florida. The work includes establishment, reports for bonds, assisting during the construction and development process, as well as during the operation and maintenance of the CDD.

During the construction and the development process, our team prepared the Engineer's Reports and amendments, when needed, and reviewed and approved requisitions from bond proceeds. We participate in the operation and maintenance with the CDD through work of facilities modifications, as well as modifications to the water management system. Our team also provides site planning, zoning and permit applications.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Johnson Engineering	Fort Myers, Florida	Water Management, Development, Planning, Roads
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**10**

21. TITLE AND LOCATION (City and State)

**Babcock Ranch Community Independent Special District - District Engineer  
Charlotte County, Florida**

22. YEARS COMPLETED

PROFESSIONAL SERVICES

**Ongoing**

CONSTRUCTION (If applicable)

**Ongoing**

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Kitson & Partners, LLC.**

b. POINT OF CONTACT NAME

**Mr. John Broderick**

c. POINT OF CONTACT TELEPHONE NUMBER

**(941) 235-6907**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Johnson Engineering prepared the original Engineer's Report to support the bond validation. This district was originally over 13,000 acres located in the southeast portion of Charlotte County. It is now over 17,000 acres with adjacent lands in northern Lee County added to it.

As one of the district engineers, we provide engineering, environmental, and surveying services for the community. We are currently working on a revised Engineers Report for bond validation for the expanded District boundary with the addition of some more services. Environmental monitoring for permit compliance is ongoing as the community grows and additional permits are obtained.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME <b>Johnson Engineering</b>	(2) FIRM LOCATION (City and State) <b>Fort Myers, Florida</b>	(3) ROLE <b>Water Management, Permitting, Utilities, Roads, and Environmental</b>
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Project Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Phil Chang, PE	Project Manager	X	X	X	X	X					
Andy Tilton, PE	Water Management	X	X	X	X	X	X	X	X	X	X
Tremayne Whitfield	Construction Observation/CAD	X	X	X	X	X					
Jeff Nagle, RLA	Landscape Architecture	X	X	X	X						
Michael Dickey, PE	Utilities		X								
Matt Howard, PSM	Survey & Mapping		X				X				
Michael Lohr, PSM	GIS	X	X	X	X	X	X	X	X	X	X
John Curtis, CSE	Environmental		X	X	X						
Ryan Bell, PE, PTOE	Roadways/Traffic				X	X			X		
Laura DeJohn, AICP	Planning		X				X				

**29. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Longleaf Community Development District	6	Verandah West Community Development District
2	Forest Creek Community Development District	7	The Brooks of Bonita Springs Community Development District
3	Riverbend West Community Development District	8	Pelican Marsh Community Development District
4	Suncoast Community Development District	9	Pine Air Lakes
5	Cory Lake Community Development District	10	Babcock Ranch Community Independent Special District

When Johnson Engineering was established in 1946, much of Florida was an undisturbed land. More than 76 years later we have seen a boom in development and a tremendous population growth alter the landscape permanently. Johnson Engineering has been helping guide private companies, and city, county, and state governmental institutions through these changes and the challenges they create.

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\_\_\_\_\_  
  
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**I. AUTHORIZED REPRESENTATIVE**  
The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

12/29/22

33. NAME AND TITLE

Phil Chang, PE, Project Manager



# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION Number (if any)

## PART II GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work)

2a. FIRM (OR BRANCH OFFICE) NAME <b>Johnson Engineering, Inc.</b>			3. YEAR ESTABLISHED <b>1946</b>	4. DUNS NUMBER <b>048177498</b>
2b. STREET <b>2122 Johnson Street</b>			5. OWNERSHIP	
2c. CITY <b>Fort Myers</b>			2d. STATE <b>FL</b>	2e. ZIP CODE <b>33901</b>
6a. POINT OF CONTACT NAME AND TITLE <b>Phil Chang, PE, Project Manager</b>			7. NAME OF FIRM (If block 2a is a branch office)	
6b. TELEPHONE NUMBER <b>(239) 334-0046</b>		6c. E-MAIL ADDRESS <b>pchang@johnsoneng.com</b>		
8a. FORMER FIRM NAME(S) (if any) <b>N/A</b>			8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	18	15	C15	Construction Management	6
07	Biologist	0	0	D01	Dams (Concrete; Arch)	1
08	CADD Technician	28	24	E09	Environmental Impact Studies	6
12	Civil Engineer	13	7	E10	Environ. & Natural Resource	2
15	Construction Inspector	9	10	G04	Geographic Information System	4
16	Construction Manager	1	1	H07	Highways; Streets; Parking Lots	6
19	Ecologist	8	5	H09	Hospital & Medical Facilities	3
21	Electrical Engineer	1	1	I06	Irrigation; Drainage	6
23	Environmental Engineer	1	1	L02	Land Surveying	7
24	Environmental Scientist	3	3	L03	Landscape Architecture	2
29	GIS Specialist	1	1	P05	Planning (Community; Regional)	6
30	Geologist	3	3	R04	Recreation Facilities	3
33	Hydrographic Surveyor	2	2	R11	Rivers; Canals; Waterway; Flood	2
38	Land Surveyor	18	14	S10	Surveying; Platting; Mapping	7
39	Landscape Architect	2	2	S13	Storm Water Handling & Fac.	2
47	Planner: Urban/Regional	3	2	W02	Water Res.; Hydro; Ground Wat.	2
48	Project Manager	1	1	Z01	Zoning; Land Use Studies	3
58	Technician/Analyst	1	1			
60	Transportation Engineer	3	1			
62	Water Resources Engineer	4	1			
<b>Total</b>		<b>120</b>	<b>95</b>			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number show at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	<b>N/A</b>	1. Less than \$100,000	2. \$100,000 to less than \$250,000	3. \$250,000 to less than \$500,000	4. \$500,000 to less than \$1 million
b. Non-Federal Work	<b>8</b>	5. \$1 million to less than \$2 million	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
c. Total Work	<b>8</b>			9. \$25 million to less than \$50 million	10. \$50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

The forgoing is a statement of facts.

a. SIGNATURE 	b. DATE <b>12/29/22</b>
--	----------------------------

c. NAME AND TITLE  
**Phil Chang, PE, Project Manager**

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION Number (if any)


## PART II GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work)

2a. FIRM (OR BRANCH OFFICE) NAME <b>Johnson Engineering, Inc.</b>			3. YEAR ESTABLISHED <b>1946</b>	4. DUNS NUMBER <b>048177498</b>
2b. STREET <b>17900 Hunting Bow Circle, Suite 101</b>			5. OWNERSHIP	
2c. CITY <b>Lutz</b>			2d. STATE <b>FL</b>	2e. ZIP CODE <b>33558</b>
6a. POINT OF CONTACT NAME AND TITLE <b>Phil Chang, PE, Project Manager</b>			7. NAME OF FIRM (If block 2a is a branch office)	
6b. TELEPHONE NUMBER <b>(239) 334-0046</b>		6c. E-MAIL ADDRESS <b>pchang@johnsoneng.com</b>		
8a. FORMER FIRM NAME(S) (if any) <b>N/A</b>			8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	18	0	C15	Construction Management	6
07	Biologist	0	0	D01	Dams (Concrete; Arch)	1
08	CADD Technician	28	1	E09	Environmental Impact Studies	6
12	Civil Engineer	13	1	E10	Environ. & Natural Resource	2
15	Construction Inspector	9	0	G04	Geographic Information System	4
16	Construction Manager	1	0	H07	Highways; Streets; Parking Lots	6
19	Ecologist	8	0	H09	Hospital & Medical Facilities	3
21	Electrical Engineer	1	0	I06	Irrigation; Drainage	6
23	Environmental Engineer	1	0	L02	Land Surveying	7
24	Environmental Scientist	3	0	L03	Landscape Architecture	2
29	GIS Specialist	1	0	P05	Planning (Community; Regional)	6
30	Geologist	3	0	R04	Recreation Facilities	3
33	Hydrographic Surveyor	2	0	R11	Rivers; Canals; Waterway; Flood	2
38	Land Surveyor	18	0	S10	Surveying; Platting; Mapping	7
39	Landscape Architect	2	0	S13	Storm Water Handling & Fac.	2
47	Planner: Urban/Regional	3	0	W02	Water Res.; Hydro; Ground Wat.	2
48	Project Manager	1	0	Z01	Zoning; Land Use Studies	3
58	Technician/Analyst	1	0			
60	Transportation Engineer	3	0			
62	Water Resources Engineer	4	0			
<b>Total</b>		<b>120</b>	<b>2</b>			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number show at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	<b>N/A</b>	1. Less than \$100,000	2. \$100,000 to less than \$250,000	3. \$250,000 to less than \$500,000	4. \$500,000 to less than \$1 million
b. Non-Federal Work	<b>8</b>	5. \$1 million to less than \$2 million	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
c. Total Work	<b>8</b>	9. \$25 million to less than \$50 million	10. \$50 million or greater		

12. AUTHORIZED REPRESENTATIVE The forgoing is a statement of facts.	
a. SIGNATURE 	b. DATE <b>12/29/22</b>
c. NAME AND TITLE <b>Phil Chang, PE, Project Manager</b>	

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**10C11**

December 19, 2022

Wrathell, Hunt and Associates, LLC  
Attn: Chuck Adams  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431



**Re: TSR Community Development District: Request for Qualifications for Engineering Services**

Dear Selection Committee,

Lighthouse Engineering (LHE) submits this proposal for professional services with a strong interest to enter a partnership with TSR Community Development District (CDD) as your **District Engineer**. LHE is a multi-discipline civil/site engineering firm with three senior professional engineers and affiliates who are highly qualified for this work. An electronic version of Standard Form No. 330 and Qualification Statement are included in this proposal, along with all applicable licenses.

Lighthouse Engineering  
has professionals  
experienced with CDD  
operations.

Lighthouse Engineering (LHE) had provided engineering services for Meadow Pointe II CDD in Wesley Chapel, Florida with Bob Nanni is the District Manager. We are also currently working with Harbor Bay Community Development District in Apollo Beach, Florida with Jordan Lansford as the District Manager.

**WHY HIRE LHE? Quite simply, we offer the best value for our professional services. LHE is an engineering firm with very competitive overhead and the highest quality standards. Our engineers have a combined experience of over 100 years and this knowledge allows us to examine, evaluate and quickly solve both complex and minor tasks. We feel this knowledge provides the best value for our clients.**

LHE provides this value through having executive/ senior professionals that are highly qualified for their work. In addition, our operations run efficiently through purchasing and acquiring the same or greater IT infrastructure and office equipment utilized by our competitors and placing them in home offices. As the District Engineer, we would adopt a **safety-first approach**. We will protect the safety of the community first and foremost. We will support the **economic** interests of the community through adhering to capital budgeting requirements. For our part, we commit that we will provide the engineering services for the CDD in accordance with the budget.

WHY IS THIS IMPORTANT TO THE CDD? **It means that our engineering work is easily bid by contractors and produces regular low bids for work. Also, Design-Build projects typically have zero change orders. This allows the CDD to finish more work with less financial and management resources.**

If you wish to discuss our abilities further, we would welcome the opportunity to meet face to face with you.

If you have any additional questions, please let us know.

Sincerely,

A handwritten signature in blue ink that reads "Bradley A. Foran".

**Brad Foran, PE**  
**Lighthouse Engineering, Inc.**

Lighthouse Engineering, Inc.  
701 Enterprise Road East, Suite 410  
Safety Harbor, FL 34695  
727-726-7856 (office) 727-683-9848 (fax)

# ARCHITECT – ENGINEER QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*  
**Request for Qualifications for Engineering Services - TSR Community Development District, Pasco County**

2. PUBLIC NOTICE DATE  
 12/19/2022

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE  
 Brad Foran, P.E., President

5. NAME OF FIRM  
**Lighthouse Engineering, Inc.**

6. TELEPHONE NUMBER  
 727.726.7856

7. FAX NUMBER  
 727.683.9848

8. E-MAIL ADDRESS  
 bforan@lighthouseenginc.com

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

a.	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.	<input checked="" type="checkbox"/>			<b>Lighthouse Engineering, Inc.</b>  <input type="checkbox"/> CHECK IF BRANCH OFFICE	701 Enterprise Road East Suite 410 Safety Harbor, FL 34695	Project Management, Environmental Permitting, Drainage, Traffic, Design, QA/QC, Specifications
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

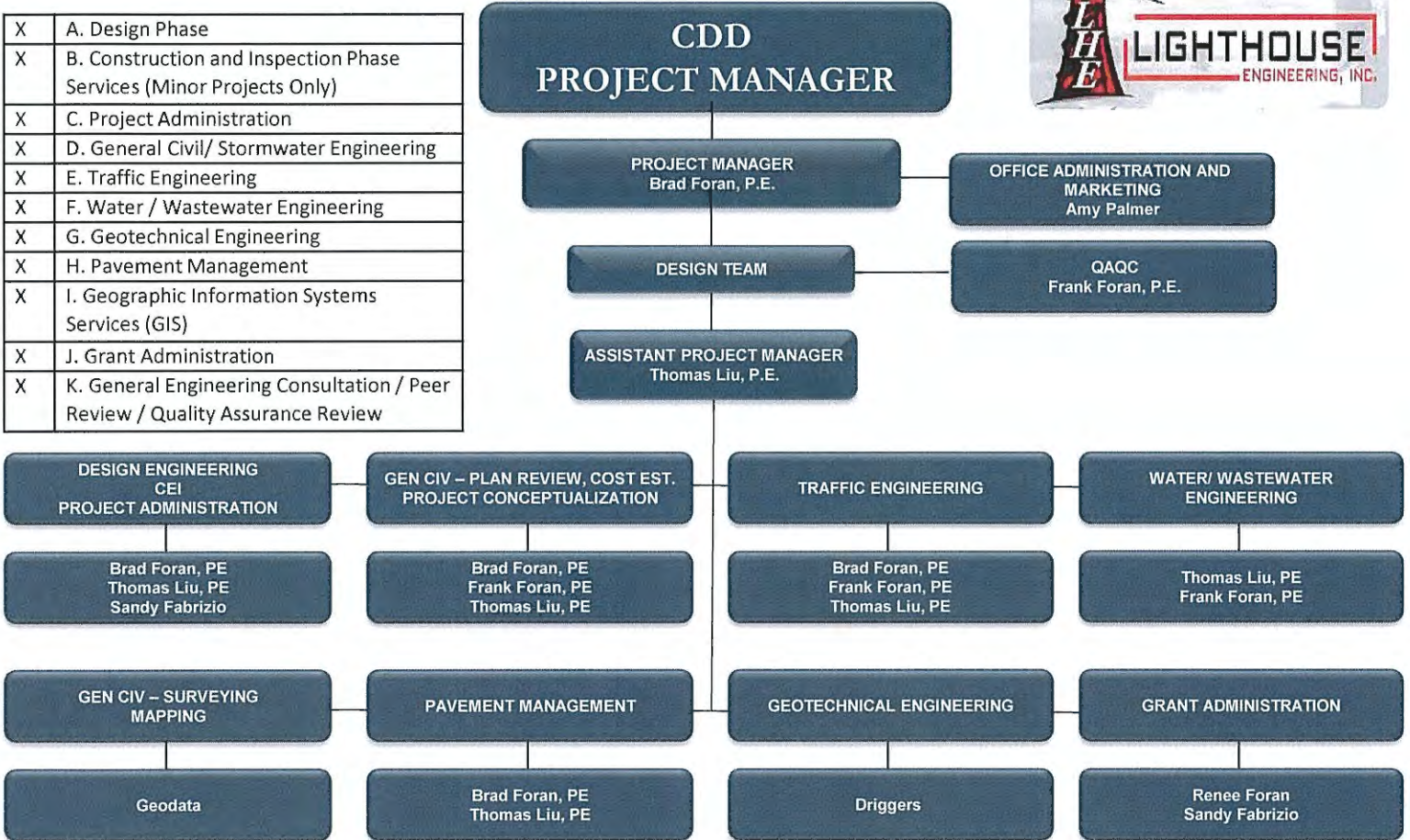
### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

*(Attached)*

# ORGANIZATIONAL CHART



X	A. Design Phase
X	B. Construction and Inspection Phase Services (Minor Projects Only)
X	C. Project Administration
X	D. General Civil/ Stormwater Engineering
X	E. Traffic Engineering
X	F. Water / Wastewater Engineering
X	G. Geotechnical Engineering
X	H. Pavement Management
X	I. Geographic Information Systems Services (GIS)
X	J. Grant Administration
X	K. General Engineering Consultation / Peer Review / Quality Assurance Review



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Bradley S. Foran, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">a. TOTAL 27</td> <td style="width:50%; text-align: center;">b. WITH CURRENT FIRM 16</td> </tr> </table>		a. TOTAL 27	b. WITH CURRENT FIRM 16
a. TOTAL 27	b. WITH CURRENT FIRM 16				
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Lighthouse Engineering, Inc. Safety Harbor, FL</b>					
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> B.S.C.E. / Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer: Florida, 1998, #52634			
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> FDOT Training / Contract Estimating System, Access Mgmt Guidelines for Project Development, Basic Lighting and Electricity, Advanced Work Zone Traffic Control Course, Specifications, Electronic Submittal					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If Applicable)</i>
a.	<b>Meadow Pointe II CDD – Wesley Chapel, Florida</b>	2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>EOR</b> for the gen. engineering consultant for this CDD community which contains 108 ponds, is home to almost 3500 residents and has almost 75 miles of roads. Over a 12-year period LHE was tasked to produce pavement evaluations, pond evaluations and evaluations of all the existing facilities that include the 2500 SF club house, pool, multipurpose courts and all of their existing wholly owned and operated infrastructure. As the GEC for the CDD we routinely interacted with the board and provided reports, evaluation, and financial guidance for current and future needs of the community. We engaged in the reissuance of bonds for the CDD that totaled more than ten million dollars and upgraded the existing infrastructure and produced monies for future expansion of the community facilities. As the GEC for the CDD, he was responsible to the CDD for all its engineering needs.		
b.	<b>City of Clearwater – Bayshore Blvd. multi-use path</b>	2016	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager</b> for the design of a new 10-foot-wide multi use path on the east side of Bayshore Blvd. Beginning at the Ream Wilson Trail Crossing and continuing to Bayshore Blvd's Tee into SR 60. This new trail will be the final link between Pinellas and Hillsborough County. The Bayshore Trail will interconnect the Friendship Trail and the Pinellas Trail that extends throughout Pinellas County. Extensive permits were required with a full Southwest Florida Water Management District (SWFWMD) ERP and US Army Core of Engineering Nationwide #14 permits.		
c.	<b>City of Tampa – Hawthorne Road from MacDill to Bayshore Blvd. Improvements</b>	2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager and EOR</b> for the design services for the Hawthorne Rd between Bayshore Blvd. and MacDill Ave. improvements. Project included saving the existing Oak trees, eliminating ponding on roadways, reprofiling of Hawthorne Road, removal of portions of the curb, and placement of curb inlets.		
d.	<b>City of Tampa – Howard Ave-Dekle Ave-De Soto Ave Improvements</b>	2015	2019
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager</b> and EOR for intersection redesign to improve the ADA access and operational maneuvering of this three-way intersection. Coordinated with the public and have assisted with the City for the Howard Ave corridor. (\$110,000)		
e.	<b>I-275 / SR 93 Bus on Shoulder from Alt US 19/SR595/5<sup>th</sup> Ave N to SR 694/ Gandy Blvd. – Pinellas County FL *AWARD WINNING*</b>	2019-2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager/EOR</b> contracted to generate the Project System Engineering Plan (PSEMP) and the Requirement Traceability Verification Matrix (RTVM). Responsible for the installation of the RSS at the northbound and southbound ramps from 38 <sup>th</sup> Ave. N. and 54 <sup>th</sup> Ave. N. Also executed the removal and replacement of an ITS system components that are impacted by the Design-Build Firm's scope of work. Project also included paved shoulder widening, milling and resurfacing, drainage, signing and pavement markings, and lighting.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Thomas Liu, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Engineering and Environmental Permitting</b>	11. YEARS EXPERIENCE a. TOTAL 22	
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Lighthouse Engineering, Inc., Safety Harbor, FL</b>		b. WITH CURRENT FIRM 11	
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> B.S.C.E./1994/Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer: Florida, 2000, #58258	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
 FDOT Training: Project Management, Drainage, HY-8, AdICPR, HydroCAD, erosion control, Advanced Traffic Control, Specifications, Electronic Submittals

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if Applicable)
	<b>FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line – Citrus County, FL</b>	2020	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Engineer</b> responsible for roadway design, drainage analysis, signing and pavement marking, and Temporary Traffic Control Plans for this rehabilitation project. Also provided necessary documentation for the procurement and installation of the signalization and ITS system devices	[X] Check if project performed with current firm	
	<b>City of Clearwater, FL – Bayshore Blvd – Urban Multi Use Trail</b>	2015	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Engineer</b> for the design of a new 10 foot wide multi-use path on the east side of the Bayshore Boulevard. Extensive permits were required with a full SWFWMD ERP and US Army Core of Engineering Nationwide #14 permits	[X] Check if project performed with current firm	
	<b>Tampa Hillsborough Expressway Authority, Selmon Greenway – Tampa, FL</b>	2013	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Engineer</b> for design, permitting, construction and performing all other services necessary for a 15' on average (12' to 24' in some locations) multi-use trail to connect the City of Tampa's River Walk in the vicinity of Ashley Drive to the vicinity of 10 <sup>th</sup> Street.	[X] Check if project performed with current firm	
	<b>US 41/ SR45/S. 50<sup>th</sup> St from Denver St. to N. of 27<sup>th</sup> Ave. S., Pinellas County, FL</b>	2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Engineer</b> for the 3R project that includes milling and resurfacing, upgrading curb ramps to meet ADA standards, utility coordination, signing and pavement markings, signalization, traffic studies and lighting.	[X] Check if project performed with current firm	
	<b>City of Tampa General Engineering Services – Howard and Dekle Ave. Tampa, FL</b>	2020	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Engineer</b> for the redesign of an existing intersection that will accommodate the realignment of the intersection at Howard Ave and DeSoto/Dekle. The design included public involvement, utility relocation, roadway design, and signing and pavement markings.	[X] Check if project performed with current firm	



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Frank. Foran, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">a. TOTAL 48</td> <td style="width:50%; text-align: center;">b. WITH CURRENT FIRM 16</td> </tr> </table>		a. TOTAL 48	b. WITH CURRENT FIRM 16
a. TOTAL 48	b. WITH CURRENT FIRM 16				
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Lighthouse Engineering, Inc. Safety Harbor, FL</b>					
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> B.S.C.E. / Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer: Florida, #11635			
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Affiliations: Florida Engineering Society, American Society of Civil Engineers, American Society of Highway Engineers					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	<b>FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line – Citrus County, FL</b>	2020	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> responsible for roadway design, drainage analysis, signing and pavement marking, and Temporary Traffic Control Plans for this rehabilitation project. Also provided necessary documentation for the procurement and installation of the signalization and ITS system devices.		
b.	<b>City of Clearwater, FL – Bayshore Blvd – Urban Multi Use Trail</b>	2015	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for the design of a new 10 foot wide multi-use path on the east side of the Bayshore Boulevard. Extensive permits were required with a full SWFWMD ERP and US Army Core of Engineering Nationwide #14 permits.		
c.	<b>Tampa Hillsborough Expressway Authority, Selmon Greenway – Tampa, FL</b>	2013	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for design, permitting, construction and performing all other services necessary for a 15' on average (12' to 24' in some locations) multi-use trail to connect the City of Tampa's River Walk in the vicinity of Ashley Drive to the vicinity of 10 <sup>th</sup> Street.		
d.	<b>US 41/ SR45/S. 50<sup>th</sup> St from Denver St. to N. of 27<sup>th</sup> Ave. S., Pinellas County, FL</b>	2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for the 3R project that includes milling and resurfacing, upgrading curb ramps to meet ADA standards, utility coordination, signing and pavement markings, signalization, traffic studies and lighting.		
e.	<b>City of Tampa General Engineering Services – Howard and Dekle Ave. Tampa, FL</b>	2020	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for the redesign of an existing intersection that will accommodate the realignment of the intersection at Howard Ave and DeSoto/Dekle. The design included public involvement, utility relocation, roadway design, and signing and pavement markings.		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1 THEA Project P-02113
21. TITLE AND LOCATION <i>(City and State)</i> Tampa Hillsborough Expressway Authority, Selmon Greenway Tampa, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2015 CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Tampa Hillsborough Expressway Authority THEA	b. POINT OF CONTACT NAME Bob Frey	c. POINT OF CONTACT TELEPHONE NUMBER 813-276-2466
--	--------------------------------------	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The project scope for the Tampa-Hillsborough County Expressway Authority (THEA) was the design/build project entitled "Design/Build - Selmon Greenway Project Phase I" for the design, permitting, construction and performing all other services necessary for a 15' wide (12' to 24' in some locations) multi-use trail to connect the City of Tampa's River Walk in the vicinity of Ashley Drive to the vicinity of 19th Street. Project site is in Tampa, Hillsborough County, Florida.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 2
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21. TITLE AND LOCATION <i>(City and State)</i>  BayShore Boulevard – Urban Multi-Use Trail City of Clearwater, FL	22. YEAR COMPLETED  PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(if applicable)</i>
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**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER City of Clearwater	b. POINT OF CONTACT NAME Leroy chin	c. POINT OF CONTACT TELEPHONE NUMBER 727-562-4856
--	--	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The project scope was for the design of a new multi-use path along the east side of Bayshore Boulevard with boardwalk and asphalt path from the Ream Wilson Trail to SR 60. The project included the removal and replacement of the existing sidewalk within the project limits and provided a new 10 foot wide multi-use path. It also required drainage design necessary to reroute drainage flow into an existing inlet which was located in the area that is not desirable, to a modified or new inlet that did not impede the physical travel lane. It also required addressing the sidewalk profile to raise the existing profile of the sidewalk and ensure positive stormwater conveyance into the existing open drainage system.

LHE provided contract administration, design, drainage improvements, erosion control, drainage studies, permitting mitigation impacts, management services, utility coordination, construction engineering inspection services, and quality acceptance reviews of all work associated with the development and preparation of the contract plans and construction of the improvements. Project cost was 1 million dollars.



*Before*



*After*

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a. (1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3 Contract # E7R25
21. TITLE AND LOCATION <i>(City and State)</i>  FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line Citrus County - Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Kevin Lee, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6272
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The Withlacoochee State Trail is a shared use path that connects Pasco, Hernando and Citrus Counties. This trail is 46 miles long. The improvements proposed consisted of rehabilitating segment of the Trail that were experiencing pavement failure. Parts of the existing trail were raised approximately 1.5 to 3 inches to above existing grade to minimize standing water. Signing and pavement markings along with the installation of Rectangular Rapid Flashing Beacon (RRFB) was installed for pedestrian safety at the trail crossing at CR 48 East Orange Avenue.

Responsible for the coordination of survey, geotechnical investigation, design, preparation of all documentation related to the acquisition of all permits not acquired by the Department, maintenance of traffic, demolition, and construction on or before the Project completion date, and utility relocations. Also responsible for the compliance with Design and Construction Criteria regarding survey, design, construction, and maintenance of traffic during construction, project management, scheduling, and coordination with other agencies and entities such as state and local government, utilities and public.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4 21717
21. TITLE AND LOCATION <i>(City and State)</i> US 41 / SR 45/ S. 50 <sup>th</sup> St. from Denver St to N. of 27 <sup>th</sup> Ave. S. Hillsborough, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2021 CONSTRUCTION <i>(If applicable)</i>
<b>23. PROJECT OWNER'S INFORMATION</b>		
a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Pia Cormier	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6176
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

US 41/SR 45/S. 50th St., from Denver St. to north of 27th Ave. S., is classified as an urban principal arterial on the State Highway System with a context classification designated as C3C -Suburban Commercial roadway. Cracking was identified throughout the existing roadway. To extend the life of the existing pavement, the proposal called for the milling and resurfacing of US 41 from Denver St. to north of 27<sup>th</sup> Ave. S. for a total project length of 1.100 miles. The project also included upgrading curb ramps to meet current ADA standards and perform general safety modification works. There was an existing railroad crossing at US 41 that required coordination through the District Rail Office.

Due to heavy truck traffic and narrow outside thru lane width of the roadway, the existing curb and gutter inlet tops were damaged. Structurally deficient drainage structures were evaluated for repair and/or replacement throughout the project limits.

LHE prepared contract documents including plans, specification, supporting engineering analysis, calculation and other technical documents.

**FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Lighthouse Engineering, Inc.	Safety Harbor, FL	Prime Consultant
b.	Bala Consulting Services, LLC	Tampa, FL	Signing and pavement markings
c.			
d.			
e.			
f.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 5
21. TITLE AND LOCATION <i>(City and State)</i> I - 275 / SR 93 Bus on Shoulder from ALT US 19 / SR 595 / 5 <sup>th</sup> Ave N. to SR 694 / Gandy Blvd. Pinellas County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020 CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Craig Fox, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6082
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

I-275/SR93 (from Alt. US19/SR595/5th Ave. N. to SR694/Gandy Blvd.) is an Urban Principal Arterial Interstate. Located in Pinellas County, the project corridor is a northbound and southbound interstate with existing three (3) 12-foot travel lanes in each direction, 12 foot outside shoulder, and 8 foot (median) inside shoulder. The total project length was 5.203 miles.

Due to increasing public demand for transit ridership, the Department partnered with Pinellas Suncoast Transit Authority (PSTA) to implement the I-275 Bus on Shoulder Pilot Project which consisted of widening and resurfacing the northbound and southbound outside paved shoulder of I-275 (from Alt. US19/SR595/5th Ave. N. to SR694/Gandy Blvd.) from 10 feet to 12 feet. The shoulder widening will allow for transit vehicles to travel along the shoulder when traffic congestions slowed down the travel lanes to 35 mph. The existing three (3) 12-foot travel lanes were maintained along the northbound and southbound of I-275.

Project improvements consisted of shoulder milling/resurfacing, and shoulder widening. Existing drainage structures, pavement markings, signs, guardrail, lighting, and other features impacted by the project were replaced or relocated. Furthermore, side slopes affected by the shoulder widening were regraded and stabilized.

This was a roadway milling and resurfacing project which included pavement evaluation, mainline cross slope correction, and utility coordination. Signing and pavement marking design, specifications and cost estimating were also included. Project cost was 5 million dollars.



**FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i>  FDOT District 7 – SR 39 from County Line to Bay Ave. Pasco County - Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Pia Cormier	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6176
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The purpose of this RRR project was to preserve and extend the life of the existing pavement and perform general safety modification work. It included design of keyhole widening, cross slope correction, milling and resurfacing, signing and pavement markings, utility coordination, and permitting from SR 39 (Paul S. Buchman Hwy.) from Hillsborough County Line to South of Bay Ave. The segment of SR39 is classified as an urban principal arterial roadway with two typical sections. The first section consists of two lane undivided with 12' wide travel lanes, 8" wide shoulder (5' paved with bike lanes), and ditches on both sides. The second section is a two-lane divided with 12' wide travel lanes, 12' paved median, 8' shoulder (5' paved with bike lanes) and ditches on both sides. The project limit is from milepost 0.000 to milepost 0.679.

LHE provided drainage plans to accomplish the following goals:

- \*Identify existing drainage issues and provide the most cost-effective solutions.
- \*Enhance the safety level of the drainage structures
- \* Replace or repair structurally deficient drainage structures
- \*Ensure existing drainage features were not adversely impacted by the project
- \*Desilt all storm drain/side drain/cross drainpipes within the project limits.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION <i>(City and State)</i> City of Tampa – Himes and Azeele Signal Improvements Tampa, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2015
		CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Vik Bhide	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-3101
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The project scope was for the design of signal and ADA upgrades of the subject intersection. The project included new pedestrian countdown signals, sidewalk, roadway improvements, and mast arms. Additional elements included public involvement, utility relocation, signing and pavement marking, and all project management to complete the design.

Our scope of services included the following tasks:

- \* The design accommodated 4 legs of the intersection. Survey was required.
- \* Survey included all utilities above and below ground as well as all other above ground entities.
- \* Underground utilities were located via Subsurface Utility Engineering (SUE) in the vicinity of proposed pole foundation.
- \* Geotechnical services were required for mast arm pole.
- \* The limits of the project were milled and resurfaced to remove conflicting pavement markings.
- \* Himes was crowned to remove the "bump" both north and south of Azeele and to drain to the inlets in all four corners of the intersection.
- \* Data collection including traffic data and count information, sewer, water, storm sewer data, other planned projects in the vicinity, and all utilities
- \* Field Review and Analysis of project site conditions.
- \* Design Survey/SUE/Utility Coordination
- \* Design and Construction Plan Preparation
- \* Quality Assurance / Quality Review

Project cost was \$200,000.



Before



After

**FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 8 Contract #14-D-560
21. TITLE AND LOCATION <i>(City and State)</i> City of Tampa General Engineering Services – Palm Ave Tampa, Florida	22. YEAR COMPLETED PROFESSIONAL SERVICES      CONSTRUCTION <i>(If applicable)</i>	

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Milton Martinez, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8998
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The project scope included upgrades to the ADA facilities along Palm Ave (between Nuccio and 19th Ave), add detectable warnings surfaces, and/or reconstruct ADA ramps with modifications to the median to allow pedestrians to cross at mid-block locations. Design also included RRFB's for pedestrian mid-block crossings along Palm Ave. at 17th and North 19. We also provided utility coordination and project management services necessary to complete the design.

Project Cost was \$100,000.



**FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 9
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21. TITLE AND LOCATION <i>(City and State)</i>  City of Tampa General Engineering Services – Howard Ave at Dekle / DeSoto Ave. Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Milton Martinez, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8998
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The project scope was for the redesign of the existing intersection that will accommodate the realignment of the intersection at Howard Ave. and DeSoto/Dekle Ave. The design included public involvement, utility relocation, roadway design, signing and pavement marking, and all project management to complete the design. Tasks to complete this project included the following:

- \*Update the design and concept plan to accommodate the additional parking spaces south on Dekle Ave. Additional meetings were required to gain the approval of the concept plan by the City and other design firms involved in the corridor study of the project area.
- \* Landscape and Irrigation plan for the green space between Dekle and De Soto.
- \* Obtained additional survey south on Dekle for the additional parking spaces.
- \* Provided utility coordination for the relocation of existing utilities within the project area as required as part of the new intersection configuration
- \* Provided a set of construction documents based on the concept plans.
- \* Provided construction phasing as part of the MOT

LHE provided utility coordination, design and construction plan preparation, pedestrian ramp/crosswalk design, design review, construction plans, quality assurance / quality review; as well as attended all field and coordination meetings. Project Cost was \$500,000.



Before



After

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION <i>(City and State)</i> Meadow Pointe II Community Development District (CDD) General Engineering Consultant (GEC) – Wesley Chapel, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2021 CONSTRUCTION <i>(if applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Meadow Pointe II CDD	b. POINT OF CONTACT NAME Bob Nanni	c. POINT OF CONTACT TELEPHONE NUMBER 813-991-1116 X105
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

LHE was the general engineering consultant for this CDD community which contains 108 ponds, is home to almost 3500 residents and has almost 75 miles of roads. Over a 12-year period, LHE was tasked to produce pavement evaluations, pond evaluations and evaluations of all of the existing facilities that included the 2500 SF club house, pool, multipurpose courts and all of their existing wholly owned and operated infrastructure. LHE was also tasked with the tree removal and replanting within the communities. As the GEC for the CDD we routinely interacted with the board and provided reports, evaluation, and financial guidance for current and future needs of the community. We were engaged in the reissuance of bonds for the CDD that totaled more than ten million dollars and were intended to upgrade the existing infrastructure and produce monies for future expansion of the community facilities. As the GEC for the CDD we were responsible to the CDD for all its engineering needs.

The project consisted of the milling and resurfacing of the existing roadway within eleven sub-divisions of Meadow Point II CDD including the clubhouse. The communities included are listed below:

- |                 |                |
|-----------------|----------------|
| 1. Charlesworth | 7. Long leaf   |
| 2. Colehaven    | 8. Manor Isle  |
| 3. Covina Key   | 9. Sedgwick    |
| 4. Glenham      | 10. Vermillion |
| 5. Iverson      | 11. Wrencrest  |
| 6. Lettingwell  |                |

The scope included the following requirements:

1. Mobilization
2. Maintenance of traffic
3. Prevent asphalt and/or debris from entering existing inlets during construction
4. Mill existing asphalt pavement
5. Resurface the milled roadway with asphalt
6. Pavement restriping
7. Clean up site

**FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Brad Foran, P.E.	Project Manager	X	X	X	X	X	X	X	X	X	X
Frank Foran, P.E.	QA/QC Manager	X	X	X	X	X	X	X	X	X	X
Thomas Liu, P.E.	Project Engineer, Environmental Permitting	X	X	X	X	X	X	X	X	X	X

**29. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	THEA - Selmon Greenway	6	FDOT District 7 – SR 39
2	City of Clearwater Bayshore Trail	7	City of Tampa – Himes and Azelee Signal Improvements
3	FDOT District 7 – Withlacoochee Trail	8	City of Tampa – Palm Ave Improvements
4	Pinellas County – US 41	9	City of Tampa – Howard Ave-Dekle Ave-De Soto Ave Improvements
5	Pinellas County – I-275 Bus on Shoulder	10	Meadow Pointe II Community Development District

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## H. ADDITIONAL INFORMATION

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30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

LHE's strong local presence in the Tampa Bay area is supported by local professionals with a spectrum of expertise, enabling us to provide our clients with the most effective project solutions on time and under budget.

### Introduction: The Lighthouse Engineering Team

Founded in 2006, LIGHTHOUSE ENGINEERING, INC. is a multi-disciplinary engineering firm located in Pinellas County and is a **Certified Statewide SBE and Small Local Business Enterprise (SLBE)**.

Over the past 16 years, Lighthouse Engineering (LHE) has advanced the concept of providing a total package of engineering services to public and private clients. We maintain a broad spectrum of expertise, including our primary service areas:

- Roadway Transportation Design, Planning
- Permitting
- Site/Civil Engineering and Planning
- Traffic Engineering
- Signing and Marking Design
- Signalization Design
- Lighting



This diversity enables our organization to offer a unified "in-house" team approach composed of highly skilled and experienced professionals in a variety of specialties. The result is high-quality consulting services provided in a professional and timely manner. **The advantage to selecting LHE is that our engineers are diverse and multi-discipline.** As a small business, this is a unique advantage as we can service a project with as few as three professionals and deliver the project to you. By keeping the project team small, compact, and efficient, LHE can service this contract and provide immense value to TSR Community Development District. Logically, TSR CDD should see that when three multi-discipline engineers work together, the project is much more manageable when compared to the engineering team that the larger corporations need to finish this project.

Even though we have a small staff, we have a combined experience of over 100 years in the design of roadway transportation design, water, sewer, drainage, intersection improvements, permitting and other similar types of designs normally required by CDDs. We are familiar with and are experienced in design, construction inspection, project administration, and general civil support for any project that the CDD may undertake. We have designed, permitted and performed construction phase services for hundreds of projects ranging from the most complex Interstate highways to projects as small as local traffic calming, park design or small parking lot additions.

### Local Knowledge

LHE has on staff a number of professionals who have a great deal of experience in roadway design. *Previous staff experience was obtained on City projects such as the Intersection Improvement Project for Dale Mabry and Kennedy Blvd, Himes and Azele Signal upgrades, Palm Ave Improvements and Intersection Improvement Project for Fowler Avenue and 50th Street.* In addition, our staff has extensive local experience in roadway, storm water and utility design projects for clients such as Hillsborough County, Pasco County and the Florida Department of Transportation (FDOT), District Seven; as well as many private clients including Meadow Pointe II Community Development District (CDD).

In the past 16 years, LHE has completed over 70 roadway projects, solidifying an expertise that reduces project risk for our clients.

### Accelerated Schedules Resulting from Permitting Expertise

Our project staff knows the pitfalls that delay permitting and how to avoid them from both a design and timing standpoint. **Because of our competence and speed in obtaining permitting from Southwest Florida Water Management District (SWFWMD) and the US Army Corps of Engineers (USACE), and proactive coordination with the various utility companies in the area, we are able to accelerate project plans and production schedules.**

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## Comprehensive Transportation Expertise Provided by Local Professionals

LHE has assembled a qualified team of professionals with extensive transportation engineering experience. Our combined team of multi-disciplined personnel specifically designated for this project is highly skilled in the areas of roadway and drainage design as well as utility conflict avoidance, coordination, and permitting. Including support staff, the LHE Tampa Bay area office currently has 5 full time employees. Our team has relationships and workflow processes that are established within the group to efficiently complete work and deliver quality products to the City of Tampa.

## Capability and Ability to Deliver Project

We have a seasoned design team that is more than capable of delivering all the necessary components of a project and routinely handle larger scale projects with high dollar values. Our Project Manager completed an FDOT project in Pinellas County within the City of Tarpon Springs whereby the City will be reborn with a downtown revitalization of new sidewalk, utilities, lighting and upgraded pedestrian features. **This project was placed on an accelerated schedule and involved more than seven local utilities.** The utility work alone took almost a year to complete and the total cost of this exceeds more than 17 million dollars. We have the business tools, necessary design team, proper computer technology and a seasoned staff who are excited at the opportunity to serve the City and the place we call home.

## Exceptional Staff Competence from Continued Training and Education

LHE is committed to ensuring that every staff member affecting product quality is fully competent to perform their assigned tasks. All personnel assigned to production have recent experience in their respective areas of responsibility. Competency is established through education, training, experience, and demonstration of skills.

Continuing education of our technical and professional staff is strongly encouraged. Many of our employees are enrolled in continuing education seminars and conferences offered by FDOT and other professional associations. Examples of these courses include the FDOT Project Management Course, Quality Assurance/Quality Control Training, FDOT Project Engineer Training, Traffic Control Zone Certification, Cost Estimating, and Long-Range Estimates Systems. Many of our engineers attend national seminars, where a variety of engineering trends and innovations are presented. Keeping up to date with the latest in technology and management solutions allows us to provide more value to our clients.

## Proposed LHE Staff Members

The **accompanying resumes in Section E** present proposed staff members and their education, years of experience, role on this proposed contract, and specialized experience. The following paragraphs illustrate highlights of the qualifications and experience of our proposed project management team and key staff:

### Project Manager

**Brad Foran, P.E.**, has a long history of working with both State and Local agencies and has helped many Cities, CDDs and Counties achieve their capital work programs. He was the Project Manager for the State's rehabilitation project in Tarpon Springs where new sidewalk, roadway, water and sewer upgrades as well as streetscaping improvements were constructed. In addition, he served as the Project Manager for the City of Safety Harbor's SR 590 improvements. He also possesses a work experience that highlights his knowledge of highway design, permitting, and hydraulic analysis of existing and proposed facilities. He served as project manager and Engineer of Record for the Florida Department of Transportation on design contracts for Districts 1, 2, 3, 4, 6 and 7 and has worked on numerous major and minor roadway restoration projects. He designed the signalization improvement at Himes and Azelee for the City of Tampa and the enhancement project at Howard and Dekle. He is experienced in the evaluation, design, and permitting of existing and proposed facilities through either 3R or New Construction standards. He recently completed the Selmon Greenway Design Build Contract with Tampa-Hillsborough Expressway Authority (THEA) and will be coordinating with the City's TIGER grant project.

His most recent projects have focused on Florida Department of Transportation's 3R criteria and work with local agencies throughout Tampa Bay. These projects have included the complete evaluation of the enhancement projects new design projects criteria including the hydraulic analysis, pavement design, and variance approval for urban and rural projects. He is experienced in taking the design plans to completion and subsequently toward the construction phase of the project. **Mr. Foran brings to this project a wealth of experience and has the resources to assign and address design issues, ensure compliance with schedules, and provide a successful contract for the City of Tampa. Mr. Foran was the former Florida Engineering Society's (FES) Pinellas Chapter President and was a member of its Board of Directors.**

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## Assistant Project Manager/ Roadway Design / Drainage Design

**Thomas Liu, P.E.** Mr. Liu has over 20 years of roadway design and drainage experience on City, Florida Department of Transportation, County, and Private Development projects in Florida. Mr. Liu has served as Project Engineer on several projects in the City of Tampa. Mr. Liu's drainage experience includes design of stormwater treatment systems including treatment and attenuation requirements for SWFWMD and SFWMD permits. Mr. Liu also has both design and project management experience in traffic operations (signalization, signing and marking, highway lighting). He has extensive experience in transportation engineering

*"We have a long-standing relationship with LHE and have collaborated on multiple jobs together. We can always depend on Brad and his team to be knowledgeable of all design aspects of the project, be innovative with their approach, dependable with deadlines and communication, and responsive to any challenges that may arise. When anyone asks for a recommendation for an engineer, I do not hesitate to put them in touch with Brad and Lighthouse."*

**Jeff Nelson, President  
Nelson Construction**

including design for rural and urban highways, limited access expressways, and rural and urban interchanges. Technical aspects of design include horizontal and vertical geometry, development of traffic control plans, drainage design, utility conflicts, and permitting. His expertise also includes basin delineation, pond siting reports, inlet locations, pavement drainage, hydraulic calculation for storm sewer networks, cross-drain analysis, stormwater routing, floodplain analysis, water quality, optional culvert material, dredge and fill impacts, coordination with water management agencies for permitting, and formulating technical stormwater reports.

## Principal-In-Charge, Quality Assurance/Quality Control

**Frank Foran, P.E.**, LHE's Vice President for Southeast Transportation with oversight responsibility of the Florida operations, is a Highway Design Engineer with more than 40 years of experience in the Tampa Bay Area. He will provide the direction for our **Quality Control** program out of our Tampa Bay area office located in Safety Harbor. Mr. Foran is certified with the Florida Department of Transportation (FDOT) in the preparation of traffic control plans and has also received training from the Department in cost estimating and long-range estimating systems. In addition to writing Quality Control Plans for various assignments at LHE,

Mr. Foran has performed quality assurance plan reviews for other consulting firms. Recent projects include the Largo Medical Office Complex, St. Catherine's Catholic Church in Largo, First Community Bank in St. Petersburg, Blake Medical Center Expansion in Bradenton, Water and Sewer line replacement work in Tarpon Springs, Water and Sewer Line Relocation in Safety Harbor and many other projects in Manatee County, Sarasota County and Lee County.

## Customer Centric Focus Yields Repeat Business

The LHE Team understands that adherence to schedule, quality, and budget standards are not the only measures of past performance. We also measure the quality of our services through customer satisfaction and the level of business-like concern for governmental client interests.

We pride ourselves on a reputation for reasonable and cooperative behavior from proposal and initial negotiations through contract modifications and final delivery. The LHE project team members take great pride in both their individual and team record of service for our clients. We recognize that the **quality of service provided to a client is directly related to the potential for repeat business.**

The number of letters of appreciation, repeat clients, and repeat contracts we have been awarded reflects our product quality and consistent history of preparing innovative and realistic design solutions that are consistently within four (4) percent of the competitive low bid and meet the client's most demanding schedules. **Repeat business now constitutes roughly ninety (90) percent of our business.**

LHE seeks to continually improve our job performance, quality of products and services, and responsiveness. We have formally interviewed both private and public sector clients to determine how our staff could better fill their needs. We have implemented many of their suggestions and will provide you with a top team of experienced professionals ready to respond to every need.

## Current and Projected Workload

The current workload of LHE will allow us to begin work immediately. We are currently working for Hillsborough County on a Design job at US 41/SR 45 from Denver St. to N. of 27<sup>th</sup> Ave. S. that is set to be completed in November 2022. Our available design staff can provide more than 200 staff hours per month from our office in Safety Harbor. LHE routinely handles a multitude of project involving various disciplines.

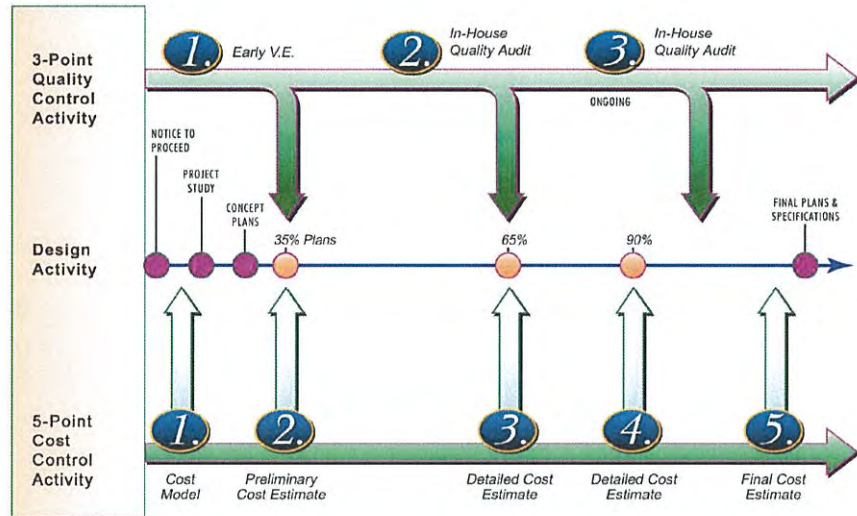
---

We recently completed several significant projects including the AWARD WINNING I-275 bus on Shoulder project or Pinellas County, and Bayshore Blvd – Urban Multi-Use Trail for the City of Clearwater. Our projected workload falls within the capacity of our staff.

As with any firm, our workload is not always constant, but has peaks and valleys. The dedication of our staff enables LHE to meet our clients' goals by working overtime during peaks and improving out technical skills during slower periods. LHE assures the CDD that we have competent personnel available to deliver a quality project on schedule and our entire team will pull together to ensure that we meet the CDD's needs.

## Successful Projects Result from Our Quality Assurance Program

*Lighthouse Engineering believes that leadership in our industry can be achieved only through quality. Meeting quality goals at Lighthouse Engineering means commitment to the full satisfaction of every internal and external client. We continuously improve our management and technical processes in order to meet client requirements the first time, every time. Every team member of Lighthouse Engineering is dedicated to continuous improvement.*



LHE Construction Cost and Quality Control Process.

The head of the QA/QC Team for this contract will be Frank Foran. Mr. Foran, P.E. will serve as the Management Representative responsible for implementing and maintaining the quality system and for regularly reporting system, process, or product failures with a view to continually improving the quality system. LHE recognizes that a quality product is the key to the successful performance of a contract, having maintained QA/QC standards and procedures since the company was founded in 2006. LHE has embraced the philosophy of Six Sigma Quality Management, which focuses on constantly monitoring performance, anticipating and preventing future problems by changing processes rather than merely reacting to mistakes. Our Six Sigma Program is client-and-product focused and is an established part of our corporate culture. The QA Program provides the controls and continuity necessary to perform a project in a defined, systematic manner and includes adequate provisions for changes. Our subcontractors are briefed on this process and fully comply with all procedures.

### I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

*Bradley S. Foran*

32. DATE

12/19/2022

33. NAME AND TITLE

Bradley S. Foran, P.E., President







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/08/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Florida Coastal Insurance Agency 1234 Court Street Ste B  Clearwater, FL 33756	<b>CONTACT NAME:</b> Richard Ficca <b>PHONE (A/C, No, Ext):</b> (727) 569-6000 <b>E-MAIL ADDRESS:</b> rficca@gmail.com	<b>FAX (A/C, No):</b> (727) 490-0356
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Lighthouse Engineering, Inc 701 Enterprise Rd E #410  Safety Harbor FL 34695	<b>INSURER A:</b> First Community Insurance Company	
	<b>INSURER B:</b> First Community Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>			09 0004998745 8 07	04/09/2021	04/09/2022	EACH OCCURRENCE	\$ 2,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ Included in Gen A	
	OTHER:						GENERAL AGGREGATE	\$ 4,000,000	
							PRODUCTS - COMPI/OP AGG	\$ 2,000,000	
								\$	
B	<b>AUTOMOBILE LIABILITY</b>			09 0004998745 8 07	04/09/2021	04/09/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000	
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
							\$		
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$	
	<b>EXCESS LIAB</b>						AGGREGATE	\$	
								\$	
								\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Building (Coverage A) Special \$145,656 LIMIT OF INSURANCE

Business Personal Property (Coverage B) Special \$10,000 LIMIT OF INSURANCE

Business Income and Extra Expense Special \$36,414 LIMIT OF INSURANCE

**CERTIFICATE HOLDER****CANCELLATION**

For Informational Purposes Only

For a company specific certificate please contact Florida Coastal Insurance Agency at 727-569-6000 or Fax 727-490-0356

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: \_\_\_\_\_  
LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY Florida Coastal Insurance Agency		NAMED INSURED Lighthouse Engineering, Inc	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Hired & Non Owned Auto included in Bankers BOP Policy



Ron DeSantis, Governor



**STATE OF FLORIDA**

**BOARD OF PROFESSIONAL ENGINEERS**

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**FORAN, BRADLEY SCOTT**

701 ENTERPRISE ROAD E  
SUITE 410  
SAFETY HARBOR FL 34695

**LICENSE NUMBER: PE52634**

**EXPIRATION DATE: FEBRUARY 28, 2023**

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Ron DeSantis, Governor



**STATE OF FLORIDA**

**BOARD OF PROFESSIONAL ENGINEERS**

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**LIU, THOMAS**

8509 W. HANNA AVE.  
TAMPA FL 33615

**LICENSE NUMBER: PE58258**

**EXPIRATION DATE: FEBRUARY 28, 2023**

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RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BOARD OF PROFESSIONAL ENGINEERS**

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**FORAN, HUBERT F.**

24 TWIN PEAKS DRIVE  
MAGGIE VALLEY NC 28751

**LICENSE NUMBER: PE11635**

**EXPIRATION DATE: FEBRUARY 28, 2021**

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*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

July 11, 2022

Bradley Foran, President  
LIGHTHOUSE ENGINEERING, INC. d/b/a LHE  
701 Enterprise Road East, Suite 410  
Safety Harbor, Florida 34695

Dear Mr. Foran:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 3 - Highway Design - Roadway
  - 3.1 - Minor Highway Design
  - 3.2 - Major Highway Design
  - 3.3 - Controlled Access Highway Design

- Group 6 - Traffic Engineering and Operations Studies
  - 6.3.1 - Intelligent Transportation Systems Analysis and Design
  - 6.3.2 - Intelligent Transportation Systems Implementation

- Group 7 - Traffic Operations Design
  - 7.1 - Signing, Pavement Marking and Channelization
  - 7.2 - Lighting
  - 7.3 - Signalization

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2023, for contracting purposes.

Approved Rates

Home/ Branch Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense
203.39%	2.306%	Reimbursed	No	0.24%

**Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.**

Should you have any questions, please feel free to contact me by email at [carliayn.kell@dot.state.fl.us](mailto:carliayn.kell@dot.state.fl.us) or by phone at 850-414-4597.

Sincerely,



Carliayn Kell  
Professional Services  
Qualification Administrator



## Licensee Details

### Licensee Information

Name: **LIGHTHOUSE ENGINEERING INC. DBA LHE, INC. (Primary Name)**

Main Address: **701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR Florida 34695**

County: **PINELLAS**

License Mailing:

LicenseLocation:

### License Information

License Type: **Registry**

Rank: **Registry**

License Number: **28576**

Status: **Current**

Licensure Date: **05/15/2009**

Expires:

**Special Qualifications**                      **Qualification Effective**

### Alternate Names

[View Related License Information](#)

[View License Complaint](#)

**2601 Blair Stone Road, Tallahassee FL 32399** :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee.

However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.



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Lighthouse Engineering Inc.

Search

[Events](#)   **No Name History**

## Detail by Entity Name

Florida Profit Corporation

LIGHTHOUSE ENGINEERING INC.

### Filing Information

<b>Document Number</b>	P06000152907
<b>FEI/EIN Number</b>	20-8032896
<b>Date Filed</b>	12/12/2006
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	REINSTATEMENT
<b>Event Date Filed</b>	05/01/2009

### Principal Address

701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

### Mailing Address

701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

### Registered Agent Name & Address

FABRIZIO, SANDRA K, MRS.  
701 ENTERPRISE ROAD  
SUITE 410

SAFETY HARBOR, FL 34695

Name Changed: 03/07/2014

Address Changed: 03/07/2014

**Officer/Director Detail****Name & Address**

Title PTD

FORAN, BRADLEY S  
 65 TURNSTONE DR  
 SAFETY HARBOR, FL 34695

**Annual Reports**

Report Year	Filed Date
2020	01/22/2020
2021	03/08/2021
2022	03/08/2022

**Document Images**

<a href="#">03/08/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/08/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">03/23/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/01/2009 -- REINSTATEMENT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/23/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">12/12/2006 -- Domestic Profit</a>	<a href="#">View image in PDF format</a>

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Lighthouse Engineering Inc.



# CITY OF SAFETY HARBOR

ACCOUNT NO: 2022-13802

BRAD FOLAN  
701 ENTERPRIDE RD E  
SAFETY HARBOR, FL 34695

ISSUED: 07/22/2021  
EXPIRES: 09/30/2022

## BUSINESS TAX RECEIPT FOR FISCAL YEAR 2021-2022

KEEP CONSPICUOUSLY POSTED AT THE PLACE OF BUSINESS SHOWN

### INDIVIDUAL/BUSINESS NAME AND ADDRESS

LIGHTHOUSE ENGINEERING  
701 ENTERPRISE RD E 410  
SAFETY HARBOR, FL 34695

### OWNER NAME AND ADDRESS

BRAD FOLAN  
701 ENTERPRISE RD E 410  
SAFETY HARBOR, FL 34695

THE PERSON OR FIRM NAMED ABOVE IS HEREBY REGISTERED TO ENGAGE  
IN THE BUSINESS, PROFESSION OR TRADE LISTED BELOW IN THE CITY OF  
SAFETY HARBOR, FLORIDA.

<u>FEE DESCRIPTION(S)</u>	<u>AMOUNT PAID</u>
PROFESSIONAL STATE OR BOARD CERTIFIED	\$190.00
FIRE INSPECTION FEE	\$25.00
TOTAL:	\$215.00



From: Pinellas County Economic Development, Small Business Enterprise Program  
April 27, 2022  
Subject: Pinellas County Small Business Enterprise Program Renewal Application Approved

Dear Bradley Foran, P.E.:

Congratulations! Your [Renewal]application for designation as a Small Business Enterprise in the SBE Program is approved. The approval is contingent upon your firm successfully completing the eligibility listed below. We have designated Lighthouse Engineering, Inc. DBA LHE as eligible to [continue to] participate in the SBE program, and sheltered market program with an effective date of 4/8/2022. This certificate is specific to Pinellas County and covers only the company that is listed in this letter, not any other company with which you may be associated. Your firm will appear on the list of approved registered vendors.

As part of our SBE program, **we do require you to register your business** in our SBDC system as well. This registration will make it easier to sign up for classes and any time you need one-on-one free counseling for questions with procuring contracts with Government (County or Federal). Please visit our website, at <https://www.pced.org/page/Consulting>, to register and learn more or call 727-453-7200 for your consultation. During the registration process it will ask for nature of "counseling requested", select from any of the boxes you wish and then scroll down to the bottom and in the additional area please indicate "*Pinellas County SBE*" in the text box.

No additional eligibility. You are successfully registered. We encourage your firm to view our list of workshops to assist your business with getting the most out of working with Pinellas County. Please visit our website, at <https://pinellas.obsres.com/economic/Info.aspx?EventID=3005>, to register and learn more. These workshops are not mandatory, however, recommended.

Please visit our website, at <https://pinellas.obsres.com/economic/Info.aspx?EventID=3005>, to register and learn more or call 727-453-7200 for your consultation.

Form Name: Pinellas County Small Business Enterprise Program Renewal Application  
Business: Lighthouse Engineering, Inc. DBA LHE  
Contact: Bradley Foran, P.E.  
Submission Date: 4/8/2022  
Review Date: 4/12/2022  
Expiration Date: 4/11/2025

Your approved Pinellas County Small Business Enterprise Program Renewal Application will expire 4/11/2025. If there are changes to your business, please contact staff to ensure the most accurate representation of your business. This includes changes to your company contacts, products, or services.

Thank you for your continued interest in participating with Pinellas County and the SBE Program. If you have any additional questions please email us at [Businesshelp@pinellascounty.org](mailto:Businesshelp@pinellascounty.org) or call 727-453-7200.

PINELLAS COUNTY  
SMALL BUSINESS ENTERPRISE  
PROGRAM

THIS CERTIFICATE IS AWARDED TO

**Lighthouse Engineering, Inc. DBA  
LHE**

HAS SUCCESSFULLY COMPLETED THE  
SBE Certification Requirements for:  
Construction  
Professional, Scientific, and Technical Services  
Certification Expires:  
4/11/2025

Approved:

**4/12/2022**

SIGNED, *Corey McCaster*





### **Minority and Small Business Development**

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

**Lighthouse Engineering, Inc. DBA LHE**

is hereby certified as a

**Small Local Business Enterprise (SLBE)**

In the following specialty(ies)

**Construction-Related Services**

**The certification is valid from January 15, 2021 to January 15, 2023**

---

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

**Gregory K. Hart, Manager**  
**Minority and Small Business Manager**



**Board of County Commissioners  
Economic Development Department  
Minority and Disadvantaged Business Development**

## **Small Business Registration**

Lighthouse Engineering, Inc. DBA LHE

HC-1873/22

Valid from March 2, 2022 - March 2, 2024

**Approved Lines of Business:**

Engineering - Civil, Construction-Related Services

A handwritten signature in black ink, appearing to read "Theresa Kempa".

Theresa Kempa  
Minority and Disadvantaged Business Manager  
Economic Development Department





PORT TAMPA BAY

***Small Business Enterprise Certification***

***Lighthouse Engineering Inc.***

*Federal ID #20-8032896*

*Services Provided: Architect-Engineer & Other Professional  
Design Services; Consulting Services*

*Valid from 04/25/2022 to 04/24/2023*

*Donna L. Casey*

*SBE & Contracts Manager*

*Please note this certificate is valid only with Port Tampa Bay.  
It is not reciprocal with the City of Tampa or Hillsborough County and may not be reciprocal with any other local governmental agency.*

*Member since 2023*



## The City of St. Petersburg Small Business Enterprise Certification

*This certificate is awarded to  
Lighthouse Engineering, Inc. DBA LHE*

**SBE Certification Number: 124586**

*This certificate is applicable in  
Engineering - Civil, Construction-Related Services, The City of St. Petersburg*

*Certified: April 4, 2022  
Expires: March 2, 2024*

A handwritten signature in black ink that reads "Stephanie Swinson". The signature is written in a cursive, flowing style.

*Stephanie Swinson, Esq.  
Contracts Compliance Manager  
727-893-4109  
[Stephanie.Swinson@stpete.org](mailto:Stephanie.Swinson@stpete.org)*

In accordance with the City of St. Petersburg's Small Business Enterprise Ordinance #789-G, your business is certified as a Small Business Enterprise by the City of St. Petersburg. You will need to show proof of your new Occupational License each year, as well as renew your certification with this agency every three years. If at anytime the composition of the SBE status of your firm changes, you need to complete another SBE affidavit. The City of St. Petersburg Government reserves the right to terminate or cancel this certification at anytime when it is found that the composition of the Organization has changed and no longer meets the definition established for SBE certification.

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**10D**

**TSR Community Development District**  
**Request for Qualifications – District Engineering Services**

**Competitive Selection Criteria**

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	<b>25</b>	<b>25</b>	<b>20</b>	<b>15</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>100</b>
	NAME OF RESPONDENT							
1	<b>Johnson Engineering, Inc.</b>							
2	<b>Lighthouse Engineering, Inc.</b>							

\_\_\_\_\_  
 Board Member's Signature

\_\_\_\_\_  
 Date

# **TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**11**

MEMORANDUM

TO: TSR COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS

FROM: ALYSSA WILLSON

DATE: JANUARY 11, 2023

RE: PUBLIC RECORDS RETENTION

---

The purpose of this memorandum and attached resolution is to update the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District previously adopted the Florida Records Retention Schedules as written and adopted a policy that states that the District will not be destroying any records. Kutak Rock has prepared a revised resolution implementing the same policy and adding the exception of Transitory Messages which is attached hereto as **Exhibit A**.

# **EXHIBIT A**

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**11A**



**RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TSR COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the TSR Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Pasco County, Florida; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TSR COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F. Participate in the District's development of electronic record keeping systems.
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 11th day of January, 2023.

ATTEST:

**TSR COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Composite Exhibit A:** General Records Schedules, GS1-SL and GS3

**Composite Exhibit A**

**General Records Schedules Established by the Division (GS1-SL and GS3)**

# State of Florida

## **GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES**



**EFFECTIVE: August 2020**

Rule 1B-24.003(1)(a), *Florida Administrative Code*

Florida Department of State  
Division of Library and Information Services  
Tallahassee, Florida

850.245.6750

[recmgt@dos.myflorida.com](mailto:recmgt@dos.myflorida.com)

[info.florida.gov/records-management](http://info.florida.gov/records-management)

# GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

## FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public-agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

<b>GS1-SL</b>	<b>State and Local Government Agencies</b>
<b>GS2</b>	<b>Law Enforcement, Correctional Facilities and District Medical Examiners</b>
<b>GS3</b>	<b>Election Records</b>
<b>GS4</b>	<b>Public Hospitals, Health Care Facilities and Medical Providers</b>
<b>GS5</b>	<b>Public Universities and Colleges</b>
<b>GS7</b>	<b>Public Schools Pre-K-12 and Adult and Career Education</b>
<b>GS8</b>	<b>Fire Departments</b>
<b>GS9</b>	<b>State Attorneys</b>
<b>GS11</b>	<b>Clerks of Court</b>
<b>GS12</b>	<b>Property Appraisers</b>
<b>GS13</b>	<b>Tax Collectors</b>
<b>GS14</b>	<b>Public Utilities</b>
<b>GS15</b>	<b>Public Libraries</b>

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Records Management* website at [info.florida.gov/records-management](http://info.florida.gov/records-management).

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## I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

## II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
  1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
  2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.



3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

**Because conceivably any record in any agency might be required for audit, we are no longer including the "provided applicable audits have been released" language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency's audit requirements.**

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

### III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule establishes officially the *minimum* length of time that the record series must be retained. **This retention applies to the agency's record (master) copy of the records - those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always "Retain until obsolete, superseded, or administrative value is lost" ("OSA") unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Forward for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications](http://info.florida.gov/records-management/forms-and-publications).

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in

cubic feet of paper records destroyed (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 disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications](http://info.florida.gov/records-management/forms-and-publications). Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

#### **IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS**

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current

record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

**Example: Calculating Eligibility Dates**

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

V. ARCHIVAL VALUE

- A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description states, “**These records may have archival value**,” the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at [recmgt@dos.myflorida.com](mailto:recmgt@dos.myflorida.com). The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.
  
- B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that “**These records may have archival value**” for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

## VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the-format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate, **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

## VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the

three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

### VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

### IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

## **RECORDS RETENTION SCHEDULES**

### **ACCESS CONTROL RECORDS**

**Item #189**

This record series consists of records pertaining to employee, contractor or subscriber 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. See also "VISITOR/ENTRY RECORDS."

**RETENTION:** 1 anniversary year after superseded or access rights terminated.

### **ADDRESS REQUEST RECORDS**

**Item #415**

This record series consists of requests for addresses for properties that previously did not have an address assigned to them. The series includes an address request form providing such information as name of person making request, identifying information regarding the parcel and subdivision, and the type of address requested (residential, commercial, other). The series may also include supporting documentation such as copies of site maps and floor plans.

**RETENTION:** 5 fiscal years.

### **ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)**

**Item #244**

This record series consists of case files documenting approval or denial of requests to construct or modify a commercial structure in a manner not in conformance with the building code.

**RETENTION:** Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

### **ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)**

**Item #331**

This record series consists of case files documenting approval or denial of requests to construct or modify a residential structure in a manner not in conformance with the building code.

**RETENTION:** 10 anniversary years after case closed.

### **ADMINISTRATIVE CONVENIENCE RECORDS**

**Item #2**

This record series consists of **DUPLICATES** of public records maintained for the convenience of officials and employees in carrying out their duties. These records are **NOT** the official file or record (master) copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

### **ADMINISTRATIVE SUPPORT RECORDS**

**Item #3**

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. **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.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

### **ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER**

**Item #122**

This record series consists of records documenting the substantive actions of elected officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. 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 (including electronic communications); 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 "SUBJECT/REFERENCE FILES."

***These records may have archival value.***

**RETENTION:** 10 anniversary years; ***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.***

### **ADVERTISEMENTS: LEGAL**

**Item #25**

This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, *Florida Statutes*, Legal and Official Advertisements, or that have appeared in the *Florida Administrative Register* or *Florida Administrative Weekly* as stipulated in Section 120.525(1), *Florida Statutes*, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any 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.

**RETENTION:** 5 fiscal years.

**AFFIRMATIVE ACTION RECORDS**

**Item #82**

This record series consists of records relating to an agency's affirmative action plan and/or affirmative-action-related activities, 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 "GRANT FILES" or "PROJECT FILES: FEDERAL." See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

**RETENTION:** 2 anniversary years provided litigation has been resolved.

**ANIMAL CONTROL RECORDS**

**Item #234**

This record series consists 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 that 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, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records). Retention is pursuant to Rule 64B16-29.004, *Florida Administrative Code*, Animal Control Shelter Permits, Records.

**RETENTION:** 4 anniversary years.

**ANNEXATION RECORDS**

**Item #247**

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, but are not limited to, correspondence, reports, maps, voluntary petitions, certifying statements and municipal service plans.

**RETENTION: Permanent.**

**ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS**

**Item #380**

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, *Florida Statutes*, County officers; record and report of fees and disposition of same. ***These records may have archival value.***

**RETENTION:** 5 fiscal years.

**ANNUAL REPORTS: COUNTY GOVERNMENT**

**Item #246**

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), *Florida Statutes*, which requires the administrator to "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 **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, 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: LOCAL GOVERNMENT ANNUAL REPORTS." ***These records may have archival value.***

**RETENTION:** 10 fiscal years.

**ANNUAL REPORTS: GOVERNING BODY**

**Item #245**

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 **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, 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: LOCAL GOVERNMENT ANNUAL REPORTS."  
***These records may have archival value.***

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**ARCHITECTURAL/BUILDING PLANS: COMMERCIAL**

**Item #216**

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. This retention applies to the record copy held by the local government permitting authority (often a building department) or filing office (such as the county clerk). Other governmental departments may hold duplicates for their reference use; for example, an agency that owns or rents a structure may hold copies for operational use (see REAL PROPERTY RECORDS: PROPERTY ACQUIRED). Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning or construction of an improvement to real property. NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN" and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:** Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

**ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS**

**Item #204**

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."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL**

**Item #252**

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, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. **NOTE:** This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:** 10 anniversary years after issuance of certificate of occupancy.

**ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN**

**Item #332**

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 105.3.2, Time limitation of application: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

**RETENTION:** 180 days after last action.

**ATTENDANCE AND LEAVE RECORDS**

**Item #116**

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. **NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.**

**RETENTION:** 3 fiscal years.

**ATTENDANCE RECORDS: COMMUNITY SERVICE**

**Item #249**

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.

**RETENTION:** 1 calendar year after last date of service.

**AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS**

**Item #393**

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.

**RETENTION:** Retain each audit trail entry as long as the record to which the entry relates.

**AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS**

**Item #394**

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.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**AUDITS: AUDITOR GENERAL**

**Item #8**

This record series consists of reports issued by the Auditor General to establish the position of the audited agencies against their performance standards. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

**RETENTION:** 10 fiscal years after audit report release date. ***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.***

**AUDITS: INDEPENDENT**

**Item #56**

This record series consists of reports, including any appropriate financial statements, issued by an independent auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules, and/or Section 215.97, *Florida Statutes*, Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

**RETENTION:** 10 fiscal years after audit report release date.

**AUDITS: INTERNAL**

**Item #73**

This record series consists of reports issued by an internal auditor to establish the position of the audited agencies against their performance standards. 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, *Florida Statutes*, Definitions; duties; authorities; reports; rules and/or Section 20.055, *Florida Statutes*, Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

**RETENTION:** 5 fiscal years after audit report release date.

**AUDITS: STATE/FEDERAL**

**Item #83**

This record series consists of reports issued by a federal or state auditor to establish the position of the audited agencies against their performance standards. 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, *Florida Statutes* Definitions; authorities; reports; rules. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

**RETENTION:** 10 fiscal years after audit report release date. ***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.***

**AUDITS: SUPPORTING DOCUMENTS**

**Item #57**

This record series consists of the documentation and supporting documents used to develop audit reports, including all bills, accounts, transaction records, reports or other related documentation. The audits may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."

**RETENTION:** 5 fiscal years after audit report release date.

**AUTOMATED ACCOUNTING SYSTEM REPORTS**

**Item #50**

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 "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY" and "FINANCIAL HISTORY SUMMARY RECORDS."

**RETENTION:** 3 fiscal years.

**BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS**

**Item #416**

This record series documents the testing of residential and commercial backflow assemblies. The Backflow and Cross Connection Control Program (established pursuant to Rule 62-555.360, *Florida Administrative Code*, Cross-Connection Control for Public Water Systems) prevents the backflow of contaminants into the potable water supply. The series includes, but is not limited to, backflow prevention device inspection forms, backflow assembly test/certification forms, reclaimed water surveys and cross connection control inspection forms. Information regarding the number of inspections completed is generated from these forms and submitted as an annual report to the Florida Department of Health. Retention is pursuant to Rule 62-550.720(3), *Florida Administrative Code*, Recordkeeping.

**RETENTION:** 10 anniversary years.

**BACKUPS: ELECTRONIC/DIGITAL RECORDS**

There is no retention schedule for backup tapes, disks, drives, servers or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely for disaster recovery/business continuity but **not intended to serve as the record copy or as a records retention tool**. In the case of disaster, the backup would be used to recover system operability and/or restore lost records; otherwise, agency records that have not met their retention should **not** be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. Preferably, the records should be restored to the agency's systems from the backup to ensure that the backup is not used as a records retention tool.

**BALLOTS**

**Item #397**

This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. 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. **NOTE:** 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, *Florida Statutes*, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use **General Records Schedule GS3 for Election Records**.

**RETENTION:** 30 days after vote count or cancellation of election.

**BARGAINING RECORDS**

**Item #87**

This record series consists of contracts and supporting documentation related to contracts or agreements between public agencies and labor organizations or employee unions.

**RETENTION:** 5 fiscal years after expiration or cancellation of contract.

**BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS**

**Item #70**

This record series documents 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."

**RETENTION:** Retain as long as related CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY file.

**BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS**

**Item #71**

This record series documents 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 canceled prior to being awarded and projects awarded but canceled prior to any work being done. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

**RETENTION:** 5 fiscal years after awarded or bid project canceled.

**BID RECORDS: NON-CAPITAL IMPROVEMENT**

**Item #72**

This record series documents the processing and letting of successful, unsuccessful and canceled 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."

**RETENTION:** 5 fiscal years after awarded or bid project canceled.

**BOND FINANCING ADMINISTRATIVE RECORDS**

**Item #417**

This record series documents administrative and management activities relating to the financing of local government projects through bonded indebtedness. The series may include, but is not limited to, preliminary studies; legal opinions; proposals and prospectuses; authorizations and certificates for issuance; cancellation and exchange records; retired bonds and bond interest coupons that have been redeemed, including such information as identifying date, number of each bond and quality and value of bond by maturity; registers recording the redemption of bond coupons, including such information as upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying dates, number of each bond, interest paid and maturation dates; and other related correspondence and documentation. See also "BOND RESOLUTIONS/ORDINANCES." *These records may have archival value.*

**RETENTION:** 5 fiscal years after final payment or closeout activity, whichever is later. *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.*

**BOND RESOLUTIONS/ORDINANCES**

**Item #191**

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 series may include, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, *Florida Statutes*, Municipalities, Authority to borrow. See also "BOND FINANCING ADMINISTRATIVE RECORDS." *These records may have archival value.*

**RETENTION:** Permanent.

**BONUS/AWARD RECORDS: EMPLOYEES**

**Item #333**

This record series documents bonuses or other awards given to employees based on performance or other criteria. The series may include, but is not limited to, nominations, evaluations and selection records for peer review bonuses or other awards.

**RETENTION:** 5 fiscal years.

**BUDGET RECORDS: APPROVED ANNUAL BUDGET**

**Item #58**

This record series consists of the agency's approved annual budget and its amendments. 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." *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**BUDGET RECORDS: SUPPORTING DOCUMENTS**

**Item #88**

This record series consists of any documentation relating to the development, modification or implementation of an agency's final approved budget. The series may include, but is not limited to, working papers, agency staff analyses, drafts, budget requests and other supporting documentation. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."

**RETENTION:** 3 fiscal years from the budget year the records pertain to.

**BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS**

**Item #169**

This record series consists of case files documenting companies that have applied to the agency for certification as a certified business enterprise. The series includes files documenting application for certification certified minority business enterprise as defined in Section 288.703, *Florida Statutes*, Small and Minority Business, Definitions, and in accordance with Section 287.0943, *Florida Statutes*, Certification of minority business enterprises, as well as certification of veteran business enterprises in accordance with Section 295.187, *Florida Statutes*, Florida Veteran Business Enterprise Opportunity Act. The series may include, but is not limited to, application for certification; documentation verifying ownership and control of the business by an eligible party; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, *Florida Statutes*; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

**RETENTION:** 3 fiscal years after expiration of certification, revocation, denial or withdrawal.

**BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT**

**Item #221**

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, *Florida Statutes*, Local Business Taxes. Per Chapter 205, this does not include records of any fees paid to any board, commission or officer for permits, registrations, examinations or inspections. 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.** For records documenting financial transactions associated with this process, see "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

**RETENTION:** 1 calendar year after expiration, revocation, or denial of business tax receipt.

**CABINET AFFAIRS FILES**

**Item #11**

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 until transferred to the State Archives of Florida. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

**RETENTION:**

a) Record copy (Governor's Office). **Permanent. Contact the State Archives of Florida for transfer to Archives after 5 years.**

b) Duplicates (Agency copies). Retain until obsolete, superseded, or administrative value is lost.

**CALENDARS**

**Item #89**

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."

**RETENTION:** 1 anniversary year.

**CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS**

**Item #235**

This record series documents each burial or cremation, showing the name of the deceased, date of burial or disposal of cremains, and the lot, plot, and space in which the burial was made or the location at which the cremains were disposed. These records relate to government lands and operations, not to private cemeteries. **These records may have archival value.**

**RETENTION:** Permanent.

**CERTIFICATE OF OCCUPANCY: COMMERCIAL**

**Item #255**

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of 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 *Florida Statutes*, 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. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."

**RETENTION:** Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever occurs latest.

**CERTIFICATE OF OCCUPANCY: RESIDENTIAL**

**Item #256**

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of 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 *Florida Statutes*, 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. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."

**RETENTION:** 10 anniversary years after issuance of certificate of occupancy.

**CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS**

**Item #207**

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."

*These records may have archival value.*

**RETENTION:** Permanent.

**CHILD CARE RECORDS**

**Item #257**

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 Section 1003.22, *Florida Statutes*, School-entry health examinations; immunization against communicable diseases; and Section 1003.23, *Florida Statutes*, Attendance records and reports.

**RETENTION:** 5 calendar years after termination of enrollment.

**CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES**

**Item #418**

This record series consists of reports submitted by citizen support organizations and direct support organizations pursuant to Section 20.058, *Florida Statutes*, Citizen support and direct-support organizations. The series documents such information as the organization's name, mailing address, telephone number and website address; the statutory authority or executive order pursuant to which the organization was created; a brief description of the organization's mission and results of its efforts; a brief description of the future plans of the organization; a copy of the organization's code of ethics; and copy of the organization's most recent federal Internal Revenue Service Return of Organization Exempt from Income Tax form.

**RETENTION:** 5 fiscal years from date of report.

**CLIENT CASE FILES: HUMAN/SOCIAL SERVICES**

**Item #275**

This record series consists of the client case files for citizens receiving assistance from a 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 that are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, *Florida Statutes*, Health Care Responsibility For Indigents; and Chapter 59H-1, *Florida Administrative Code*, Florida Health Care Indigency Eligibility Certification Standards.

**RETENTION:** 5 fiscal years.

**CLIENT CASE FILES: VETERAN SERVICES**

**Item #310**

This record series consists of case files relating to veterans receiving various types of assistance. The series may include, but is 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 that 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.

**RETENTION:** 5 fiscal years after case closed.

**CODE VIOLATION RECORDS: CITATION ISSUED**

**Item #398**

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, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."

**RETENTION:** 5 fiscal years after case is closed.

**CODE VIOLATION RECORDS: HEARING CASE FILES**

**Item #236**

This record series consists of case files documenting code violation hearings, whether held before the Code Enforcement Board, a Special Master or other applicable hearing body or official. The series may include, but is not limited to, affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, *Florida Statutes*, 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., *Florida Statutes*, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

**RETENTION:** 5 fiscal years after case is closed.

**CODE VIOLATION RECORDS: NO CITATION ISSUED**

**Item #237**

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, *Florida Statutes*, County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE VIOLATION RECORDS: HEARING CASE FILES."

**RETENTION:** 3 anniversary years after case is closed.

**COMMITTEE/BOARD APPOINTMENT RECORDS**

**Item #334**

This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, or other such groups. 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."

**RETENTION:** 3 fiscal years after term of office ends, appointee resigns, or committee/board is abolished, whichever is applicable.

**COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS**

**Item #379**

This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, or other such groups. 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."

**RETENTION:** 4 anniversary years after appointment and any litigation is resolved.

**COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS**

**Item #258**

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.

**RETENTION:** 5 fiscal years.

**COMMUNICATIONS AUDIO RECORDINGS**

**Item #335**

This record series consists of audio recordings of radio and telephone communications and complaint calls. The recordings may be made for a variety of purposes including, but not limited to, backup of activity reports, tracking and addressing complaints, quality assurance reviews of customer service calls, or employee training. Since these recordings may play an integral part in disciplinary actions or other agency actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained as long as necessary for these purposes. See also "911 COMMUNICATIONS RECORDS" and "911 RECORDS: LOGS."

**RETENTION:** 30 days.

**COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES**

**Item #94**

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. Do NOT use this item if records document a specific type of complaint covered by a different retention schedule item. See also "DISCIPLINARY CASE FILES: EMPLOYEES" and "GRIEVANCE FILES."

**RETENTION:** 1 anniversary year after resolved or closed.

**COMPREHENSIVE MASTER PLANS: ADOPTED**

**Item #166**

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 Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." *These records may have archival value.*

**RETENTION: Permanent.**

**COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)**

**Item #174**

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, but are not limited to, additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials that support the proposed plan. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." *These records may have archival value.*

**RETENTION:** 5 anniversary years after adopted. *Agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**COMPUTER LOGS**

**Item #391**

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.

**RETENTION:** 30 days or until review of logs is complete, whichever occurs first.

**CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY**

**Item #64**

This record series consists of legal documents, correspondence, reports, and other records documenting 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."

**RETENTION:** 10 fiscal years after completion or termination of contract/lease/agreement.

**CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT**

**Item #65**

This record series consists of legal documents, correspondence, reports, and other records documenting the negotiation, fulfillment, and termination of contracts, leases, or agreements to which the agency is a party other than those involving capital improvement/real property. In addition, it includes the various contracts, leases or agreements entered into for goods and services, such as contracted legal services, the purchase of gas and fuel oil, annual purchases of inventory-maintained items, and customer/client agreements. See also "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY" and "BARGAINING RECORDS."

**RETENTION:** 5 fiscal years after completion or termination of contract/lease/agreement.

**COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION**

**Item #337**

This record series consists of releases or other documentation authorizing the agency to reproduce, distribute or publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.

**RETENTION: Permanent.**



**CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE**

**Item #17**

This record series consists of correspondence and memoranda of a general nature that are associated with administrative practices or routine office activities and issues 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." ***These records may have archival value.***

**RETENTION:** 3 fiscal years. ***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.***

**CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT**

**Item #338**

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." ***These records may have archival value.***

**RETENTION:** 5 fiscal years. ***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.***

**DEFERRED COMPENSATION SUMMARY REPORTS**

**Item #339**

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 account activities.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**DIRECTIVES/POLICIES/PROCEDURES**

**Item #186**

This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures that 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, management approval documentation, 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." ***These records may have archival value.***

**RETENTION:** 2 anniversary years after superseded or becoming obsolete. ***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.***

**DISASTER PREPAREDNESS DRILL RECORDS**

**Item #259**

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), *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to include in their disaster preparedness plans "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, 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."

**RETENTION:** 2 calendar years provided reviews have been conducted.

**DISASTER PREPAREDNESS PLANS**

**Item #210**

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Section 252.365, *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to develop and maintain "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, 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," "DIRECTIVES/POLICIES/PROCEDURES" and "EMERGENCY MANAGEMENT PLAN REVIEW RECORDS." ***These records may have archival value.***

**RETENTION:** 5 fiscal years after superseded or becoming obsolete. ***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.***

**DISASTER RELIEF RECORDS**

**Item #321**

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds, goods or services 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, correspondence and daily activity reports. For federal retention requirements, refer to 44CFR206.120(f)(7), Emergency Management and Assistance, Document Retention.

**RETENTION:** 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

**DISCIPLINARY CASE FILES: EMPLOYEES**

**Item #98**

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."

**RETENTION:** 5 anniversary years after final action.

**DOMESTIC PARTNERSHIP REGISTRY RECORDS**

**Item #399**

This record series documents domestic partnerships established and dissolved under authority of 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 other supporting or related documentation.

**RETENTION: Permanent.**

**DONATION RECORDS**

**Item #342**

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."

**RETENTION: Permanent.**

**DRAFTS AND WORKING PAPERS**

**Item #242**

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. **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 "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER" or other applicable record series.**

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**DRUG TEST CASE FILES**

**Item #260**

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's 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)-(8), *Florida Statutes*, Florida Drug-Free Workplace Act, Types of Testing and Procedures and Employee Protection, Section 443.1715(3)(b), *Florida Statutes*, Disclosure of Drug Test Information, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records.

**RETENTION:** 5 anniversary years after final action.

**DRUG TEST EQUIPMENT RECORDS**

**Item #261**

This record series consists of records documenting compliance with calibration and other requirements for the use of evidential breath testing (EBT) devices. 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 and Alcohol Testing Programs, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records. See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."  
**RETENTION:** 5 anniversary years.

#### **DRUG TEST PROGRAM ADMINISTRATION RECORDS**

**Item #262**

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 Driver's 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: Retention of records and 49CFR382.403, Reporting of results in a management information system. See also "DRUG TEST EQUIPMENT RECORDS."

**RETENTION:** 5 anniversary years.

#### **ELECTRONIC COMMUNICATIONS**

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device.

**Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted.** Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

#### **ELECTRONIC FUNDS TRANSFER RECORDS**

**Item #264**

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 that 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), *Florida Statutes*, Limitations other than for the recovery of real property.

**RETENTION:** 5 fiscal years after termination of service agreement/authorization.

#### **ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION**

**Item #231**

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.

**RETENTION:** Retain as long as software-dependent records are retained.

#### **EMERGENCY MANAGEMENT PLAN REVIEW RECORDS**

**Item #419**

This record series documents review by the county emergency management agency of emergency management plans submitted to the agency for annual review by facilities such as hospitals, nursing homes, assisted living facilities, outpatient surgical centers and adult day care centers that are required by the Agency for Health Care Administration (AHCA) to have such plans. The series may include, but is not limited to, disaster/emergency management plans; correspondence and memoranda (including form letters) issued by the reviewer, either specifying areas where improvements should be made to conform with AHCA standards and requiring resubmission of the plan with the noted corrections or stating that the plan conforms with AHCA standards; and documentation of fees paid for the review service. Refer to Section 252.38(1), *Florida Statutes*, Emergency management powers of political subdivisions; Counties. See also "DISASTER PREPAREDNESS PLANS."

**RETENTION:** 5 fiscal years.

#### **EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN**

**Item #266**

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."

**RETENTION:** 3 anniversary years after plan expires.

**EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS**

**Item #267**

This record series documents applicants accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The registry may be updated often, as individuals' status or needs may change frequently. Refer to Section 252.355(1), *Florida Statutes*, Emergency Management, Registry of persons with special needs; notice; registration program, 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 APPLICATION RECORDS."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS**

**Item #268**

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, *Florida Statutes*, Emergency Management, Public shelter space.

**RETENTION:** 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

**EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS**

**Item #265**

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. Applications may include the citizen's name, address, telephone number, medical disabilities, caretaker's name, and required accommodations. The series may also include supplemental documentation, such as notifications sent to accepted and denied clients, instructions for accepted clients, and related correspondence. See also "EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

**RETENTION:** 4 anniversary years.

**EMPLOYEE ASSISTANCE PROGRAM RECORDS**

**Item #269**

This record series documents 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), *Florida Statutes*, for definition of "Employee assistance program," and Section 110.1091(2), *Florida Statutes*, Employee assistance programs; public records exemption.

**RETENTION:** 2 anniversary years after final action.

**EMPLOYEE CONDUCT COUNSELING RECORDS**

**Item #206**

This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that 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."

**RETENTION:** 1 anniversary year after final action.

**EMPLOYMENT APPLICATION AND SELECTION RECORDS**

**Item #24**

This record series consists of all records that 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. **Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file.** See Sections 110.211 and 110.213, *Florida Statutes*, governing recruitment and selection in state employment; Section 760.11, *Florida Statutes*, Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rules 60L-29 through 60L-40, *Florida Administrative Code*, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

**RETENTION:** 4 anniversary years after personnel action provided any litigation is resolved.

**EMPLOYMENT APPLICATIONS: UNSOLICITED**

**Item #400**

This record series consists of employment application records submitted by individuals not responding to a particular job announcement or vacancy. 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.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS**

**Item #343**

This record series consists of records relating to nonexpendable property acquired under 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). Nonexpendable property is property that is not consumed in use and that retains its original identity during the period of use.

**RETENTION:** 3 fiscal years after final disposition of property.

**EMPLOYMENT ASSISTANCE PROGRAM RECORDS**

**Item #113**

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). The series may include, but is not limited to, reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation.

**RETENTION:** 5 fiscal years after final report.

**EMPLOYMENT ELIGIBILITY VERIFICATION FORMS**

**Item #420**

This record series consists of Employment Eligibility Verification Forms (I-9) that contain information used by employers to “verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States” (USCIS Form I-9). Retention is pursuant to 8 USC 1324a (b)(3), Unlawful employment of aliens, Retention of verification form.

**RETENTION:** 3 anniversary years after the date of the hire or one anniversary year after the date the individual's employment is terminated, whichever is later.

**ENCUMBRANCE/CERTIFICATION FORWARD RECORDS**

**Item #20**

This record series consists of reports and other documentation detailing funds that have been encumbered, 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.

**RETENTION:** 3 fiscal years.

**ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS**

**Item #211**

This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also “DONATION RECORDS.” *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**ENERGY CONSUMPTION AND COST REPORTING RECORDS**

**Item #401**

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, *Florida Statutes*, 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.

**RETENTION:** 1 fiscal year from report date.

**ENGINEERING RECORDS: INFRASTRUCTURE**

**Item #344**

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.”

**RETENTION:** Retain for life of structure/element.

**ENVIRONMENTAL REGULATION COMPLIANCE RECORDS**

**Item #167**

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, National Environmental Policy Act technical reports and studies, 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. **RETENTION:** 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS**

**Item #103**

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 and recordkeeping requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

**RETENTION:** 4 anniversary years after final action.

**EQUIPMENT REFERENCE FILES**

**Item #223**

This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, warranties and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**EQUIPMENT/VEHICLE MAINTENANCE RECORDS**

**Item #104**

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."

**RETENTION:** 1 fiscal year after disposition of equipment or 5 fiscal years after service/maintenance/repair, whichever occurs first.

**EQUIPMENT/VEHICLE USAGE RECORDS**

**Item #224**

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."

**RETENTION:** 1 calendar year.

**EXPENDITURE PLANS: CAPITAL IMPROVEMENT**

**Item #208**

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. ***These records may have archival value.***

**RETENTION:** 50 anniversary years. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

**EXPOSURE RECORDS**

**Item #227**

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.

**RETENTION:** 30 anniversary years.

**FACILITY RESERVATION/RENTAL RECORDS**

**Item #270**

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, recreational vehicle/camper 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, payment information, 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. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

**RETENTION:** 5 fiscal years.

#### **FALSE ALARM RECORDS**

**Item #345**

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.

**RETENTION:** 5 fiscal years.

#### **FEASIBILITY STUDY RECORDS**

**Item #106**

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 that 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 or other applicable item. **These records may have archival value.**

**RETENTION:** 3 fiscal years after completion of study. **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.**

#### **FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS**

**Item #157**

This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1095-C, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and period for keeping records.

**RETENTION:** 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.

#### **FEE/SERVICE SCHEDULES**

**Item #271**

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.

**RETENTION:** 5 fiscal years after obsolete or superseded.

#### **FINAL ORDERS RECORDS: INDEXED OR LISTED**

**Item #67**

This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53(1)(a), *Florida Statutes*, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53(1)(a)3, *Florida Statutes*. Agency orders that must be indexed per Section 120.53(1)(a)2.c, *Florida Statutes*, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*; those rendered pursuant to Section 120.57(4), *Florida Statutes*, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), *Florida Statutes*, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, *Florida Statutes*, 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." Permanent retention is pursuant to Section 119.021(3), *Florida Statutes*, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, Florida Statutes, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**

**RETENTION:** Permanent.

#### **FINAL ORDERS RECORDS: NOT INDEXED OR LISTED**

**Item #421**

This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53(1)(a), *Florida Statutes*. These final orders are those that are **not** declaratory statements and are **not** resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials

explicitly adopted in it. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, Florida Statutes, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**

**RETENTION:** 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

**FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS**

**Item #396**

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: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED" and "LITIGATION CASE FILES."

**RETENTION:** 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

**FINANCIAL ACCOUNT AUTHORIZATION RECORDS**

**Item #84**

This record series consists of an authorization to maintain a bank, purchasing card (p-card), credit card, investment or other financial account and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."

**RETENTION:** 5 fiscal years after authorization superseded, expired, or canceled.

**FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)**

**Item #346**

This record series consists of personal financial information submitted to a local governing body by individuals hired, elected or appointed to local government office. The statements indicate such information as financial status, source(s) of income or other related information. ***These records may have archival value.***

**RETENTION:** 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

**FINANCIAL HISTORY SUMMARY RECORDS**

**Item #347**

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.

**RETENTION: Permanent.**

**FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS**

**Item #107**

This record series consists of local government annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.550, 10.800 and 10.850 of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. The series includes the reporting local government agency's copy as well as the copy received by the official filing agency. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

**RETENTION:** 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

**FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)**

**Item #108**

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, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.558(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. 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: LOCAL GOVERNMENT ANNUAL REPORTS."

**RETENTION:** 5 fiscal years.

**FINANCIAL TRANSACTION RECORDS: DETAIL**

**Item #435**

This series consists of records documenting specific financial transactions of the agency including transactions through cash, checks, warrants, vouchers, electronic fund transfers (EFT), credit and debit cards, purchasing cards, or other methods. The series may include, but is not limited to, requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, bank/financial account statements, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement



ledgers, journal transactions, expenditure detail reports, refund records, 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 accounts payable related documentation. The series may also include a copy of the agency's sales tax exemption form. **NOTE:** Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "FINANCIAL TRANSACTION RECORDS: SUMMARY."

**RETENTION:** 5 fiscal years after transaction completed.

**FINANCIAL TRANSACTION RECORDS: SUMMARY**

**Item #436**

This record series consists of records providing summary or aggregate documentation of financial transactions of the agency regardless of the source or purpose of the funds. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable and accounts receivable summaries and related documentation. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

**RETENTION:** 10 fiscal years.

**FOOD SERVICE ESTABLISHMENT LICENSE RECORDS**

**Item #402**

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, *Florida Statutes*, Food service protection, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. Records may include, but are not limited to, license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.

**RETENTION:** 5 fiscal years after expiration, suspension or revocation of license.

**FUEL TAX REPORTS**

**Item #213**

This record series consists of fuel tax reports submitted to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Aviation Fuels, Pollutants And Natural Gas Fuel.

**RETENTION:** 3 fiscal years.

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS**

**Item #381**

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."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE**

**Item #382**

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 that 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) DATA LAYERS AND DATASETS."

**RETENTION:** 1 anniversary year.

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL**

**Item #383**

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 DOCUMENTS/DATA." ***These records may have archival value.***

**RETENTION:** Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA**

**Item #384**

This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This 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 INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**GRANT FILES**

**Item #422**

This record series documents the activities and administration of grant funded programs, including the application process and expenditure of grant funds. The series may include, but is not limited to, grant applications; 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. For grantor agencies, grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. For grant recipients, project completion has not occurred until all reporting requirements are satisfied and final payments have been made or received. See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." ***These records may have archival value.***

**RETENTION:** 5 fiscal years after completion of grant cycle or project, whichever is applicable. ***State grantor agencies must contact the State Archives of Florida for archival review before disposition of records. Other grantor agencies should ensure appropriate preservation of records determined to have long-term historical value.***

**GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)**

**Item #349**

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. **NOTE: For unfunded applications held by grantor agencies, use "GRANT FILES."** See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

**RETENTION:** 1 anniversary year after receipt of denial notification.

**GRIEVANCE FILES**

**Item #110**

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), *Florida Statutes*, Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

**RETENTION:** 3 fiscal years after settlement.

**HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE**

**Item #350**

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, a contagion, radiation or 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.

**RETENTION:** 30 years after any manner of separation or termination of employment.

**HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS**

**Item #324**

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, Definitions). Per 45CFR164.105(a)(2)(iii)(C), Implementation specifications, Responsibilities of the covered entity, "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), Standard: Documentation, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION" items.

**RETENTION:** 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.

**HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS**

**Item #325**

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), 45CFR164 Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b), Policies and procedures and documentation requirements. Retention is pursuant to 45CFR164.316(b)(2), Implementation specifications. See also "PROTECTED HEALTH INFORMATION" items.

**RETENTION:** 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

**HISTORICAL DESIGNATION RECORDS**

**Item #423**

This record series documents the historic designation of buildings, structures, sites or districts, including improvements, interiors and landscape features that are significant in the historical, architectural, cultural, aesthetic or archeological heritage of the state or local community. The series may include, but is not limited to, applications, descriptive property information, photographs, land sketches, staff analyses, evaluations and recommendations by reviewing authorities, designation reports, certificates of appropriateness, records of local Historical Preservation Boards regarding the historic designations, and other related documentation. These records have historical value.

**RETENTION: Permanent.**

**HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE**

**Item #273**

This record series consists of applications submitted by citizens who ultimately do not 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."

**RETENTION:** 4 fiscal years after last activity.

**HOUSING FINANCE ASSISTANCE RECORDS**

**Item #274**

This record series consists of records documenting housing finance assistance to low to moderate income households. The series may include, but is 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, *Florida Statutes*, State Housing Initiatives Partnership, and Rule 67-37, *Florida Administrative Code*, State Housing Initiatives Partnership Program; HOME Investment Partnership Program, governed by Section 420.5089, *Florida Statutes*, HOME Investment Partnership Program, HOME Investment Partnership Fund, Rule 67-48.014-022, *Florida Administrative Code*, relating to the 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."

**RETENTION:** 5 fiscal years after termination of rental agreement, funds expended and accounted for, and/or satisfaction of loans, whichever is the latest applicable event.

**INCIDENT REPORT FILES**

**Item #241**

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, *Florida Statutes*. See also "INJURY/ILLNESS RECORDS."

**RETENTION:** 4 anniversary years from date of incident.

**INFORMATION REQUEST RECORDS**

**Item #23**

This record series consists of correspondence and supporting documentation accumulated in answering inquiries from the public. The series may include requests for: inspection and/or copies of public records (public records requests), publications or services provided by the agency, confirmation of meeting or event times/dates/locations, information on outstanding liens, and general agency information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).

**RETENTION:** 1 fiscal year.

**INJURY/ILLNESS RECORDS**

**Item #188**

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 PROGRAM ADMINISTRATION RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item. For records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation, or chemicals above the acceptable limits or dosage, use EXPOSURE RECORDS or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE. 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."

**RETENTION:** 5 calendar years.

**INSPECTION/MAINTENANCE RECORDS: BRIDGE**

**Item #276**

This record series consists of records documenting the inspection, condition, maintenance, and repair of bridges.

**RETENTION:** Retain for life of structure.

**INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH**

**Item #193**

This record series consists of inspection reports, logs and summaries relating to the safety, health and security of employees, equipment, materials and facilities. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "DISASTER PREPAREDNESS DRILL RECORDS."

**RETENTION:** 4 calendar years after inspection.

**INSPECTION REPORTS: FIRE EXTINGUISHER**

**Item #219**

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(e)(3), Portable fire extinguishers, Inspection, maintenance and testing.

**RETENTION:** 1 anniversary year or life of equipment, whichever is sooner.

**INSPECTOR'S ROUTE SHEETS: DAILY**

**Item #277**

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. **NOTE:** This record may also be part of the building permit records. See also "PERMITS: BUILDING."

**RETENTION:** 3 fiscal years.

**INSURANCE RECORDS: AGENCY**

**Item #111**

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage 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. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

**RETENTION:** 5 fiscal years after final disposition of claim or expiration of policy.

**INTELLECTUAL PROPERTY RECORDS**

**Item #437**

This record series documents patents, copyrights and trademarks for intellectual property issued to the agency. The series may include, but is not limited to, applications, certifications of registration, agreements, correspondence, and other related supporting documentation. This series also includes authorizations and consents issued by the agency for use by outside entities.

**RETENTION:** Permanent.

**INVENTORY: AGENCY PROPERTY**

**Item #40**

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies that 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, *Florida Statutes*, Record and inventory of certain property, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

**RETENTION:** 3 fiscal years.

**INVENTORY: AGENCY RECORDS**

**Item #319**

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 also include documentation of transmittal of records to an offsite storage facility. See also "RECORDS RETRIEVAL/REFERENCE RECORDS."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**INVESTIGATIVE RECORDS: INSPECTOR GENERAL**

**Item #351**

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated by the Office of the Inspector General or equivalent office of any agency. The series may include, 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 *Florida Statutes* Section 14.32, Governor, Office of Chief Inspector General; Section 20.055, Agency inspectors general; Section 112.3187-31895 relating to adverse actions against employees, confidentiality and investigative procedures; and Section 119.07(6) relating to access and confidentiality of records. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

**RETENTION:** 5 anniversary years after final action.

**INVESTMENT RECORDS**

**Item #278**

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. ***These records may have archival value.***

**RETENTION:** 10 fiscal years. ***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.***

**LAND DEVELOPMENT AND PLANNING PROJECT FILES**

**Item #352**

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." ***These records may have archival value.***

**RETENTION:** Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

**LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS**

**Item #403**

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." ***These records may have archival value.***

**RETENTION:** 20 anniversary years after project denied or abandoned. ***State agencies should 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.***

**LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS** **Item #404**

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 *not* 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." *These records may have archival value.*

**RETENTION:** 10 anniversary years. *State agencies should 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.*

**LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS** **Item #353**

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 forecasts, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED," "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)," "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS" and "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS." *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**LEGISLATION RECORDS** **Item #119**

This record series documents the development or review 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. *These records may have archival value.*

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost. *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.*

**LICENSES: CERTIFICATE OF COMPETENCY RECORDS** **Item #253**

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 may 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 *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

**RETENTION:** 3 fiscal years after the file is closed due to non-renewal and/or revocation of license.

**LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)** **Item #254**

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 may 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 *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

**RETENTION:** 1 anniversary year after expiration, revocation, or denial of license.

**LIEN DOCUMENTATION FILES**

**Item #405**

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 imposition or lifting of a lien by a government agency.

**RETENTION:** 5 fiscal years after satisfaction of lien.

**LITIGATION CASE FILES**

**Item #27**

This record series consists of legal documents, notes, reports, background material, summonses and other related records created or received in preparing for or engaging in litigation of legal disputes. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "OPINIONS: LEGAL" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

**RETENTION:** 5 anniversary years after case closed or appeal process expired.

**LOBBYIST REGISTRATION RECORDS**

**Item #387**

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 records, expense reports, and correspondence.

**RETENTION:** 5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.

**LOCAL GOVERNMENT MILEAGE REPORTS**

**Item #390**

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, *Florida Statutes*, County and municipal transportation program data, to provide mileage data as part of their annual financial reporting responsibilities. The report provides the number of miles of paved and unpaved roads within the local government's jurisdiction.

**RETENTION:** 5 fiscal years.

**LOST AND FOUND RECORDS**

**Item #354**

This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, 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.

**RETENTION:** 3 fiscal years.

**MAIL: REGISTERED AND CERTIFIED**

**Item #47**

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."

**RETENTION:** 1 fiscal year.

**MAIL: UNDELIVERABLE/RETURNED**

**Item #1**

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., or abandoned at a mail/document pickup station by a defunct addressee. It does NOT include returned registered or certified mailings. **NOTE:** 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."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**MAILING/CONTACT LISTS**

**Item #29**

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, *Florida Statutes*, 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."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**MANAGEMENT SURVEYS/STUDIES: INTERNAL**

**Item #30**

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).

**RETENTION:** 1 calendar year after completion of data collection or release of report, whichever is later.

**MAPS: ORIGINALS**

**Item #280**

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 Court under *Florida Statutes* Section 177.111, Instructions for filing plat; Section 177.131, Recordation of the Department of Transportation official right-of-way maps and other governmental right-of-way maps; Section 177.132, Preservation of unrecorded maps; or Section 337.2735, Recording of municipal maps of reservation for transportation corridors and transportation facilities; or with the State Land Office under Section 253.031, Land office; custody of documents concerning land; moneys; plats. See also "SUBDIVISION PLANS."

**RETENTION: Permanent.**

**MEDICAL RECORDS**

**Item #212**

This record series documents routine health examinations *not* required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be covered by the applicable PERSONNEL RECORDS item. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

**RETENTION:** 5 calendar years.

**MEDICAL RECORDS: VETERAN SERVICES**

**Item #311**

This record series consists of 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. The series may also include related supporting documentation.

**RETENTION:** 7 fiscal years after last discharge or last entry.

**MICROGRAPHICS: QUALITY CONTROL RECORDS**

**Item #282**

This record series consists of 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)(j), *Florida Administrative Code*. The series may also include related supporting documentation.

**RETENTION: Permanent.**

**MINORITY APPOINTMENT REPORTING RECORDS**

**Item #406**

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, *Florida Statutes*, 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.

**RETENTION:** 4 anniversary years.

**MINUTES: OFFICIAL MEETINGS**

**Item #32**

This record series consists of the official record of official meetings, defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, 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, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, 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; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." *These records may have archival value.*

**RETENTION: Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**

**MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)**

**Item #4**

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), *Florida Statutes*, Public meetings and records. See also "MINUTES: OFFICIAL



MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

**RETENTION:** 2 anniversary years after adoption of the official minutes or certification of transcript.

**MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS) Item #424**

This record series consists of the official record of official meetings of special districts **established by local ordinance or resolution**, of agency citizen support organizations or direct support organizations, or of agency advisory boards that do not establish policy, rules or guidelines. Official meetings are defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, 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, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, 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; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings, such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." ***These records may have archival value.***

**RETENTION:** 10 anniversary years. ***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.***

**MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) Item #123**

This record series consists of supporting documents for minutes and agendas generated by official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. These records provide information necessary for conducting the meeting or completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, copies of required public notices of meeting, attendance lists, roll call sheets, sign-in sheets for speakers, and agendas and background materials used as reference documentation for agenda items. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OTHER MEETINGS."

**RETENTION:** 2 anniversary years after adoption of the official minutes or certification of transcript.

**MINUTES: OTHER MEETINGS Item #33**

This record series consists of minutes and all supporting documentation from meetings that are not official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. ***These records may have archival value.***

**RETENTION:** 1 anniversary year after date of meeting. ***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.***

**MOSQUITO CONTROL RECORDS Item #425**

This record series documents treatment, inspection, testing, tracking and other activities involved in the process of mosquito control. The series may include, but is not limited to, activity reports, treatment records, global positioning satellite tracking data from inspections and/or treatments, resistance testing, mosquito counts and identification records, equipment calibration records, chemical inventory logs, and correspondence. Do NOT use this item if records fall under a more appropriate retention schedule item such as "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY," "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT," "ENVIRONMENTAL REGULATION COMPLIANCE RECORDS" or other applicable item(s).

**RETENTION:** 5 fiscal years.

**MUNICIPAL COURT DOCKET RECORDS Item #323**

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.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM Item #355**

This series consists of records relating to the Federal Emergency Management Administration's voluntary Community Rating System (CRS) program, an incentive program allowing 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. See 44CFR, Emergency Management and Assistance.

**RETENTION:** Retain for duration of participation in program.

**NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS** **Item #356**

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, Mitigation Assistance, and 4104d, National Flood Mitigation Fund. See 44CFR, Emergency Management and Assistance.

**RETENTION: Permanent.**

**NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS** **Item #357**

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.

**RETENTION: Permanent.**

**NEWS RELEASES** **Item #34**

This record series consists of news releases distributed by the agency. See also "PUBLIC INFORMATION FILES," "PUBLICATION PRODUCTION RECORDS" and "TRANSITORY MESSAGES." *These records may have archival value.*

**RETENTION:** 90 days. *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.*

**NOISE EXPOSURE MEASUREMENT RECORDS** **Item #283**

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. For audiometric test records, use the applicable PERSONNEL RECORDS item pursuant to 29CFR1910.95(m)(3)(ii).

**RETENTION:** 2 anniversary years.

**OPERATIONAL AND STATISTICAL REPORT RECORDS** **Item #124**

This record series consists of narrative and statistical reports of office operations made within and between agency departments. The reports may be periodic (daily, weekly, monthly, semi-annual, annual, etc.) or done on an ad hoc basis. The series 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.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**OPINIONS: LEGAL** **Item #26**

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)." *These records may have archival value.*

**RETENTION: Permanent.** *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**OPINIONS: LEGAL (SUPPORTING DOCUMENTS)**

**Item #125**

This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." *These records may have archival value.*

**RETENTION:** 3 fiscal years. *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.*

**ORDINANCES**

**Item #228**

This record series consists of county or municipal ordinances. Section 166.041(1)(a), *Florida Statutes*, Procedures for adoption of ordinances and resolutions, 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." *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**ORDINANCES: SUPPORTING DOCUMENTS**

**Item #229**

This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions, and other supporting documentation. See also "ORDINANCES." *These records may have archival value.*

**RETENTION:** 5 anniversary years after adoption of ordinance. *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.*

**ORGANIZATION CHARTS**

**Item #126**

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." *These records may have archival value.*

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost. *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.*

**PARKING DECAL/PERMIT RECORDS: EMPLOYEES**

**Item #127**

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."

**RETENTION:** 2 fiscal years after expiration or cancellation of parking privileges.

**PASSPORT RECORDS: DAILY**

**Item #407**

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.

**RETENTION:** 5 fiscal years.

**PAYMENT CARD SENSITIVE AUTHENTICATION DATA**

**Item #395**

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 3.1, April 2015 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) or encrypted PIN block.

**RETENTION:** Destroy immediately upon completion of transaction.

**PAYROLL RECORDS: COURT-ORDERED GARNISHMENT**

**Item #385**

This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, *Florida Statutes*, 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.

**RETENTION:** 5 fiscal years after file becomes inactive.

**PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS** **Item #129**

This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care or other purposes. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

**RETENTION:** 5 fiscal years after final action.

**PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS** **Item #183**

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," "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:** 5 fiscal years.

**PAYROLL RECORDS: NOT POSTED** **Item #214**

This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (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. The lengthy retention requirement is intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:** 50 calendar years.

**PAYROLL RECORDS: POSTED** **Item #35**

This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (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. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:** 5 fiscal years.

**PAYROLL RECORDS: SUPPORTING DOCUMENTS** **Item #195**

This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, 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.

**RETENTION:** 5 fiscal years.

**PENSION RECORDS: PLAN/FUND** **Item #358**

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.

**RETENTION:** 5 fiscal years.

**PENSION RECORDS: RETIREES** **Item #359**

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.

**RETENTION:** 5 fiscal years after final payment.

**PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS** **Item #408**

This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects as well as for performance in office by public officials or employees. Construction-related bonds are returned to the contractor or developer once the work is completed satisfactorily or can be "cashed in" if the work is not completed satisfactorily. The series may also include supporting documentation, such as bond release letters that let the contractor or developer know the bond is released, and return letters that 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 item.

**RETENTION:** 5 fiscal years after release, return or expiration of bond.

**PERMITS: BUILDING**

**Item #286**

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 *Florida Statutes* Chapter 125, County Government, Chapter 166, Municipalities, regarding local government permitting authority; Section 553.79, Permits; applications; issuance; inspections; and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. **NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.** See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

**RETENTION:** 10 anniversary years.

**PERMITS: CONFINED SPACE ENTRY**

**Item #284**

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 System/Entry Permit.

**RETENTION:** 1 anniversary year after cancellation of permit.

**PERMITS: MINING (LOCAL GOVERNMENT)**

**Item #287**

This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities. 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.

**RETENTION:** 1 anniversary year after expiration, revocation, or denial of Certificate of Approval.

**PERMITS: SIGNS (LOCAL GOVERNMENT)**

**Item #288**

This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes*, Outdoor Advertising (see especially Section 479.07, *Florida Statutes*, Sign permits). Included in this series are the applications and supporting documents.

**RETENTION:** 3 fiscal years.

**PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM**

**Item #19**

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, copies of 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, copies of licensure/professional credentials, and other related materials. Section 110.201, *Florida Statutes*, Personnel rules, records, and reports, and Rule 60L-30, *Florida Administrative Code*, Personnel Programs and Records, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are to be filed in their agency's official personnel files. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:** 25 fiscal years after any manner of separation or termination of employment.

**PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT) Item #162**

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, copies of 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, copies of licensure/professional credentials, and other related materials. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:** 50 fiscal years after any manner of separation or termination of employment.

**PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT Item #66**

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, copies of 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, copies of licensure/professional credentials, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, 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," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:** 3 fiscal years after any manner of separation or termination of employment.

**PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION Item #378**

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," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:** 5 fiscal years.

**PETTY CASH DOCUMENTATION RECORDS Item #202**

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 "FINANCIAL TRANSACTION RECORDS: DETAIL."

**RETENTION:** 5 fiscal years.

**POSITION DESCRIPTION RECORDS Item #38**

This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is 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."

**RETENTION:** 2 anniversary years after obsolete or superseded.

**POSTAGE/SHIPPING RECORDS Item #133**

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."

**RETENTION:** 3 fiscal years.

**PROBATION RECORDS Item #320**

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 the 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.).

**RETENTION:** 5 calendar years after case closed.

**PROCLAMATIONS**

**Item #142**

This record series consists of a governing body's officially issued 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." *These records may have archival value.*

**RETENTION:** 2 calendar years after date of issuance. *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.*

**PROJECT FILES: CAPITAL IMPROVEMENT**

**Item #136**

This record series documents work done on capital improvement projects 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."

**RETENTION:** 10 fiscal years after completion or termination of project.

**PROJECT FILES: FEDERAL**

**Item #137**

This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. **NOTE:** Check with applicable federal agency and the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

**RETENTION:** 5 fiscal years after completion or termination of project.

**PROJECT FILES: NON-CAPITAL IMPROVEMENT**

**Item #138**

This record series documents work done on projects and/or project proposals that 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: CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

**RETENTION:** 5 fiscal years after completion or termination of project.

**PROJECT FILES: OPERATIONAL**

**Item #291**

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.

**RETENTION:** 3 fiscal years after completion or termination of project.

**PROMOTION/TRANSFER REQUEST RECORDS**

**Item #139**

This record series documents employee requests for transfer or promotion within the agency. The series may include, but is not limited to, requests for promotion or transfer, copies of employment applications, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

**RETENTION:** 4 anniversary years after personnel action, provided any litigation is resolved, or 4 anniversary years after expiration of the request period if no vacancy occurs prior to expiration.

**PROPERTY CONTROL RECORDS**

**Item #222**

This record series documents all agency 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."

**RETENTION:** Retain until completion of the next physical inventory after the equipment leaves service.

#### PROPERTY TRANSFER RECORDS

Item #41

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."

**RETENTION:** 1 fiscal year provided an updated physical inventory has been completed.

#### PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

Item #426

This record series consists of records documenting administrative policies, practices and procedures relating to managing protected health information held by covered entities. The series includes access provider 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 or amendment of protected health information; privacy practices records documenting a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information, including revisions to policies and procedures and any correspondence relating to the policies or their revision; and privacy practices violation records documenting 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, Security and Privacy. Retention is pursuant to 45CFR164.530(j)(2), Administrative requirements, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS" and "HIPAA" items.

**RETENTION:** 6 anniversary years from the date of creation or from the date when it was last in effect, whichever is later.

#### PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

Item #328

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), Accounting of disclosures of protected health information, Implementation specifications: Content of the accounting, 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 45CFR164.528(a), Accounting of disclosures of protected health information, Standard: Right to an accounting of disclosures of protected health information (specifically subsections (1) and (3)). See also "PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS" and "HIPAA" items.

**RETENTION:** 6 anniversary years from date of disclosure.

#### PUBLIC DEPOSITOR ANNUAL REPORT RECORDS

Item #389

This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009 or equivalent Department of Financial Services form or predecessor 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), *Florida Statutes*, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. This series may also include documentation of authorization to execute this report. Pursuant to Rule 69C-2.032, *Florida Administrative Code*, Execution of Forms, Proof of Authorization, documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

**RETENTION:** 5 fiscal years.

#### PUBLIC INFORMATION FILES

Item #128

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, social media involvement and other activities. 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, applicable social media posts, and examples of brochures, handouts, or other items meant for public distribution. **NOTE:** Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS."

**These records may have archival value.**

**RETENTION:** 90 days. *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.*

#### PUBLIC PROGRAM/EVENT RECORDS

Item #238

This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public, 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 the public can



participate in or attend. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, audio and/or video recordings, and 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 and other related records. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency.

**RETENTION:** 5 fiscal years after completion of contract or program/event, whichever is later.

**PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS**

**Item #392**

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 *Florida Statutes* Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

**RETENTION:** Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is applicable.

**PUBLICATION PRODUCTION RECORDS**

**Item #198**

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."

**RETENTION:** Retain until receipt of final, published copy or cancellation of publication project.

**PURCHASING RECORDS**

**Item #42**

This record series consists of copies of purchase orders that are retained by the originating office, while the record copy is sent to the Purchasing/Business Office and another copy is sent to the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions, copies of receiving reports, and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**RADIO LOGS**

**Item #292**

This record series consists of a log recording such information as 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 for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 COMMUNICATIONS RECORDS," "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

**RETENTION:** 1 fiscal year.

**RAIN CHECKS**

**Item #293**

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 such information as 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.

**RETENTION:** 3 fiscal years.

**REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION**

**Item #364**

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned. The series may include, but is not limited to, demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

**RETENTION:** 5 anniversary years after final action.

**REAL PROPERTY RECORDS: PROPERTY ACQUIRED**

**Item #172**

This record series consists of documents pertaining to real property acquired by a government agency. The series may include, but is not limited to, agency property deeds, appraisals, surveys, copies of building plans or blueprints, records of sale or other disposition of the property, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

**RETENTION:** 3 fiscal years after termination of agency's ownership of the real property.

**REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED**

**Item #164**

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include, but is not limited to, appraisals, surveys and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

**RETENTION:** 3 fiscal years.

**RECORDS DISPOSITION DOCUMENTATION**

**Item #45**

This record series documents the agency's disposition of its public records. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), *Florida Administrative Code*, 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 "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

**RETENTION:** Permanent.

**RECORDS MANAGEMENT COMPLIANCE STATEMENTS**

**Item #322**

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 *Florida Administrative Code* 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), *Florida Administrative Code*, 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."

**RETENTION:** 1 fiscal year.

**RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC**

**Item #68**

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), *Florida Administrative Code*, Section 119.021(2)(a), *Florida Statutes*, and Section 257.36(6), *Florida Statutes*. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."

**RETENTION:** Permanent.

**RECORDS RETRIEVAL/REFERENCE RECORDS**

**Item #295**

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 or retrieval requests/work orders, refile requests/work orders, and pull slips and/or "out cards." The records may indicate such information as 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; whether anything was missing; and any additional information.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)**

**Item #427**

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances not requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

**RETENTION:** 1 anniversary year after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

**REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)**

**Item #428**

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private

property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

**RETENTION:** 5 fiscal years after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

#### **RESOLUTIONS**

**Item #297**

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." *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

#### **RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS**

**Item #429**

This record series consists of formal expressions of opinion, intention or decision by a special district *established by local ordinance or resolution*, agency support organization or non-policy advisory board concerning administrative matters before that body or relating to its area of responsibility. *These records may have archival value.*

**RETENTION:** 10 anniversary years. *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.*

#### **RESOLUTIONS: SUPPORTING DOCUMENTS**

**Item #143**

This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include, but is not limited to, 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."

**RETENTION:** 3 calendar years after date of resolution.

#### **RESPIRATOR FIT TESTING RECORDS**

**Item #298**

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), Respiratory protection program). 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.

**RETENTION:** Retain until the next fit test is administered OR 4 anniversary years after any manner of separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

#### **REVENUE SHARING APPLICATIONS**

**Item #388**

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), *Florida Administrative Code*, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, *Florida Statutes*, Revenue Sharing Act of 1972. The Department of Revenue no longer requires annual submission of this application.

**RETENTION:** 5 fiscal years.

#### **RIGHT-OF-WAY PERMIT RECORDS**

**Item #430**

This record series consists of permits issued for construction in or use of the right of way. Uses for which permits may be issued for include, but are not limited to, performance of construction or installation of underground electric, gas, cable television, or telephone lines and other long term or permanent usage of the right of way, or temporary 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; copy of the permit; inspection report; start work notice; and other related documentation.

**RETENTION:** 5 fiscal years **or** as long as right of way is being used for permitted purpose, whichever is longer.

**RULE DEVELOPMENT FILES**

**Item #367**

This record series documents the development and approval process for *Florida Administrative Code* 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 Register* or *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 *Florida Administrative Code*. Retention is pursuant to Section 120.54(8), *Florida Statutes*.

**RETENTION:** Retain as long as rule is in effect.

**RULE REPORTING FILES**

**Item #431**

This record series consists of agency reports to the Legislature documenting the agency's review and revision of their *Florida Administrative Code* rules and identifying rules they propose to adopt in the next fiscal year. Reports are required by Section 120.74, *Florida Statutes*, Agency review, revision, and report.

**RETENTION:** 10 fiscal years.

**SALARY COMPARISON REPORTS**

**Item #49**

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." ***These records may have archival value.***

**RETENTION:** 1 fiscal year. ***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.***

**SALARY SCHEDULES**

**Item #240**

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." ***These records may have archival value.***

**RETENTION:** 10 fiscal years. ***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.***

**SALES/USE/LOCAL OPTION TAX RECORDS**

**Item #368**

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, *Florida Statutes*, Tax On Sales, Use, And Other Transactions.

**RETENTION:** 5 fiscal years.

**SECURITY BREACH NOTICE RECORDS**

**Item #432**

This records series consists of security breach notices submitted to the Florida Department of Legal Affairs as required by Section 501.171(3)(a), *Florida Statutes*, Security of confidential personal information. The series provides such information as a synopsis of the events surrounding the breach; the number of individuals affected by the breach; any services being offered related to the breach; a copy of the notice sent to affected individuals; copies of police reports; copies of policies in place regarding breaches; and steps that have been taken to rectify the breach.

**RETENTION:** 5 fiscal years after date of determination that no identify theft or financial harm resulted from the breach **OR** 2 anniversary years after last payment in a transaction involved in a violation, whichever is later.

**SECURITY SCREENING RECORDS**

**Item #369**

This record series consists of records documenting security screenings/background checks conducted on individuals who are ***not employees or candidates for employment*** (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. **NOTE: Public schools** must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with *Florida Statutes*.

**RETENTION:** 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

**SIGNATURE AUTHORIZATION RECORDS**

**Item #300**

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."

**RETENTION:** 1 fiscal year after obsolete or superseded.

**SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS**

**Item #411**

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.

**RETENTION:** 1 anniversary year after superseded or employee separates from employment.

**SOCIAL SECURITY CONTROLLED SUMMARY RECORDS**

**Item #144**

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.

**RETENTION:** 4 calendar years after due date of tax.

**SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS**

**Item #370**

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 or improper 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.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**STAFF ADMINISTRATION RECORDS**

**Item #371**

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.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost, then *offer to personnel/human resources office before disposition*.

**STORAGE TANK RECORDS**

**Item #412**

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, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.

**RETENTION:** Retain for life of tank.

**SUBDIVISION PLANS**

**Item #301**

This record series consists of 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," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS."

**RETENTION:** Permanent.

**SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS**

**Item #433**

This record series consists of preliminary construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS."

**RETENTION:** 10 anniversary years.

**SUBJECT/REFERENCE FILES**

**Item #373**

This record series may contain copies of correspondence, reports, memoranda, studies, articles, or other documentation regarding topics of interest to or addressed by an agency or program unit and maintained as a reference resource for the convenience of staff. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." **These records may have archival value.**

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost. **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.**

**SUBPOENAS**

**Item #374**

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony. **Do NOT use this item if records fall under a more appropriate retention schedule item requiring a longer retention**, such as LITIGATION CASE FILES for cases in which the agency is a party.

**RETENTION:** 1 anniversary year after compliance date specified in subpoena.

**SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS**

**Item #386**

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), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**SURVEILLANCE RECORDINGS**

**Item #302**

This record series consists of surveillance recordings created by public agencies to monitor activities and document incidents. The series may include, but is not limited to, recordings showing the inside and/or outside of public buildings; public property (including in public vehicles such as school buses and municipal buses); public roadways such as intersections monitored by red light cameras; and broad views created via aerial surveillance such as from drones or helicopters. 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. Recordings relating to law enforcement investigations should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item in the *General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners*.

**RETENTION:** 30 days.

**SURVEYS: AERIAL**

**Item #303**

This record series consists of aerial survey records including, but not limited to, negatives, prints, and supporting documentation.

**RETENTION: Permanent.**

**TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)**

**Item #304**

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, *Florida Statutes*, 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.

**RETENTION:** 5 fiscal years.

**TELEPHONE CALL RECORDS**

**Item #28**

This record series consists of logs or other documentation of telephone calls (landline or cellular) or facsimile transmissions (faxes) maintained in order to reconcile with telephone service bills/invoices or for general office administration purposes. The series does not include telephone messages.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**TOURIST DEVELOPMENT TAX COLLECTION RECORDS**

**Item #305**

This record series documents the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration any 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, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

**RETENTION:** 5 fiscal years.

#### **TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS**

**Item #413**

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, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

**RETENTION:** 5 fiscal years after account no longer active.

#### **TRAFFIC ACCIDENT REPORTS**

**Item #306**

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.

**RETENTION:** 4 calendar years.

#### **TRAINING MATERIAL RECORDS**

**Item #147**

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. ***These records may have archival value.***

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost. ***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.***

#### **TRANSITORY MESSAGES**

**Item #146**

This record series consists of records that are created primarily to communicate information of short-term value.

**“Transitory” refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it.** 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; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

#### **TRAVEL RECORDS**

**Item #52**

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 and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also “FINANCIAL TRANSACTION RECORDS: DETAIL.”

**RETENTION:** 5 fiscal years.

#### **TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES**

**Item #375**

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, or their equivalent forms; copies of public hearing agendas and/or minutes; copies of 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 Chapter 200, *Florida Statutes*, Determination of Millage.

**RETENTION:** 5 fiscal years.

**UNCLAIMED PROPERTY RECORDS**

**Item #309**

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, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, 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.

**RETENTION:** 5 anniversary years after the property becomes reportable.

**UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS**

**Item #149**

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, *Florida Administrative Code*, 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), *Florida Statutes*, 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."

**RETENTION:** 5 fiscal years.

**VEHICLE ACCIDENT RECORDS**

**Item #78**

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), *Florida Statutes*. See also "INJURY/ILLNESS RECORDS," "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

**RETENTION:** 4 anniversary years.

**VEHICLE LOCATOR RECORDS**

**Item #414**

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.

**RETENTION:** 30 days.

**VEHICLE RECORDS**

**Item #154**

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."

**RETENTION:** 1 anniversary year after disposition of vehicle.

**VENDOR FILES**

**Item #97**

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.

**RETENTION:** 3 fiscal years.

**VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT**

**Item #243**

This record series consists of written responses to requests received 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.

**RETENTION:** 90 days.

**VISITOR/ENTRY RECORDS**

**Item #54**

This record series consists of logs or other records documenting visitors' and employees' entry into an agency's building or other facility. The records may include such information as time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."

**RETENTION:** 30 days.



**VOUCHERS: FEDERAL PROJECTS PAID**

**Item #156**

This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."

**RETENTION:** 5 fiscal years after completion or termination of project.

**WHISTLE BLOWER INVESTIGATIVE RECORDS**

**Item #376**

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 or by the agency official authorized to conduct such an investigation. The series may include, 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 *Florida Statutes* Section 14.32, Office of Chief Inspector General; Section 20.055, Agency inspectors general; and Sections 112.3187-31895 regarding investigation requirements and procedures. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." ***These records may have archival value.***

**RETENTION:** 5 anniversary years after case closed or conclusion of any litigation that may ensue. ***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.***

**WORK ORDERS**

**Item #141**

This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order may include such information as 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. For record copies of payment information, use "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

**RETENTION:** 3 fiscal years.

**WORK SCHEDULES**

**Item #289**

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 work assignment, and anticipated starting and ending times.

**RETENTION:** 1 fiscal year after obsolete or superseded.

**WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS**

**Item #55**

This record series documents employers' efforts to comply with workers' compensation reporting laws and rules. The series may include, but is not limited to, proof of coverage; self-insured reports; first report of injury or illness forms and associated documentation; 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/ILLNESS RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item.

**RETENTION:** 5 calendar years.

**ZONING VARIANCE RECORDS**

**Item #312**

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.

**RETENTION: Permanent.**

**911 COMMUNICATIONS RECORDS**

**Item #434**

This record series consists of 911 communications to and from a dispatch office or agency. The records might be in the form of recorded telephone calls, text messages or other communication formats and include the complete contents of the communication. Since these records 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 "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 RECORDS: LOGS."

**RETENTION:** 30 days.

**911 RECORDS: LOGS**

**Item #377**

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). 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 to ensure records are retained as long as necessary for these purposes. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 COMMUNICATIONS RECORDS."

**RETENTION:** 1 anniversary year after call received.

## **CROSS-REFERENCE**

### ACCESSION RECORDS: LIBRARY

use GS15 for Public Libraries

or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

### ACCIDENT RECORDS

use VEHICLE ACCIDENT RECORDS

### ACCOUNTS PAYABLE RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

### ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

### ACCOUNTS PAYABLE/RECEIVABLE SUMMARY RECORDS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

### ACCOUNTS PAYABLE/RECEIVABLE RECORDS: SUMMARY

use FINANCIAL TRANSACTION RECORDS: SUMMARY

### ACCOUNTS RECEIVABLE RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

### ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

### ACQUISITION RECORDS: LIBRARY

use GS15 for Public Libraries

or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

### ACTIVITY REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

### AD VALOREM TAX RECORDS

use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

### ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS

use ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

### ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

### ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

### AERIAL SURVEYS

use SURVEYS: AERIAL

### AGENDAS

use MINUTES: OFFICIAL MEETINGS

### AGREEMENTS: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

### AGREEMENTS: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

### AMENDMENTS

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

**\*\*\*CROSS-REFERENCE\*\*\***

ANNUAL BUDGETS

use BUDGET RECORDS: APPROVED ANNUAL BUDGET  
or BUDGET RECORDS: SUPPORTING DOCUMENTS

ANNUAL FINANCIAL REPORTS

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS  
or FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

ANNUAL LEDGERS

use FINANCIAL HISTORY SUMMARY RECORDS

APPLICATIONS: EMPLOYMENT (NOT HIRED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

APPLICATIONS: LIBRARY CARDS

use GS15 for Public Libraries  
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

APPLICATIONS FOR REVENUE SHARING

use REVENUE SHARING APPLICATIONS

APPRAISALS: LAND (NOT PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

APPRAISALS: LAND (PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS

use ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

ATTENDANCE RECORDS: LEAVE

use ATTENDANCE AND LEAVE RECORDS

ATTENDANCE RECORDS: LEAVE INDEX

use ATTENDANCE AND LEAVE RECORDS

AUDIO RECORDINGS OF OFFICIAL MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

AUTOPSY/MEDICAL EXAMINER PAYMENT RECORDS: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BACKGROUND/SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires  
or PERSONNEL RECORDS for hired employees  
or SECURITY SCREENING RECORDS: NON-EMPLOYEES for non-employees

BAD CHECK RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BALANCE SHEETS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK ACCOUNT AUTHORIZATION RECORDS

use FINANCIAL ACCOUNT AUTHORIZATION RECORDS

BANK RECONCILIATIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK STATEMENTS: RECONCILIATIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL

**\*\*\*CROSS-REFERENCE\*\*\***

- BANK/FINANCIAL ACCOUNT STATEMENTS
  - use FINANCIAL TRANSACTION RECORDS: DETAIL
- BARGAINING RECORDS: SUPPORTING DOCUMENTS
  - use BARGAINING RECORDS
- BEQUESTS
  - use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS
- BIOGRAPHICAL FILES
  - use STAFF ADMINISTRATION RECORDS
- BOND ADMINISTRATION RECORDS
  - use BOND FINANCING ADMINSTRATIVE RECORDS
- BOND REGISTERS
  - use BOND FINANCING ADMINSTRATIVE RECORDS
- BONDS AND BOND INTEREST COUPONS
  - use BOND FINANCING ADMINSTRATIVE RECORDS
- BONDS, PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS
  - use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS
- BONUS RECORDS: PEER REVIEW EVALUATIONS
  - use BONUS/AWARD RECORDS: EMPLOYEES
- BREATH ALCOHOL RECORDS
  - use DRUG TEST CASE FILES
  - or PERSONNEL RECORDS
- BRIDGE INSPECTION RECORDS
  - use INSPECTION/MAINTENANCE RECORDS: BRIDGE
- BUDGET TRANSFER FORMS
  - use FINANCIAL TRANSACTION RECORDS: DETAIL
- BUILDING CODE BOARD ADJUSTMENT HEARING CASE FILES
  - use ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)
  - or ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)
- BUILDING CODE BOARD AGENDAS
  - use MINUTES: OFFICIAL MEETINGS
- BUILDING PERMIT APPLICATIONS
  - use PERMITS: BUILDING
  - or ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN
- BUILDING PERMITS
  - use PERMITS: BUILDING
- BUILDING PLANS: COMMERCIAL
  - use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL
- BUILDING PLANS: RESIDENTIAL
  - use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL
- MINORITY BUSINESS CERTIFICATION CASE FILES
  - use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS
- BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES
  - use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

BYLAWS

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CAFETERIA/FLEXIBLE SPENDING PLAN: ENROLLMENTS AND CLAIMS

use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

CAPITAL EXPENDITURE PLANS

use EXPENDITURE PLANS: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT AGREEMENTS/CONTRACTS/LEASES

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CAPITAL IMPROVEMENT PROJECT FILES

use PROJECT FILES: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT SUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

CASH COLLECTION RECORDS: RECEIPT/REPORT

use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH COLLECTION RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH REGISTER TAPES

use FINANCIAL TRANSACTION RECORDS: DETAIL

CENSUS BUREAU VOLUNTARY REPORTS AND SURVEYS

use INFORMATION REQUEST RECORDS

CERTIFICATE OF COMPETENCY RECORDS

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS

CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

CERTIFICATION FORWARD DOCUMENTS

use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

CHECKS: CANCELED

use FINANCIAL TRANSACTION RECORDS: DETAIL

CHECKS: LOG

use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: REGISTERS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: STUBS

use FINANCIAL TRANSACTION RECORDS: DETAIL

CITIZEN COMPLAINTS

use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CLASS SPECIFICATION RECORDS

use POSITION DESCRIPTION RECORDS

CODE ENFORCEMENT BOARD CASE FILES

use CODE VIOLATION RECORDS: HEARING CASE FILES

- COMMERCIAL BUILDING PLANS  
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL
- COMMERCIAL CERTIFICATE OF OCCUPANCY  
use CERTIFICATE OF OCCUPANCY: COMMERCIAL
- COMMODITY PROGRAM RECORDS  
use COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS
- COMMUNITY SERVICE ATTENDANCE RECORDS  
use ATTENDANCE RECORDS: COMMUNITY SERVICE
- COMPLIANCE FORMS  
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS
- COMPREHENSIVE ANNUAL FINANCIAL REPORTS (LOCAL GOVERNMENT)  
use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS
- COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) RECORDS  
use EMPLOYMENT ASSISTANCE PROGRAM RECORDS
- CONFINED SPACE PERMITS  
use PERMITS: CONFINED SPACE ENTRY
- CONSTITUTIONS  
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS
- CONSUMER CERTIFICATE OF EXEMPTION (DR-14 FORM)  
use FINANCIAL TRANSACTION RECORDS: DETAIL
- CONSUMER COMPLAINTS  
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES
- CONTINUING EDUCATION RECORDS: IN-HOUSE  
use PERSONNEL RECORDS
- CONTRACTS: CAPITAL IMPROVEMENT  
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY
- CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT  
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY
- CONTRACTS: NON-CAPITAL IMPROVEMENT  
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT
- CONVENIENCE COPIES  
use ADMINISTRATIVE CONVENIENCE RECORDS
- CONVEYANCE RECORDS  
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
- COPYRIGHT RECORDS  
use INTELLECTUAL PROPERTY RECORDS  
or COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION
- CORRESPONDENCE: ROUTINE  
use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE
- COUNTY GOVERNMENT ANNUAL REPORTS  
use ANNUAL REPORTS: COUNTY GOVERNMENT

**\*\*\*CROSS-REFERENCE\*\*\***

- COURT ORDERED GARNISHMENT RECORDS
  - use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT
- CREDIT CARD SECURITY CODES
  - use PAYMENT CARD SENSITIVE AUTHENTICATION DATA
- CUSTOMER FILES
  - use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT or other applicable item
- DAILY ACTIVITY REPORTS
  - use OPERATIONAL AND STATISTICAL REPORT RECORDS
- DEDUCTION AUTHORIZATION RECORDS
  - use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS
- DEEDS: AGENCY PROPERTY
  - use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
- DEPOSIT/WITHDRAWAL/TRANSFER SLIPS
  - use FINANCIAL TRANSACTION RECORDS: DETAIL
- DISASTER DRILL RECORDS
  - use DISASTER PREPAREDNESS DRILL RECORDS
- DISASTER PLANS
  - use DISASTER PREPAREDNESS PLANS
- DISASTER PREPAREDNESS PLAN REVIEW RECORDS
  - use EMERGENCY MANAGEMENT PLAN REVIEW RECORDS
- DISASTER PREPAREDNESS RECORDS: DRILLS
  - use DISASTER PREPAREDNESS DRILL RECORDS
- DISASTER PREPAREDNESS DRILLS
  - use DISASTER PREPAREDNESS DRILL RECORDS
- DISBURSEMENT RECORDS: DETAIL
  - use FINANCIAL TRANSACTION RECORDS: DETAIL
- DISBURSEMENT RECORDS: SUMMARY
  - use FINANCIAL TRANSACTION RECORDS: SUMMARY
- DISCIPLINARY CASE FILES
  - use DISCIPLINARY CASE FILES: EMPLOYEES
- DRUG TEST RECORDS
  - use DRUG TEST CASE FILES
- DRUG TEST RECORDS: EQUIPMENT
  - use DRUG TEST EQUIPMENT RECORDS
- DRUG TEST RECORDS: PROGRAM
  - use DRUG TEST PROGRAM ADMINISTRATION RECORDS
- DUPLICATES
  - unless otherwise specified, retention for duplicates is "Retain until obsolete, superseded, or administrative value is lost."
- EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS
  - use REAL PROPERTY RECORDS: PROPERTY ACQUIRED



- EEOC RECORDS/REPORTS
  - use EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS
- EMERGENCY OPERATIONS RECORDS: APPLICATIONS
  - use EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS
- EMPLOYEE DISCIPLINARY CASE FILES
  - use DISCIPLINARY CASE FILES: EMPLOYEES
- EMPLOYEE PRE-COUNSELING RECORDS
  - use EMPLOYEE CONDUCT COUNSELING RECORDS
- EMPLOYMENT APPLICATIONS
  - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT ELIGIBILITY LIST
  - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT EXAMINATION RECORDS
  - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT VERIFICATION RECORDS
  - use VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT
- ENCUMBRANCE RECORDS
  - use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS
- ENVIRONMENTAL REGULATION RECORDS
  - use ENVIRONMENTAL REGULATION COMPLIANCE RECORDS
- EQUIPMENT MAINTENANCE/USAGE RECORDS
  - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
  - or EQUIPMENT/VEHICLE USAGE RECORDS
- EQUIPMENT USAGE RECORDS
  - use EQUIPMENT/VEHICLE USAGE RECORDS
- EVENT RECORDS
  - use PUBLIC PROGRAM/EVENT RECORDS
- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT
  - use FINANCIAL TRANSACTION RECORDS: DETAIL
- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS
  - use FINANCIAL TRANSACTION RECORDS: SUMMARY
- EXPENDITURE REPORTS
  - use FINANCIAL TRANSACTION RECORDS: DETAIL
  - or FINANCIAL TRANSACTION RECORDS: SUMMARY
- FACILITY RENTAL RECORDS
  - use FACILITY RESERVATION/RENTAL RECORDS
- FAMILY AND MEDICAL LEAVE ACT ATTENDANCE RECORDS
  - use ATTENDANCE AND LEAVE RECORDS
- FEDERAL PROJECT FILES
  - use PROJECT FILES: FEDERAL
- FEDERAL PROJECT PAID VOUCHERS
  - use VOUCHERS: FEDERAL PROJECTS PAID

**\*\*\*CROSS-REFERENCE\*\*\***

FICA REPORTS

use SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

FINAL ORDERS

use FINAL ORDERS RECORDS: INDEXED OR LISTED  
or FINAL ORDERS RECORDS: NOT INDEXED OR LISTED  
or FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

FINAL ORDERS: INDEX

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINAL ORDERS: LIST

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINANCIAL DISCLOSURE EMPLOYEE LIST (submitted to Commission on Ethics upon request per Section 112.3144(5)(a), *Florida Statutes*)

use INFORMATION REQUEST RECORDS

FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FIRE EXTINGUISHER RECORDS

use INSPECTION REPORTS: FIRE EXTINGUISHER

FIRE INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

FLOOD INSURANCE PROGRAM RECORDS, NATIONAL

use NATIONAL FLOOD INSURANCE PROGRAM RECORDS

FUEL REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS  
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL USE REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS  
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL STORAGE TANK RECORDS

Use STORAGE TANK RECORDS

GARNISHMENT RECORDS

use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

GENERAL LEDGERS: ANNUAL SUMMARY

use FINANCIAL HISTORY SUMMARY RECORDS

GENERAL LEDGERS: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

GOVERNING BODY ANNUAL REPORTS

use ANNUAL REPORTS: GOVERNING BODY

GRANT FILES: GRANTOR AGENCY/RECIPIENT

use GRANT FILES  
or GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

**\*\*\*CROSS-REFERENCE\*\*\***

HEALTH EXAMINATION RECORDS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS  
or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE  
or MEDICAL RECORDS  
or PERSONNEL RECORDS

HIPAA RECORDS

use HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS  
or HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS  
or PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS  
or PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

HUMAN/SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

I-9 FORMS

use EMPLOYMENT ELIGIBILITY VERIFICATION FORMS  
or applicable PERSONNEL RECORDS item

INCIDENT/INVESTIGATION REPORTS

use INCIDENT REPORT FILES

INCIDENT REPORTS

use INCIDENT REPORT FILES

INJURY REPORTS

use INJURY/ILLNESS RECORDS  
or INSURANCE RECORDS: AGENCY  
or VEHICLE ACCIDENT RECORDS  
or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

INSPECTION RECORDS: BRIDGE/MAINTENANCE

use INSPECTION/MAINTENANCE RECORDS: BRIDGE

INTERNAL SURVEYS/STUDIES

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

INVENTORY: EXPENDABLE PROPERTY/SUPPLIES

use INVENTORY: AGENCY PROPERTY

INVENTORY: FIXED ASSETS/OPERATING CAPITAL OUTLAY

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: EXPENDABLE

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: FIXED ASSETS

use INVENTORY: AGENCY PROPERTY

INVENTORY RECORDS: PHYSICAL

use INVENTORY: AGENCY PROPERTY

INVOICES

use FINANCIAL TRANSACTION RECORDS: DETAIL

JOB ADVERTISEMENTS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB APPLICATIONS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB DESCRIPTION RECORDS

use POSITION DESCRIPTION RECORDS

JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS

use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

JOURNAL TRANSACTIONS (DAILY)

use FINANCIAL TRANSACTION RECORDS: DETAIL

JOURNAL TRANSACTIONS (MONTHLY SUMMARY)

use FINANCIAL TRANSACTION RECORDS: SUMMARY

JOURNALS: VOUCHERS

use FINANCIAL TRANSACTION RECORDS: DETAIL

KEY AND BADGE ISSUANCE RECORDS

use ACCESS CONTROL RECORDS

LAND APPRAISALS

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED  
or REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

LEASES: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEASES: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

LEASES: REAL PROPERTY

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEAVE INDEX RECORDS

use ATTENDANCE AND LEAVE RECORDS

LEAVE TRANSACTION REPORTS

use ATTENDANCE AND LEAVE RECORDS

LEDGERS: GENERAL (ANNUAL SUMMARY)

use FINANCIAL HISTORY SUMMARY RECORDS

LEDGERS: GENERAL (SUPPORTING DOCUMENTS)

use FINANCIAL TRANSACTION RECORDS: DETAIL

LEGAL ADVERTISEMENTS

use ADVERTISEMENTS: LEGAL

LEGAL OPINIONS

use OPINIONS: LEGAL  
or OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

LIBRARY ACQUISITION RECORDS

use GS15 for Public Libraries  
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CARD RECORDS

use GS15 for Public Libraries  
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CIRCULATION RECORDS

use GS15 for Public Libraries  
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

General Records Schedule GS1-SL for State and Local Government Agencies  
\*\*\***CROSS-REFERENCE**\*\*\*

LIBRARY SHELF LIST

use GS15 for Public Libraries  
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LICENSES: OCCUPATIONAL

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

LONG DISTANCE TELEPHONE CALL RECORDS

use TELEPHONE CALL RECORDS

MAIL: REGISTERED AND CERTIFIED RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

MAIL: UNDELIVERABLE FIRST CLASS

use MAIL: UNDELIVERABLE/RETURNED

MAINTENANCE RECORDS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAINTENANCE RECORDS: VEHICLE

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAPS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS  
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)  
or other items for which maps are supporting documents  
or ADMINISTRATIVE CONVENIENCE RECORDS

MATERIALS SAFETY RECORDS

use EXPOSURE RECORDS

MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

MEETING TRANSCRIPTS

use MINUTES: OFFICIAL MEETINGS

MEMORANDA

use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE  
or CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT  
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER  
or other items with which memoranda are filed

MILEAGE REPORTS: LOCAL GOVERNMENT

use LOCAL GOVERNMENT MILEAGE REPORTS

MINING PERMITS

use PERMITS: MINING (LOCAL GOVERNMENT)

MINORITY CERTIFICATION CASE FILES

use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

MINUTES: OFFICIAL MEETINGS (AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

NEW HIRE REPORTS

use PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

OCCUPATIONAL LICENSES

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

OFFICIAL MINUTES

use MINUTES: OFFICIAL MEETINGS

OPS RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PATENT RECORDS

use INTELLECTUAL PROPERTY RECORDS

PERFORMANCE BONDS

use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

PERIODIC PROGRESS REPORTS: INTERNAL

use OPERATIONAL AND STATISTICAL REPORTS

or MANAGEMENT SURVEYS/STUDIES: INTERNAL

PERMITS/BUILDING: APPLICATIONS

use ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

or PERMITS: BUILDING

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TEMPORARY SIGN

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (NO PERMITTING FEE)

or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TREE REMOVAL (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: TREE REMOVAL (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (PERMITTING FEE)

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE

use DISCIPLINARY CASE FILES: EMPLOYEES

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

use General Records Schedule GS2 for Law Enforcement, which includes this item

PERSONNEL RECORDS: SCHEDULES

use WORK SCHEDULES

PERSONNEL RECORDS: LOCATOR

use STAFF ADMINISTRATION FILES

PLATS: RECORD COPY

use MAPS: ORIGINALS

**\*\*\*CROSS-REFERENCE\*\*\***

PLATS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS  
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)  
or other items to which the supporting documents relate  
or ADMINISTRATIVE CONVENIENCE RECORDS

POLICIES

use DIRECTIVES/POLICIES/PROCEDURES

POSTAGE RECORDS

use POSTAGE/SHIPPING RECORDS

PRE-EMPLOYMENT RECORDS: NOT HIRED

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

PRESS RELEASES

use NEWS RELEASES

PROCEDURES

use DIRECTIVES/POLICIES/PROCEDURES

PROGRAM FILES: ONGOING/LONG-TERM PROGRAMS

use PROJECT FILES: OPERATIONAL or other applicable item

PROGRAM/SUBJECT/REFERENCE FILES

use SUBJECT/REFERENCE FILES

PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)

use PROMOTION/TRANSFER REQUEST RECORDS

PROPERTY RECORDS: UNCLAIMED

use UNCLAIMED PROPERTY RECORDS

PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PUBLIC EMPLOYEE RELATIONS FILES

use GRIEVANCE FILES

PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC RECORDS REQUESTS

use INFORMATION REQUEST RECORDS

**\*\*\*CROSS-REFERENCE\*\*\***

PUBLIC SAFETY ALERTS [email/text alerts from schools, Police Departments, etc.]  
use PUBLIC INFORMATION FILES  
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER  
or other applicable item

PUBLICATIONS AND MEDIA ITEM RECORDS  
use PUBLICATION PRODUCTION RECORDS

PURCHASE ORDER LOGS  
use FINANCIAL TRANSACTION RECORDS: DETAIL  
or PURCHASING RECORDS

READING FILES  
use ADMINISTRATIVE CONVENIENCE RECORDS

REAL-ESTATE RECORDS: CONDEMNATION/DISPOSAL  
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED  
or REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

RECEIPT BOOKS: CASH  
use FINANCIAL TRANSACTION RECORDS: DETAIL

RECEIPTS: REGISTERED AND CERTIFIED MAIL  
use MAIL: REGISTERED AND CERTIFIED

RECEIPT/REVENUE RECORDS: DETAIL  
use FINANCIAL TRANSACTION RECORDS: DETAIL

RECEIPT/REVENUE RECORDS: SUMMARY  
use FINANCIAL TRANSACTION RECORDS: SUMMARY

RECEIVING REPORTS  
use FINANCIAL TRANSACTION RECORDS: DETAIL  
or PURCHASING RECORDS

RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS  
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS  
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION REQUEST FORMS (FORM 107)  
use RECORDS DISPOSITION DOCUMENTATION

RECORDS RETENTION SCHEDULE FORMS (FORM 105)  
use RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

RECRUITMENT & SELECTION PACKAGES  
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

RED LIGHT CAMERA RECORDS  
use SURVEILLANCE RECORDINGS

RED LIGHT CAMERA VIOLATION APPEAL HEARING RECORDS  
use CODE VIOLATION RECORDS: HEARING CASE FILES

REDACTION REQUEST RECORDS  
use PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

REFERENCE FILES: EQUIPMENT  
use EQUIPMENT REFERENCE FILES



**\*\*\*CROSS-REFERENCE\*\*\***

REFUND REQUESTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

REGISTERED AND CERTIFIED MAIL RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

REGISTRATION RECORDS: EVENTS

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATION RECORDS: RECREATION (SUMMER/DAY CAMP)

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATIONS: MOTOR VEHICLES

use VEHICLE RECORDS

RENTAL RECORDS

use FACILITY RESERVATION/RENTAL RECORDS

REQUISITION LOGS

use FINANCIAL TRANSACTION RECORDS: DETAIL  
or PURCHASING RECORDS

REQUISITIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL  
or PURCHASING RECORDS

RESIDENTIAL BUILDING PLANS

use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

RESIDENTIAL CERTIFICATE OF OCCUPANCY

use CERTIFICATE OF OCCUPANCY: RESIDENTIAL

RETRIEVAL/REFERENCE RECORDS

use RECORDS RETRIEVAL/REFERENCE RECORDS

RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE

use RIGHT-OF-WAY PERMIT RECORDS

RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE

use RIGHT-OF-WAY PERMIT RECORDS

ROAD RECORDS

use ENGINEERING RECORDS: INFRASTRUCTURE

ROUTE SHEETS

use INSPECTOR'S ROUTE SHEETS: DAILY

SAFETY INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SALES TAX EXEMPTION

use FINANCIAL TRANSACTION RECORDS: DETAIL

SEARCH COMMITTEE RECORDS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires  
or PERSONNEL RECORDS for hired employees  
or SECURITY SCREENING RECORDS for non-employees

**\*\*\*CROSS-REFERENCE\*\*\***

SECURITY INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SERVICE SCHEDULES

use FEE/SERVICE SCHEDULES

SHELTER INSPECTION RECORDS

use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

SIGN PERMITS

use PERMITS: SIGNS (LOCAL GOVERNMENT)

SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

SOFTWARE RECORDS

use ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

STATE AUTOMATED MANAGEMENT ACCOUNTING SYSTEM (SAMAS) REPORTS

use AUTOMATED ACCOUNTING SYSTEM REPORTS

STATE AWARDS AND RECOGNITION FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATE HOUSING INITIATIVES & HOME INVESTMENTS PARTNERSHIP PROGRAM

use HOUSING FINANCE ASSISTANCE RECORDS

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATISTICAL REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

STOP PAYMENT RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)

use SUBDIVISION PLANS

SUMMONSES

use LITIGATION CASE FILES

SUPPLY RECORDS

use INVENTORY: AGENCY PROPERTY

SURVEILLANCE VIDEO TAPES

use SURVEILLANCE RECORDINGS

SURVEYS/STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT)

use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

TELEPHONE CALL RECORDS: LONG DISTANCE

use TELEPHONE CALL RECORDS

**\*\*\*CROSS-REFERENCE\*\*\***

TEMPORARY SIGN PERMITS

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (NO PERMITTING FEE)

or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY  
CODE/ORDINANCE (PERMITTING FEE)

TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

TIME CARDS/TIMESHEETS

use ATTENDANCE AND LEAVE RECORDS

or PAYROLL RECORDS: SUPPORTING DOCUMENTS

TRADEMARK RECORDS

use INTELLECTUAL PROPERTY RECORDS

TRAINING RECORDS

use PERSONNEL RECORDS

TRAINING RECORDS: ASBESTOS

use PERSONNEL RECORDS

TRAINING RECORDS: BREATH ALCOHOL

use PERSONNEL RECORDS

TRANSCRIPTS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS

TRIAL BALANCE REPORTS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

TRUST FUND RECORDS

use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

UNDELIVERABLE FIRST CLASS MAIL

use MAIL: UNDELIVERABLE/RETURNED

UTILITY CUSTOMER RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

or CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

VALIDATING MACHINE TAPE RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

VEHICLE ACCIDENT REPORTS

use VEHICLE ACCIDENT RECORDS

or INJURY/ILLNESS RECORDS

or INSURANCE RECORDS: AGENCY

or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

VEHICLE LOGS

use EQUIPMENT/VEHICLE USAGE RECORDS

VEHICLE MAINTENANCE/USAGE RECORDS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or EQUIPMENT/VEHICLE USAGE RECORDS

VETERAN SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: VETERAN SERVICES

VETERAN SERVICES: MEDICAL RECORDS

use MEDICAL RECORDS: VETERAN SERVICES

**\*\*\*CROSS-REFERENCE\*\*\***

VIDEO RECORDINGS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

VIDEO RECORDINGS: OTHER

use SURVEILLANCE RECORDINGS  
or other items to which the video recordings relate

VISITOR LOGS

use VISITOR/ENTRY RECORDS

VOICE MAIL

use TRANSITORY MESSAGES  
or other items to which the voice mail relates

VOLUNTEER RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

VOUCHERS: INDIVIDUAL AGENCY

use FINANCIAL TRANSACTION RECORDS: DETAIL

VOUCHERS: JOURNAL

use FINANCIAL TRANSACTION RECORDS: DETAIL

WORK ORDERS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

WORKERS' COMPENSATION AND INJURY REPORT RECORDS

use WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS  
or INJURY/ILLNESS RECORDS  
or INSURANCE RECORDS: AGENCY  
or the applicable PERSONNEL RECORDS item

WORKING PAPERS

use DRAFTS AND WORKING PAPERS

W-2 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-3 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-4 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-9 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ZONING VARIANT REQUEST AND DETERMINING RECORDS

use ZONING VARIANCE RECORDS

911 RECORDINGS

use 911 COMMUNICATIONS RECORDS  
or 911 RECORDS: LOGS

941-E FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-A FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-B FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

General Records Schedule GS1-SL for State and Local Government Agencies  
**\*\*\*CROSS-REFERENCE\*\*\***

- 1095-C FORMS  
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1096 REPORTS  
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099 FORMS  
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099 REPORTS  
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099-INT FORMS  
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

## **ALPHABETICAL LISTING**

ACCESS CONTROL RECORDS	Item #189
ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
AFFIRMATIVE ACTION RECORDS	Item #82
ANIMAL CONTROL RECORDS	Item #234
ANNEXATION RECORDS	Item #247
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
BALLOTS	Item #397
BARGAINING RECORDS	Item #87
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
CHILD CARE RECORDS	Item #257
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
CLIENT CASE FILES: VETERAN SERVICES	Item #310
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236

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\*\*\*ALPHABETICAL LISTING\*\*\*

CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DIRECTIVES/POLICIES/PROCEDURES	Item #186
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
DISASTER RELIEF RECORDS	Item #321
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
<i>ELECTRONIC COMMUNICATIONS</i>	
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
EXPOSURE RECORDS	Item #227
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEASIBILITY STUDY RECORDS	Item #106
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271

General Records Schedule GS1-SL for State and Local Government Agencies

\*\*\*ALPHABETICAL LISTING\*\*\*

FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
FUEL TAX REPORTS	Item #213
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
GRIEVANCE FILES	Item #110
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
HISTORICAL DESIGNATION RECORDS	Item #423
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
INCIDENT REPORT FILES	Item #241
INFORMATION REQUEST RECORDS	Item #23
INJURY/ILLNESS RECORDS	Item #188
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
INSURANCE RECORDS: AGENCY	Item #111
INTELLECTUAL PROPERTY RECORDS	Item #437
INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
INVESTMENT RECORDS	Item #278
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LEGISLATION RECORDS	Item #119
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
LIEN DOCUMENTATION FILES	Item #405
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MAPS: ORIGINALS	Item #280
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406



General Records Schedule GS1-SL for State and Local Government Agencies

\*\*\*ALPHABETICAL LISTING\*\*\*

MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MOSQUITO CONTROL RECORDS	Item #425
MUNICIPAL COURT DOCKET RECORDS	Item #323
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NEWS RELEASES	Item #34
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
PETTY CASH DOCUMENTATION RECORDS	Item #202
POSITION DESCRIPTION RECORDS	Item #38
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238

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\*\*\*ALPHABETICAL LISTING\*\*\*

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
PURCHASING RECORDS	Item #42
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RESPIRATOR FIT TESTING RECORDS	Item #298
REVENUE SHARING APPLICATIONS	Item #388
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY BREACH NOTICE RECORDS	Item #432
SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STORAGE TANK RECORDS	Item #412
SUBDIVISION PLANS	Item #301
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TELEPHONE CALL RECORDS	Item #28
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE ACCIDENT RECORDS	Item #78
VEHICLE LOCATOR RECORDS	Item #414
VEHICLE RECORDS	Item #154

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\*\*\*ALPHABETICAL LISTING\*\*\*

VENDOR FILES	Item #97
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
VISITOR/ENTRY RECORDS	Item #54
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
ZONING VARIANCE RECORDS	Item #312
911 COMMUNICATIONS RECORDS	Item #434
911 RECORDS: LOGS	Item #377

**NUMERICAL LISTING**

MAIL: UNDELIVERABLE/RETURNED	Item #1
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
AUDITS: AUDITOR GENERAL	Item #8
CABINET AFFAIRS FILES	Item #11
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
INFORMATION REQUEST RECORDS	Item #23
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
ADVERTISEMENTS: LEGAL	Item #25
OPINIONS: LEGAL	Item #26
LITIGATION CASE FILES	Item #27
TELEPHONE CALL RECORDS	Item #28
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OTHER MEETINGS	Item #33
NEWS RELEASES	Item #34
PAYROLL RECORDS: POSTED	Item #35
POSITION DESCRIPTION RECORDS	Item #38
INVENTORY: AGENCY PROPERTY	Item #40
PROPERTY TRANSFER RECORDS	Item #41
PURCHASING RECORDS	Item #42
RECORDS DISPOSITION DOCUMENTATION	Item #45
MAIL: REGISTERED AND CERTIFIED	Item #47
SALARY COMPARISON REPORTS	Item #49
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
TRAVEL RECORDS	Item #52
VISITOR/ENTRY RECORDS	Item #54
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
AUDITS: INDEPENDENT	Item #56
AUDITS: SUPPORTING DOCUMENTS	Item #57
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
AUDITS: INTERNAL	Item #73
VEHICLE ACCIDENT RECORDS	Item #78
AFFIRMATIVE ACTION RECORDS	Item #82
AUDITS: STATE/FEDERAL	Item #83
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
BARGAINING RECORDS	Item #87
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
CALENDARS	Item #89
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94

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**\*\*\*NUMERICAL LISTING\*\*\***

VENDOR FILES	Item #97
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
FEASIBILITY STUDY RECORDS	Item #106
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
GRIEVANCE FILES	Item #110
INSURANCE RECORDS: AGENCY	Item #111
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
ATTENDANCE AND LEAVE RECORDS	Item #116
LEGISLATION RECORDS	Item #119
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PUBLIC INFORMATION FILES	Item #128
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
POSTAGE/SHIPPING RECORDS	Item #133
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
WORK ORDERS	Item #141
PROCLAMATIONS	Item #142
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
TRANSITORY MESSAGES	Item #146
TRAINING MATERIAL RECORDS	Item #147
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE RECORDS	Item #154
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
DIRECTIVES/POLICIES/PROCEDURES	Item #186
INJURY/ILLNESS RECORDS	Item #188
ACCESS CONTROL RECORDS	Item #189
BOND RESOLUTIONS/ORDINANCES	Item #191
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PUBLICATION PRODUCTION RECORDS	Item #198
PETTY CASH DOCUMENTATION RECORDS	Item #202

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**\*\*\*NUMERICAL LISTING\*\*\***

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
DISASTER PREPAREDNESS PLANS	Item #210
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
MEDICAL RECORDS	Item #212
FUEL TAX REPORTS	Item #213
PAYROLL RECORDS: NOT POSTED	Item #214
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
PROPERTY CONTROL RECORDS	Item #222
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPOSURE RECORDS	Item #227
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ANIMAL CONTROL RECORDS	Item #234
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
PUBLIC PROGRAM/EVENT RECORDS	Item #238
SALARY SCHEDULES	Item #240
INCIDENT REPORT FILES	Item #241
DRAFTS AND WORKING PAPERS	Item #242
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ANNUAL REPORTS: GOVERNING BODY	Item #245
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNEXATION RECORDS	Item #247
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHILD CARE RECORDS	Item #257
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEE/SERVICE SCHEDULES	Item #271
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277

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INVESTMENT RECORDS	Item #278
MAPS: ORIGINALS	Item #280
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: BUILDING	Item #286
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
WORK SCHEDULES	Item #289
PROJECT FILES: OPERATIONAL	Item #291
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
RESOLUTIONS	Item #297
RESPIRATOR FIT TESTING RECORDS	Item #298
SIGNATURE AUTHORIZATION RECORDS	Item #300
SUBDIVISION PLANS	Item #301
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TRAFFIC ACCIDENT REPORTS	Item #306
UNCLAIMED PROPERTY RECORDS	Item #309
CLIENT CASE FILES: VETERAN SERVICES	Item #310
MEDICAL RECORDS: VETERAN SERVICES	Item #311
ZONING VARIANCE RECORDS	Item #312
INVENTORY: AGENCY RECORDS	Item #319
PROBATION RECORDS	Item #320
DISASTER RELIEF RECORDS	Item #321
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
MUNICIPAL COURT DOCKET RECORDS	Item #323
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DONATION RECORDS	Item #342
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
FALSE ALARM RECORDS	Item #345
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LOST AND FOUND RECORDS	Item #354
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355

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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
RULE DEVELOPMENT FILES	Item #367
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY SCREENING RECORDS	Item #369
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
911 RECORDS: LOGS	Item #377
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
LOBBYIST REGISTRATION RECORDS	Item #387
REVENUE SHARING APPLICATIONS	Item #388
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
COMPUTER LOGS	Item #391
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
BALLOTS	Item #397
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LIEN DOCUMENTATION FILES	Item #405
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
PASSPORT RECORDS: DAILY	Item #407
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STORAGE TANK RECORDS	Item #412
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
VEHICLE LOCATOR RECORDS	Item #414
ADDRESS REQUEST RECORDS	Item #415
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419



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EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
GRANT FILES	Item #422
HISTORICAL DESIGNATION RECORDS	Item #423
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MOSQUITO CONTROL RECORDS	Item #425
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE REPORTING FILES	Item #431
SECURITY BREACH NOTICE RECORDS	Item #432
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
911 COMMUNICATIONS RECORDS	Item #434
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
INTELLECTUAL PROPERTY RECORDS	Item #437
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
<i>ELECTRONIC COMMUNICATIONS</i>	

## **FUNCTIONAL CATEGORY LISTING**

### **Accounting, Budget, and Finance**

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BOND FINANCING ADMINSTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
DONATION RECORDS	Item #342
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
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LIEN DOCUMENTATION FILES	Item #405
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
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General Records Schedule GS1-SL for State and Local Government Agencies

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General Records Schedule GS1-SL for State and Local Government Agencies

**\*\*\*FUNCTIONAL CATEGORY LISTING\*\*\***

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General Records Schedule GS1-SL for State and Local Government Agencies  
**\*\*\*FUNCTIONAL CATEGORY LISTING\*\*\***

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General Records Schedule GS1-SL for State and Local Government Agencies  
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PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
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\*\*\*FUNCTIONAL CATEGORY LISTING\*\*\*

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DRUG TEST EQUIPMENT RECORDS	Item #261
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General Records Schedule GS1-SL for State and Local Government Agencies

**\*\*\*FUNCTIONAL CATEGORY LISTING\*\*\***

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INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PURCHASING RECORDS	Item #42
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
UNCLAIMED PROPERTY RECORDS	Item #309
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General Records Schedule GS1-SL for State and Local Government Agencies  
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PROBATION RECORDS	Item #320
RADIO LOGS	Item #292
STORAGE TANK RECORDS	Item #412
VEHICLE LOCATOR RECORDS	Item #414
911 RECORDS: LOGS	Item #377
911 COMMUNICATIONS RECORDS	Item #434

**Risk Management, Security, and Insurance**

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AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
EXPOSURE RECORDS	Item #227
INCIDENT REPORT FILES	Item #241
INJURY/ILLNESS RECORDS	Item #188
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
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PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
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SECURITY SCREENING RECORDS	Item #369
STORAGE TANK RECORDS	Item #412
SURVEILLANCE RECORDINGS	Item #302
VEHICLE ACCIDENT RECORDS	Item #78
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General Records Schedule GS1-SL for State and Local Government Agencies  
**\*\*\*FUNCTIONAL CATEGORY LISTING\*\*\***

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MEDICAL RECORDS: VETERAN SERVICES	Item #311

# State of Florida

## **GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**



**EFFECTIVE: June 2022**

Rule 1B-24.003(1)(c), *Florida Administrative Code*

Florida Department of State  
Division of Library and Information Services  
Tallahassee, Florida

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[info.florida.gov/records-management/](http://info.florida.gov/records-management/)

# GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

## FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

<b>GS1-SL</b>	<b>State and Local Government Agencies</b>
<b>GS2</b>	<b>Law Enforcement, Correctional Facilities and District Medical Examiners</b>
<b>GS3</b>	<b>Election Records</b>
<b>GS4</b>	<b>Public Hospitals, Health Care Facilities and Medical Providers</b>
<b>GS5</b>	<b>Public Universities and Colleges</b>
<b>GS7</b>	<b>Public Schools Pre-K-12 and Adult and Career Education</b>
<b>GS8</b>	<b>Fire Departments</b>
<b>GS9</b>	<b>State Attorneys</b>
<b>GS11</b>	<b>Clerks of Court</b>
<b>GS12</b>	<b>Property Appraisers</b>
<b>GS13</b>	<b>Tax Collectors</b>
<b>GS14</b>	<b>Public Utilities</b>
<b>GS15</b>	<b>Public Libraries</b>

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *Managing Florida's Public Records* handbook, which, along with all Florida general records schedules, is available on the Department of State's Records Management website at [info.florida.gov/records-management/](http://info.florida.gov/records-management/).

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**FLORIDA DEPARTMENT OF STATE  
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

**I. STATUTORY AUTHORITY**

This general records schedule is issued by the Department of State's Division of Library and Information Services in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

**II. DETERMINING RETENTION REQUIREMENTS**

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
  - 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Title 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
  - 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

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3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

**Because conceivably any record in any agency might be required for audit, we are no longer including the “provided applicable audits have been released” language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency’s audit requirements.**

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

### **III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS**

The procedures for scheduling and disposition of public records, which are applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is “a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.” Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, and Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule officially establishes the *minimum* length of time that the record series must be retained. **This retention applies to the agency’s record (master) copy of the records – those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

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government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Foreword for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E-105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications/](http://info.florida.gov/records-management/forms-and-publications/).

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.



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Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in cubic feet of physical records destroyed (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), disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications/](http://info.florida.gov/records-management/forms-and-publications/). Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

**IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS**

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of "3 anniversary years" will have a different eligibility date from records with a retention of "3 fiscal years" or "3 calendar years."

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of "3 anniversary years," the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of "3 calendar years," the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of "3 fiscal years," the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of "6 months," the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of "90 days," the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current record. The retention could vary from less than one day to any length of time thereafter.

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**F. Triggering Event**

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

**Example: Calculating Eligibility Dates**

If the **ending date** for a specific record series is **7/31/2017**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2017	+3	= 7/31/2020
3 fiscal years (local govt.)	9/30/2017	+3	= 9/30/2020
3 fiscal years (school district)	6/30/2018	+3	= 6/30/2021
3 calendar years	12/31/2017	+3	= 12/31/2020

**V. ARCHIVAL VALUE**

- A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description indicates that the records "**may have archival value**," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at [recmgt@dos.myflorida.com](mailto:recmgt@dos.myflorida.com). The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.
  
- B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that "**This series may have archival value**" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

**VI. ELECTRONIC RECORDS**

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat

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messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information.** However, in the event that an agency is involved in or can reasonably anticipate **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

**VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS**

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

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**VIII. REFORMATTING STANDARDS AND REQUIREMENTS**

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

**IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS**

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

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**RECORDS RETENTION SCHEDULES**

**APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD**

**Item #8**

This record series consists of requests by qualified voters for replacement of lost, stolen, destroyed, or mutilated voter information cards. These records are created pursuant to Section 97.071(2), *Florida Statutes*, Voter information card (formerly Section 97.072, *Florida Statutes*); and Section 97.052(1)(a), *Florida Statutes*, Uniform Statewide Voter Registration Application. If a voter registration application form is used, the retention applies only if the form is used solely to request a replacement card. **If the form is also used to update a voter registration record, then the record must be maintained in accordance with the retention schedule for VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS.** See also "VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES**

**Item #143**

This record series documents the registration, qualification, and financial activities relating to candidates, committees, and parties. The series includes candidates' qualifying records created pursuant to Chapter 99, *Florida Statutes*, Candidates, or Chapter 105, *Florida Statutes*, Nonpartisan elections, including oaths, resign-to-run submissions, candidate petition certifications or notifications, and financial disclosure statements, regardless of whether qualifying is by fee or by petition method. Records documenting financial activities include treasurers' reports, correspondence, and supporting documents for candidates, committees, and parties, as well as independent expenditure reports filed pursuant to Section 106.071, *Florida Statutes*, Independent expenditures; electioneering communications; reports; disclaimers. Records documenting registration include the Statement of Organization and Appointment of Campaign Treasurer for political committees created pursuant to Section 106.03, *Florida Statutes*, Registration of political committees. Records documenting the organization and operation of committees of continuous existence pursuant to Section 106.04, *Florida Statutes*, Committees of continuous existence, include committee applications, the certification or denial of application for committee status, annual reports, and finance reports. The retention period is based on Section 98.015(5), *Florida Statutes*, Supervisor of elections . . . duties, which reads, "The supervisor shall preserve statements and other information required to be filed with the supervisor's office pursuant to chapter 106 for a period of 10 years from date of receipt." See also "PETITION RECORDS: BALLOTTED ISSUES," and "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY."

**RETENTION:** 10 anniversary years after receipt.

**COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS**

**Item #19**

This record series consists of certifications of the total number of votes cast for each person for each office and the office for which each was nominated or elected. The record copy of this document for federal, state, and multicounty races is filed with the Department of State and an additional record copy is maintained by the county elections office. These records are created pursuant to Section 102.151, *Florida Statutes*, which reads in part, "The county canvassing board shall make and sign duplicate certificates containing the total number of votes cast for each person nominated or elected, the names of persons for whom such votes were cast, and the number of votes cast for each candidate or nominee. One of such certificates which relates to offices for which the candidates or nominees have been voted for in more than one county shall be immediately transmitted to the Department of State, and the second copy filed in the supervisor's office." For retention of county canvassing board meeting minutes, use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #32, MINUTES: OFFICIAL MEETINGS.

**RETENTION: Permanent.** Retain original format for 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

**EARLY VOTING REPORTS**

**Item #145**

This record series consists of reports listing the daily total number and the names of early voters at each early voting location during an early voting period. These reports are also reported daily to the Division of Elections for the duration of the early voting period. These records are created pursuant to Section 101.657, *Florida Statutes*, Early voting. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by the Division of Elections that is retained for 4 calendar years after receipt of last report for election cycle.

**RETENTION:** 3 months after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

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**ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY**

**Item #168**

This record series documents general, special or primary elections in Florida. The series may include, but is not limited to, affidavits, affirmations, declarations and oaths executed at early voting sites, at the polls or at supervisors' offices (e.g., request for assistance, request to obtain ballot, designations, name or address change at the polls, signature difference at the polls, election day emergency designee and affidavit and supporting documentation); applications for registration; applications/requests for vote-by-mail ballot; ballots (official ballots and stubs, federal write-in absentee ballot, mail ballot election ballot, provisional ballot, sample ballot, state write-in ballot, vote-by-mail ballot); ballot image files containing records of the content of each ballot cast on an electronic voting system; ballot inspection certification; book closing statistics; conduct of election reports; early voting certificates; election parameter records; election security device records; overvote/under report data, petition signature records for candidates; poll watcher and worker records; precinct, early voting, polling place and drop box location records; precinct registers; precinct election returns; protest of election returns; provisional ballot voters' certificates; voter authorization slips and stubs; voter challenge records; voting history; voting machine votes case summary list; voting system audit records; and any other record relating to a specific election. See Appendix for list of election records and applicable *Florida Statutes* citations. Retention period is pursuant to Title 52 U.S. Code s. 20701, Retention and preservation of records and papers by officers of elections and Section 101.545, *Florida Statutes*, Retention and destruction of certain election materials.

**Book closing statistics and precinct election returns may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.**

**RETENTION:** 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions. The original format must be retained for the required retention after which records may be disposed or stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

**ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS**

Unused/blank forms are not public records. Approval by the Division of Elections is required to dispose of unused election materials pursuant to Section 101.545, *Florida Statutes*, which reads in part, "All unused ballots, forms, and other election materials may, with the approval of the Department of State, be destroyed by the supervisor after the election for which such ballots, forms, or other election materials were to be used."

**CONTACT THE DIVISION OF ELECTIONS FOR DISPOSAL AUTHORIZATION.**

**ELECTION RETURNS: COUNTY TABULATION**

**Item #35**

This record series consists of the voting results for each office or other items on the ballot as the count is completed. These records are created pursuant to Section 101.5614, *Florida Statutes*, Canvass of returns, and Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results.

**RETENTION: Permanent.** Retain original format for 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

**JOURNALS: ELECTIONS FINANCIAL TRANSACTIONS**

**Item #42**

This record series consists of summaries of all elections financial transactions. For retentions for other financial records, see *General Records Schedule GS1-SL for State and Local Government Agencies*.

**RETENTION:** 10 fiscal years **OR** 3 years after release of any applicable Federal Single Audit, whichever is later.

**LIST OF CANDIDATES NOMINATED OR ELECTED**

**Item #21**

This record series consists of a list submitted to the Department of State by the county supervisor listing the names of all county and district officers nominated or elected, the office for which each was nominated or elected, and the mailing address of each. These records are created pursuant to Section 102.151, *Florida Statutes*, which reads in part, "The supervisor shall transmit to the Department of State, immediately after the county canvassing board has canvassed the returns of the election, a list containing the names of all county and district officers nominated or elected, the office for which each was nominated or elected, and the mailing address of each."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**MAIL BALLOT ELECTION RECORDS**

**Item #169**

This record series documents elections conducted by mail ballot. The series may include, but is not limited to, Supervisors of Elections' requests and written plans for mail ballot elections with supporting documentation and approval or denial by the Department of State; ballots; envelopes; certificates; requests for replacement ballots; challenges; and other election records created pursuant to Section 101.6101-101.6107, *Florida Statutes*, the Mail Ballot Election Act.

**RETENTION:** 1 anniversary year after date of the election as defined in Section 97.021(13), *Florida Statutes*, Definitions, applicable to the request.

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**MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS**

**Item #43**

This record series consists of voter information cards, vote-by-mail ballots, mail ballots, and other required election materials that are undeliverable ("not claimed," "declined," "refused," expiration of forwarding address, etc.). **For returned mail from voter address list maintenance activities, see "VOTER ADDRESS LIST MAINTENANCE RECORDS."**

**RETENTION:** 2 anniversary years after receipt.

**PETITION RECORDS: BALLOTTED ISSUES**

**Item #170**

This record series consists of petition records requesting consideration of various constitutional and nonconstitutional initiatives, referenda, public measures and other questions that made ballot position and/or appeared on the ballot. The records may include, but are not limited to, qualified signatures of registered voters and affidavits, paperwork, memoranda, documentation, etc. relating to the petition process. Records are created pursuant to Section 101.161, *Florida Statutes*, Referenda; ballots, and Section 105.036, *Florida Statutes*, Initiative for method of selection for circuit or county court judges. Retention is based on Section 100.371, *Florida Statutes*, Initiatives; procedure for placement on ballot, which requires retention of related records (signature forms) for 1 year following the election in which the issue appeared on the ballot. See also "CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES" and "PETITION RECORDS: UNBALLOTTED ISSUES."

**RETENTION:** 1 anniversary year after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, in which the issue made ballot position or appeared on the ballot.

**PETITION RECORDS: MUNICIPAL RECALL**

**Item #150**

This records series consists of records relating to a municipal recall under Section 100.361, *Florida Statutes*, Municipal recall. The series includes signed and filed municipal recall petitions, the signature verification certificate, the supervisor of elections determination whether threshold for requisite signatures was met, the clerk's certification to the governing body whether requisite signatures met or not, the defensive statement, the Recall Petition and Defense and signed petitions, and the municipal officer's written resignation. Retention is based on Section 100.361(9), *Florida Statutes*, which requires that "The clerk shall preserve in his or her office all papers comprising or connected with a petition for recall for a period of 2 years after they were filed."

**RETENTION:** 2 anniversary years after the petition was initially filed.

**PETITION RECORDS: UNBALLOTTED ISSUES**

**Item #171**

This record series consists of petition records requesting consideration of various constitutional and non-constitutional initiatives, referenda, public measures and other questions that did not successfully make ballot position in accordance with applicable local or state law, or is no longer seeking ballot position. The records may include, but are not limited to, signatures of registered voters and affidavits, paperwork, memoranda, documentation, etc. relating to the petition process. Records may have been created pursuant to Sections 101.161, Referenda; ballots, 100.371, Initiatives, and 105.036, *Florida Statutes*, Initiative for method of selection of circuit or county court judges. See also "PETITION RECORDS: BALLOTTED ISSUES."

**RETENTION:** Retain until notification that the request is closed, withdrawn, removed or committee that circulated the petition is no longer seeking ballot position.

**PRECINCT BOUNDARY RECORDS AND MAPS**

**Item #69**

This record series consists of maps drawn to scale with all major observable features; worded description of the geographical boundaries; all precinct reorganization correspondence; and printed copies of maps outlining precinct boundaries and affixing precinct numbers thereon which are available for general use/sale. These records are created pursuant to Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries (formerly Section 98.031, *Florida Statutes*). See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY."

**RETENTION: Permanent.** Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

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**PRECINCT MAP REFERENCE MATERIALS**

**Item #125**

This record series consists of copies of descriptions of property being annexed by local governments that will change precinct boundaries or lines, including correspondence, reports, maps, certifying statements, and municipal service plans; maps giving street, township, and range for each quadrant of the county upon which the approved platted subdivisions are drawn and affixed; and maps approved and certified by the government entity showing street names and geographical boundaries of approved subdivision and development therein which aid the supervisor of elections in establishing, changing, and reorganizing precincts and polling place locations. These records are created pursuant to Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries (formerly Section 98.031, *Florida Statutes*). This series does **not** include the record (master) copy of Precinct Boundary Records and Maps (see that item).

**RETENTION:** 22 months after certification of the next federal election.

**RESIDENTIAL STREET ADDRESS LIST**

**Item #153**

This record series consists of lists maintained by the Supervisor of Elections to verify legal addresses of voters residing in the county. This series is created pursuant to Section 98.015(12), *Florida Statutes*, Supervisor of elections; election, tenure of office, compensation, custody of registration-related documents, office hours, successor, seal; appointment of deputy supervisors; duties. This information is forwarded to the Department of State to compile and maintain a statewide electronic database of valid residential street addresses pursuant to Section 98.045(4), *Florida Statutes*, Administration of voter registration.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES**

**Item #15**

This record series consists of reports submitted to the Department of State by the supervisor of elections containing the names, party affiliations, and addresses of all candidates and the offices for which they qualified. These records are created pursuant to Section 99.092(2), *Florida Statutes*, which reads, "The supervisor of elections shall, immediately after the last day for qualifying, submit to the Department of State a list containing the names, party affiliations, and addresses of all candidates and the offices for which they qualified."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**TESTIMONIAL NOTICES**

**Item #172**

This record series consists of notices of testimonials held in honor or on behalf of any person holding public office. Section 111.012, *Florida Statutes*, Testimonials for public officers, reads in part, "notice shall state the date and place the testimonial is to be held, the name and address of the person or persons in charge of the testimonial, the name and address of the officer in whose honor or on whose behalf the testimonial is to be held, the purpose for which the testimonial is to be held, and the purpose for which the funds raised are to be used."

**RETENTION:** 5 fiscal years after filing.

**THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS**

**Item #173**

This record series consists of Supervisors of Elections' accounting of each third-party registration organization's voter registration applications. The series documents the number of voter registration applications provided to and received from third-party organizations. The series also includes Supervisor of Elections' transmittal form indicating third party voter registration organizations that are noncompliant. Records created pursuant to Section 97.0575, *Florida Statutes*, Third-party voter registrations. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by Division of Elections that is retained for 2 anniversary years from the date of the record.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS**

**Item #137**

This record series consists of vote-by-mail and federal write-in absentee ballot request information compiled and made available to the Division of Elections daily during an election cycle. These records are created pursuant to Section 101.62(3), *Florida Statutes*, Request for absentee ballots. The series also includes requests for the information from parties authorized by Section 101.62(3), *Florida Statutes*, to receive otherwise confidential and exempt information. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by the Division of Elections that is retained for 4 calendar years after receipt of last report for election cycle.

**RETENTION:** 3 months after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions.



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**VOTER ADDRESS LIST MAINTENANCE RECORDS**

**Item #106**

This record series consists of records relating to address list maintenance programs and activities, including the names and addresses of registered voters to whom notices were sent regarding a change or confirmation of a residential address for purposes of registration and voting in the county. The series includes returned or undeliverable Address Change Notices, Address Confirmation Request forms, Address Confirmation Final Notice forms, and pre-addressed return forms or other address change information returned by the voter, as well as the names of inactive voters. The records are created pursuant to *Florida Statutes* Section 98.065, Registration list maintenance programs, Section 98.0655, Registration list maintenance forms, and Section 98.075(2), as it relates to address list maintenance activities.

**RETENTION:** Retain as long as voter is registered or 2 anniversary years after voter is removed from the official list of registered voters, whichever occurs later.

**VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS**

**Item #94**

This record series consists of the official registration information for all qualified voters in each county. These records are created pursuant to Sections 97.053, *Florida Statutes*, Acceptance of voter registration applications; 97.057, *Florida Statutes*, Voter registration by the Department of Highway Safety and Motor Vehicles; 97.058, *Florida Statutes*, Voter registration agencies; 97.105, *Florida Statutes*, Permanent single registration system established; 98.035, *Florida Statutes*, Statewide voter registration system; implementation, operation, and maintenance; 98.461, *Florida Statutes*, Registration application, precinct register; contents; and 101.002 (3), *Florida Statutes*, Use of system by municipalities. Since January 1, 2006, these records are officially recorded and retained electronically in the Florida Voter Registration System. The retention period for the record copy is pursuant to Attorney General Opinion 86-18 and Florida Division of Elections opinion DE 87-06. See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY," "VOTER ADDRESS LIST MAINTENANCE RECORDS," "VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS," "VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS," and "VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS."

**RETENTION: Permanent.** Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

**VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT**

**Item #156**

This record series consists of Supervisors of Elections copies of reports filed with the Division of Elections relating to address list and voter registration eligibility maintenance activities. Each Supervisor of Elections must certify to the Department of State twice a year that he or she has conducted required activities relating to maintaining accurate and current addresses for registered voters in the Florida Voter Registration System and to processing information or records relating to the potential ineligibility of registered voters. Records created per Section 98.065(6), *Florida Statutes*, Registration list maintenance programs, and 98.075(8), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention pursuant to Section 98.045(3), *Florida Statutes*, Administration of voter registration--Public records access and retention.

**RETENTION:** 2 anniversary years from date of filing.

**VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS**

**Item #22**

This record series consists of notification from electors to the supervisor of elections because of a change in the elector's name due to marriage or other legal process; a change in political party affiliation; a signature update; or change of residence/mailling address. These records revise or update the official registration records for all qualified voters which, since January 1, 2006, are centrally compiled and retained in the Florida Voter Registration System. These records are created pursuant to Sections 97.1031, *Florida Statutes*, Notice of change of residence, change of name, or change of party affiliation; 98.077, *Florida Statutes*, Update of voter signature; and 101.045, *Florida Statutes*, Electors must be registered in precinct; provisions for change of residence or name. See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY" and "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS."

**RETENTION: Permanent.** Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

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**VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS** **Item #129**

This record series consists of voter registration applications that have been denied or cannot be processed because they are incomplete. These records are created pursuant to Sections 97.053, *Florida Statutes*, Acceptance of voter registration applications; 97.073, *Florida Statutes*, Disposition of voter registration applications; cancellation notice; and 98.045, *Florida Statutes*, Administration of voter registration.

**RETENTION:** 2 anniversary years after notice to applicant that application is incomplete or denied.

**VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS** **Item #132**

This record series consists of records indicating that individuals declined to register to vote at any office that issues a Florida driver license/state identification pursuant to Section 97.057, *Florida Statutes*, and at a voter registration agency, defined as "any office that provides public assistance, any office that serves persons with disabilities, any center for independent living, or any public library" (Section 97.021(44), *Florida Statutes*) and Section 97.058, *Florida Statutes*, Voter registration agencies. The retention period is pursuant to Section 97.058(7), *Florida Statutes*, Voter registration agencies, which requires voter registration agencies to "retain declinations for a period of 2 years, during which time the declinations are not considered a record of the client pursuant to the laws governing the agency's records."

**RETENTION:** 2 anniversary years after receipt.

**VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS** **Item #130**

This record series consists of voter registrations and associated documentation pertaining to persons who register pursuant to Section 97.0535(1), *Florida Statutes*, and affirm that they have never been issued a current and valid Florida driver's license, Florida identification card, or social security number and is otherwise exempt from those identification requirements until such time as they vote or claim to be exempt from the provisions.

**These records are considered part of the permanent voter registration record.** See also "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS."

**RETENTION: Permanent.** Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

**VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS)** **Item #157**

This record series consists of case files documenting potentially ineligible registered voters for which ineligibility cannot be determined or for which eligibility is established. The series may include, but is not limited to, copies of a court order or judgment that the voter was mentally incapacitated with respect to voting and has had his or her right to vote restored; a court order or judgment that the voter has been convicted of any state or federal felony and has had his or her right to vote restored; proof that the voter meets the age requirement; information that the voter is a United States citizen; information that the voter is not a fictitious person; verification that the voter has listed a residence that is his or her legal residence; or any other information indicating that the registered voter meets the eligibility requirements. This series also includes notices mailed or published to the voter of potential ineligibility, any other correspondence to or from the voter, hearing records, and determination of eligibility. These case files may have been compiled and forwarded to the Supervisor of Elections by the Bureau of Voter Registration Services, or they may have been created by the Supervisor of Elections based on information received from another source. Records created per Section 98.075(4)-(7), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention is based on Title 52 U.S.C. ss. 20507(i), Requirements with respect to administration of voter registration, Public disclosure of voter registration activities.

**RETENTION:** 2 anniversary years after case closed.

**VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)** **Item #158**

This record series consists of case files documenting potentially ineligible registered voters determined to be ineligible based on credible and reliable information and also documenting voters who have been removed from the official rolls by request either directly from the voter or indirectly through notice received from an out-of-state election official that the person is now registered in another state. The series may include, but is not limited to, copies of a court order or judgment that the voter is mentally incapacitated with respect to voting and has not had his or her right to vote restored; a court order or judgment that the voter has been convicted of any state or federal felony and has not had his or her right to vote restored; information that the voter does not meet the age requirement; information that the voter is not a United States citizen; information that the voter is a fictitious person; information that the voter has listed a residence that is not his or her legal residence; or any other information indicating that the registered voter does not meet the eligibility requirements. This series also includes notices mailed or published to the voter of potential ineligibility, any other correspondence to or from the voter, hearing records, and determination of ineligibility. These case files may have been compiled and forwarded to the Supervisor of Elections by the Bureau of Voter Registration Services, or they may have been created by the Supervisor of Elections based on information received from another source. Records created per

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Section 98.075(4)-(7), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention is based in part on Title 52 U.S.C. ss. 20507(i), Requirements with respect to administration of voter registration, Public disclosure of voter registration activities, and Section 98.081(2), *Florida Statutes*, which authorizes the restoration of "the name of any elector . . . erroneously or illegally removed from the statewide voter registration system."

**RETENTION: Permanent.** Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

**VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS** **Item #87**

This record series consists of records from state and federal agencies that are used by the supervisor of elections as a basis for identifying a registered voter as potentially ineligible pursuant to Section 98.093, *Florida Statutes*, Duty of officials to furnish information relating to deceased persons, persons adjudicated mentally incapacitated, and persons convicted of a felony, and Title 52 U.S.C. ss. 20507(g), Requirements with respect to administration of voter registration, Conviction in Federal court. Records may include lists, judgments, or other documentation relating to: deceased persons (Florida Department of Health/Vital Statistics); adjudications of mental incapacity with respect to voting (clerks of the court); persons convicted of a felony in federal court (U.S. State Attorney's Office); convicted felons (Florida Department of Law Enforcement); persons granted clemency (Parole Commission/Board of Executive Clemency); inmate records (Florida Department of Corrections); Florida driver licenses removed from the driver license database because they have been licensed in another state (Florida Department of Highway Safety and Motor Vehicles); persons registered to vote in another state (state election officials); or other records from other governmental sources. For individual source records extracted from these records and used to determine eligibility of individual voters, see "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS" and "VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)."

**RETENTION:** Retain until obsolete, superseded or administrative value is lost.

**VOTER REGISTRATION SYSTEM: CHANGE LOGS** **Item #118**

This record series consists of reports documenting changes made in the voter registration system. The series documents such information as new registrations added, preregistrations for 16 and 17 year olds, and address changes.

**RETENTION:** 22 months after the date of the next election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

**VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS** **Item #159**

This record series consists of records relating to acquisition of approved voting systems and equipment filed with the Division of Elections at the time of purchase or acquisition. The series may include vote tabulation source code, software, updates, modifications, user and/or operator manuals, and the vendor's sworn certification. The series may also include bid invitations submitted by counties for the acquisition of voting equipment. Records created pursuant to Section 101.294(5), *Florida Statutes*, Purchase and sale of voting equipment; and Section 101.5607(1)(a), *Florida Statutes*, Department of State to maintain voting system information; prepare software. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the Division of Elections, which retains these records for 24 months after subsequent acquisition update is filed or new system implemented.

**RETENTION:** 1 anniversary year after report of superseding acquisition report is filed.

**VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS** **Item #95**

This record series consists of maintenance records, calibration, and/or testing of voting equipment and systems, including tabulation programs used in logic and accuracy tests submitted to the Department of State. This series may include program codes, user and operator manuals and copies of all software, firmware, media, exhibits, manuals and related documentation. These records are created pursuant to Section 101.5607, *Florida Statutes*, Department of State to maintain voting system information; prepare software. Retention is based on Title 52 U.S. Code s. 20701, Retention and preservation of records and papers by officers of elections.

**RETENTION:** 22 months after certification of the election as defined in Section 97.021(13), *Florida Statutes*, Definitions, in which the machine was used for the final time before being permanently deactivated.

**VOTING SYSTEM SECURITY PROCEDURES** **Item #164**

This record series consists of written procedures for ensuring voting system security and accuracy in accordance with Section 101.015(4)(b), *Florida Statutes*, Standards for voting systems, and Rule 1S-2.015, *Florida Administrative Code*, Minimum Security Procedures for Voting Systems. The series may also include any revisions to previously approved procedures, recommendations and acknowledgements made by the Division of Elections, and samples of forms, schedules, and checklists along with instructions for their use.

**RETENTION:** 2 anniversary years after superseded.

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\*\*\*CROSS-REFERENCE\*\*\***

**CROSS-REFERENCE**

ABSENTEE BALLOT ENVELOPES - FIRST-TIME VOTERS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES - FIRST-TIME VOTERS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT "IN OFFICE" VOTER CERTIFICATES: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT "IN OFFICE" VOTER CERTIFICATES: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT/REGISTRATION APPLICATIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT REQUEST FILE REPORTS  
use VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS

ABSENTEE BALLOT REQUESTS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT REQUESTS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ANNEXATION RECORDS  
use PRECINCT MAP REFERENCE MATERIALS

ANNUAL SPECIAL SALARY CERTIFICATION  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #195, PAYROLL RECORDS: SUPPORTING DOCUMENTS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #378, PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #19, PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

APPLICATIONS: ABSENTEE BALLOT/REGISTRATION (FEDERAL POSTCARD APPLICATIONS)  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

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**GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**  
**\*\*\*CROSS-REFERENCE\*\*\***

APPLICATIONS: REPLACEMENT OF REGISTRATION ID CARD  
use APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN: FEDERAL ELECTION  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT IMAGE FILES  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT INSPECTION CERTIFICATION: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT INSPECTION CERTIFICATION: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT ON DEMAND REQUEST RECORDS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT STUBS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT STUBS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, OFFICIAL: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, OFFICIAL: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, UNUSED  
see *ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS*

BOOK CLOSING STATISTICS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BOOK CLOSING STATISTICS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

CAMPAIGN RECORDS: COMMITTEES OF CONTINUOUS EXISTENCE  
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

CANDIDATE/COMMITTEE FILES  
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

CANDIDATES' FILING FEE REPORTS  
use SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES

CENTRAL VOTING SYSTEM RECORDS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

CERTIFIED CANVASSING BOARD REPORTS  
use LIST OF CANDIDATES NOMINATED OR ELECTED

CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS  
use VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS

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**\*\*\*CROSS-REFERENCE\*\*\***

CONDUCT OF ELECTION REPORTING RECORDS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

DAILY VOTER LOGS

use VOTER REGISTRATION SYSTEM: CHANGE LOGS

DECLINATIONS

use VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS

EARLY VOTING VOTER CERTIFICATES: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

EARLY VOTING VOTER CERTIFICATES: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION FRAUD COMPLAINTS (copies retained by the Supervisors of Elections of complaints filed with the Department of State)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #2, ADMINISTRATIVE CONVENIENCE RECORDS

ELECTION MATERIALS, UNUSED

see *ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS*

ELECTION PARAMETER RECORDS: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION PARAMETER RECORDS: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION RETURNS: PRECINCT (FEDERAL ELECTIONS)

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION RETURNS: PRECINCT (STATE AND LOCAL ELECTIONS)

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION SECURITY DEVICE RECORDS: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION SECURITY DEVICE RECORDS: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FEDERAL POSTCARD APPLICATIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FINANCIAL DISCLOSURE STATEMENTS: ELECTED OFFICIALS AND CANDIDATES

use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

FINANCIAL DISCLOSURE STATEMENTS: APPOINTED OFFICIALS AND GOVERNMENT EMPLOYEES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #346, FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

HELP AMERICA VOTE ACT (HAVA) EXEMPTION FORM

use VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS

INACTIVE VOTER LISTS

use VOTER ADDRESS LIST MAINTENANCE RECORDS

LIST MAINTENANCE FORMS

use VOTER ADDRESS LIST MAINTENANCE RECORDS

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**\*\*\*CROSS-REFERENCE\*\*\***

MAIL BALLOT ELECTION PLAN RECORDS  
use MAIL BALLOT ELECTION RECORDS

MAIL BALLOT ENVELOPES  
use MAIL BALLOT ELECTION RECORDS

MAPS: ASSESSMENT  
use PRECINCT MAP REFERENCE MATERIALS

MAPS: PLAT  
use PRECINCT MAP REFERENCE MATERIALS

MAPS: PRECINCT  
use PRECINCT BOUNDARY RECORDS AND MAPS

MENTAL COMPETENCY VOTING RIGHTS RESTORED RECORDS  
use VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS

OATHS: FEDERAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

OATHS: STATE AND LOCAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PETITION RECORDS: BALLOTTED ISSUES (CONSTITUTIONAL AMENDMENTS)  
use PETITION RECORDS: BALLOTTED ISSUES

PETITION RECORDS: BALLOTTED ISSUES (OTHER THAN CONSTITUTIONAL AMENDMENTS)  
use PETITION RECORDS: BALLOTTED ISSUES

PETITION RECORDS: UNBALLOTTED ISSUES (CONSTITUTIONAL AMENDMENTS)  
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION RECORDS: UNBALLOTTED ISSUES (OTHER THAN CONSTITUTIONAL AMENDMENTS)  
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION SIGNATURE RECORDS: BALLOTTED  
use PETITION RECORDS: BALLOTTED ISSUES

PETITION SIGNATURE RECORDS: UNBALLOTTED  
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION SIGNATURE RECORDS FOR CANDIDATES FOR FEDERAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PETITION SIGNATURE RECORDS FOR CANDIDATES FOR STATE AND LOCAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL LISTS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL LOCATION RECORDS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WATCHERS RECORDS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WATCHERS RECORDS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

**FLORIDA DEPARTMENT OF STATE  
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\*\*\*CROSS-REFERENCE\*\*\***

POLL WORKER RECORDS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WORKER RECORDS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT AND POLLING PLACE LOCATION RECORDS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT AND POLLING PLACE LOCATION RECORDS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT REGISTERS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT REGISTERS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

"PROTEST OF ELECTION" RETURNS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

"PROTEST OF ELECTION" RETURNS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT ENVELOPES: FEDERAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT ENVELOPES: STATE AND LOCAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' AFFIRMATIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' CERTIFICATES: FEDERAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' CERTIFICATES: STATE AND LOCAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PURGE FORMS  
use VOTER ADDRESS LIST MAINTENANCE RECORDS

PURGE LISTS  
use VOTER ADDRESS LIST MAINTENANCE RECORDS

QUALIFYING RECORDS: CANDIDATE  
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

QUALIFYING RECORDS: POLITICAL COMMITTEE  
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/ COMMITTEES/PARTIES

REGISTERED ELECTORS STATISTICAL REPORTS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

REGISTRATION ID CARD REPLACEMENT APPLICATIONS  
use APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

REGISTRATION RECORDS: POLITICAL COMMITTEE  
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES



**FLORIDA DEPARTMENT OF STATE**  
**GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**  
**\*\*\*CROSS-REFERENCE\*\*\***

REQUEST FOR REIMBURSEMENT FOR PETITION SIGNATURE VERIFICATION  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL

TREASURERS' RECORDS: CANDIDATES/COMMITTEES/PARTIES  
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/ COMMITTEES/PARTIES

VOTER AUTHORIZATION SLIPS/STUBS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER AUTHORIZATION SLIPS/STUBS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER CHALLENGE RECORDS: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER CHALLENGE RECORDS: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST ACQUISITION OATHS: FEDERAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST ACQUISITION OATHS: STATE AND LOCAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST MAINTENANCE RECORDS  
use VOTER ADDRESS LIST MAINTENANCE RECORDS

VOTER REGISTRATION APPLICATIONS: DUPLICATES AND INCOMPLETES  
use VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS

VOTER REGISTRATION CANCELLATION RECORDS  
use VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS

VOTER REGISTRATION RENEWAL CARDS  
use MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIAL

VOTER REGISTRATION: IDENTIFICATION EXEMPTION RECORDS  
use VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS

VOTING EQUIPMENT AND SYSTEM: AUDIT RECORDS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING EQUIPMENT RECORDS  
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING EQUIPMENT RECORDS AND SYSTEM: MAINTENANCE AND TESTING  
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING HISTORY: FEDERAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING HISTORY: STATE AND LOCAL ELECTIONS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING MACHINE TESTING RECORDS  
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING MACHINE VOTES CAST SUMMARY LISTING: FEDERAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

**FLORIDA DEPARTMENT OF STATE**  
**GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**  
**\*\*\*CROSS-REFERENCE\*\*\***

VOTING MACHINE VOTES CAST SUMMARY LISTING: STATE AND LOCAL OFFICE  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING PASS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER REGISTRATION: VOTER INFORMATION CARDS  
use MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIAL  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #393, AUDIT  
TRAILS: CRITICAL INFORMATION SYSTEMS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #394, AUDIT  
TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

VOTING SYSTEM OVERVOTES/UNDERVOTES REPORTS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING SYSTEM TRANSACTION LOGS  
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

**FLORIDA DEPARTMENT OF STATE  
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS  
\*\*\*ALPHABETICAL LISTING\*\*\***

**ALPHABETICAL LISTING**

APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD	Item #8
CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES	Item #143
COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS	Item #19
EARLY VOTING REPORTS	Item #145
ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY	Item #168
<i>ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS</i>	
ELECTION RETURNS: COUNTY TABULATION	Item #35
JOURNALS: ELECTIONS FINANCIAL TRANSACTIONS	Item #42
LIST OF CANDIDATES NOMINATED OR ELECTED	Item #21
MAIL BALLOT ELECTION RECORDS	Item #169
MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS	Item #43
PETITION RECORDS: BALLOTTED ISSUES	Item #170
PETITION RECORDS: MUNICIPAL RECALL	Item #150
PETITION RECORDS: UNBALLOTTED ISSUES	Item #171
PRECINCT BOUNDARY RECORDS AND MAPS	Item #69
PRECINCT MAP REFERENCE MATERIALS	Item #125
RESIDENTIAL STREET ADDRESS LIST	Item #153
SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES	Item #15
TESTIMONIAL NOTICES	Item #172
THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS	Item #173
VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS	Item #137
VOTER ADDRESS LIST MAINTENANCE RECORDS	Item #106
VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS	Item #94
VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT	Item #156
VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS	Item #22
VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS	Item #129
VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS	Item #132
VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS	Item #130
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS)	Item #157
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)	Item #158
VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS	Item #87
VOTER REGISTRATION SYSTEM: CHANGE LOGS	Item #118
VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS	Item #159
VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS	Item #95
VOTING SYSTEM SECURITY PROCEDURES	Item #164

**FLORIDA DEPARTMENT OF STATE  
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS  
\*\*\*NUMERICAL LISTING\*\*\***

**NUMERICAL LISTING**

APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD	Item #8
SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES	Item #15
COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS	Item #19
LIST OF CANDIDATES NOMINATED OR ELECTED	Item #21
VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS	Item #22
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VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS	Item #87
VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS	Item #94
VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS	Item #95
VOTER ADDRESS LIST MAINTENANCE RECORDS	Item #106
VOTER REGISTRATION SYSTEM: CHANGE LOGS	Item #118
PRECINCT MAP REFERENCE MATERIALS	Item #125
VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS	Item #129
VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS	Item #130
VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS	Item #132
VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS	Item #137
CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES	Item #143
EARLY VOTING REPORTS	Item #145
PETITION RECORDS: MUNICIPAL RECALL	Item #150
RESIDENTIAL STREET ADDRESS LIST	Item #153
VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT	Item #156
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS)	Item #157
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)	Item #158
VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS	Item #159
VOTING SYSTEM SECURITY PROCEDURES	Item #164
ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY	Item #168
MAIL BALLOT ELECTION RECORDS	Item #169
PETITION RECORDS: BALLOTTED ISSUES	Item #170
PETITION RECORDS: UNBALLOTTED ISSUES	Item #171
TESTIMONIAL NOTICES	Item #172
THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS	Item #173
<i>ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS</i>	

**FLORIDA DEPARTMENT OF STATE  
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS  
APPENDIX**

**APPENDIX**

**ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY** (item #168) may include, but is not limited to, the following election records:

**ABSENTEE BALLOT ENVELOPES AND CERTIFICATES**

Section 101.64, *Florida Statutes*, Delivery of vote-by-mail ballots; envelopes; form.  
Section 101.657, *Florida Statutes* (repealed)

**ABSENTEE BALLOT REQUESTS**

Section 101.62, *Florida Statutes*, Request for vote-by-mail ballots  
Section 101.6951, *Florida Statutes*, State write-in vote-by-mail ballot

**AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS**

Section 101.49, *Florida Statutes*, Procedure of election officers where signatures differ  
Section 101.051, *Florida Statutes*, Electors seeking assistance in casting ballots

**APPLICATIONS: ABSENTEE BALLOT/REGISTRATION (FEDERAL POSTCARD APPLICATIONS)**

Section 101.694, *Florida Statutes*, Mailing of ballots upon receipt of federal postcard application  
(formerly Section 97.064, *Florida Statutes*)

**BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN**

Rule 1S-2.032, *Florida Administrative Code*, Uniform Design for Election Ballots

**BALLOT IMAGE FILES**

**BALLOT INSPECTION CERTIFICATION**

Section 101.5610, *Florida Statutes*, Inspection of ballot by election board

**BALLOT ON DEMAND REQUEST RECORDS**

Section 101.151(1)(b), *Florida Statutes*, Specifications for ballots.

**BALLOT STUBS**

**BALLOTS, OFFICIAL**

Section 101.655, *Florida Statutes*, Supervised voting by absent electors in certain facilities  
Section 101.151, *Florida Statutes*, Specifications for ballots

**BOOK CLOSING STATISTICS**

Section 98.231, *Florida Statutes* (repealed)

**CONDUCT OF ELECTION REPORTING RECORDS**

Section 102.141(10), *Florida Statutes*, County canvassing board; duties

**EARLY VOTING VOTER CERTIFICATES**

Section 101.657, *Florida Statutes*, Early voting

**ELECTION PARAMETER RECORDS**

Section 101.5607(1)(b), Department of State to maintain voting system information  
Section 101.5612, *Florida Statutes*, Testing of tabulating equipment  
Rule 1S-2.015(5)(f), *Florida Administrative Code*, Minimum Security Procedures for Voting Systems, Standards for Security Procedures

**ELECTION RETURNS: PRECINCT**

Section 98.0981(2), *Florida Statutes*, Reports; voting history; statewide voter registration system information; precinct-level election results; book closing statistics  
Section 101.5614, *Florida Statutes*, Canvass of returns  
Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results  
Section 102.141, *Florida Statutes*, County canvassing board; duties  
Section 102.151, *Florida Statutes*, County canvassing board to issue certificates; supervisor to give notice to Department of State  
Section 102.112, *Florida Statutes*, Deadline for submission of county returns to the Department of State

**ELECTION SECURITY DEVICE RECORDS**

Rule 1S-2.015, *Florida Administrative Code*, Minimum Security Procedures for Voting Systems

**FLORIDA DEPARTMENT OF STATE  
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS  
APPENDIX**

**PETITION SIGNATURE RECORDS FOR CANDIDATES**

- Section 99.095, *Florida Statutes*, Petition process in lieu of a qualifying fee and party assessment
- Section 99.0955, *Florida Statutes*, Candidates with no party affiliation; name on general election ballot
- Section 99.096, *Florida Statutes*, Minor political party candidates; names on ballot
- Section 99.09651, *Florida Statutes*, Signature requirements for ballot position in year of apportionment
- Section 105.035, *Florida Statutes*, Petition process of qualifying for certain judicial offices and the office of school board member

**POLL WATCHERS RECORDS**

- Section 101.131, *Florida Statutes*, Watchers at polls

**POLL WORKER RECORDS**

- Section 102.012, *Florida Statutes*, Inspectors and clerks to conduct elections
- Section 102.014, *Florida Statutes*, Poll worker recruitment and training
- Section 102.021, *Florida Statutes*, Compensation of inspectors, clerks, and deputy sheriffs

**PRECINCT AND POLLING PLACE LOCATION RECORDS**

- Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries
- Section 101.657, *Florida Statutes*, Early Voting
- Section 101.71, *Florida Statutes*, Polling place

**PRECINCT REGISTERS**

- Section 98.461, *Florida Statutes*, Registration application, precinct register; contents
- Section 101.23, *Florida Statutes*, Election inspector to keep list of those voting

**"PROTEST OF ELECTION" RETURNS**

- Section 102.166, *Florida Statutes*, Manual recounts of overvotes and undervotes
- Section 102.167, *Florida Statutes* (repealed)

**PROVISIONAL BALLOT VOTERS' CERTIFICATES**

- Section 101.111, *Florida Statutes*, Voter challenges
- Section 101.048, *Florida Statutes*, Provisional ballots
- Section 101.049, *Florida Statutes*, Provisional ballots; special circumstances
- Rule 1S-2.037, *Florida Administrative Code*, Provisional Ballots

**REGISTERED ELECTORS STATISTICAL REPORTS**

- Section 98.231, *Florida Statutes* (repealed)

**VOTER AUTHORIZATION SLIPS/STUBS**

**VOTER CHALLENGE RECORDS**

- Section 101.111, *Florida Statutes*, Voter challenges
- Section 101.68, *Florida Statutes*, Canvassing of vote-by-mail ballot

**VOTER LIST ACQUISITION OATHS**

- Section 98.095(3), *Florida Statutes* (repealed)
- Section 101.111, *Florida Statutes*, Voter challenges
- Section 102.012, *Florida Statutes*, Inspectors and clerks to conduct elections

**VOTING EQUIPMENT AND SYSTEM: AUDIT RECORDS**

- Section 101.591, *Florida Statutes*, Voting system audit
- Rule 1S-5.026, *Florida Administrative Code*, Post-Election Certification Voting System Audit

**VOTING HISTORY**

- Section 98.0981, *Florida Statutes*, Reports; voting history; statewide voter registration system information; precinct-level election results; book closing statistics

**VOTING MACHINE VOTES CAST SUMMARY LISTING**

- Section 101.5614, *Florida Statutes*, Canvass of returns
- Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results (formerly Section 101.54)

**VOTING SYSTEM OVERVOTES/UNDERVOTES REPORTS**

- Section 101.595, *Florida Statutes*, Analysis and reports of voting problems

**VOTING SYSTEM TRANSACTION LOGS**

# **TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

# **12**



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# PROPOSAL

OPP-22-022046

Dec 5, 2022

Account Information
<b>Account Name:</b> TSR CDD - Starkey Ranch
<b>Street Address:</b> 2500 Heart Pine Ave
<b>City State Zip:</b> OdessaFL33556-3462

Contact Information
<b>Contact Name:</b> Barry Mazzoni
<b>Contact Email:</b> mazzonib@whhassociates.com
<b>Contact Phone:</b>

Rose Paving Information
<b>Account Executive:</b> Michael Vegeto
<b>Email:</b> michael.vegeto@rosepaving.com
<b>Cell:</b> 813-460-5126

Notes/Exclusions

PRICING TABLE					
Service Line Name	QTY	U of M	Depth	Unit Price	Subtotal
Asphalt - Remove and Replace @ 2"	30	SF	2.00	\$115.71	\$3,471.33
Concrete Flatwork - Remove and Replace @ 4"	240	SF	4.00	\$18.91	\$4,539.33
Concrete - Grind	188	SF		\$8.80	\$1,654.40
					<b>\$9,665.06</b>

Subtotal	<b>\$9,665.06</b>
Tax	<b>\$0.00</b>
<b>Total</b>	<b>\$9,665.06</b>





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# PROPOSAL

## CUSTOMER APPROVAL

Total Dollars Approved: **\$9,665.06**

Name:

Authorized Signature:

## BILLING INSTRUCTIONS:

Scope Detail	
Service Line Name	Service Description
Asphalt - Remove and Replace @ 2"	<ul style="list-style-type: none"> <li>-Saw cut and excavate damaged asphalt to specified depth.</li> <li>-Grind down protruding root</li> <li>-Remove debris to approved facility.</li> <li>-Mechanically compact sub-grade to an unyielding condition.</li> <li>-Apply tack coat to all vertical edges to ensure adhesion.</li> <li>-Install Hot Mix Asphalt in separate lifts and compact to specified depth.</li> <li>-If undercut is required due to unsuitable base, an additional charge will apply.</li> <li>-If asphalt is deeper than specified depths, additional charges will apply.</li> </ul>
Concrete Flatwork - Remove and Replace @ 4"	<ul style="list-style-type: none"> <li>-Saw and excavate damaged concrete down to specified depth.</li> <li>-Remove debris to approved facility.</li> <li>-Mechanically compact sub-grade to an unyielding condition.</li> <li>-Dowel into adjacent concrete as needed.</li> <li>-Set forms as necessary to achieve proper grades.</li> <li>-Pour 3500 PSI concrete flush with adjacent surface.</li> <li>-Re-establish joints per existing.</li> <li>-Remove forms and construction debris after concrete has cured.</li> </ul>
Concrete - Grind	<p>12 sections within neighborhood.</p> <p>Concrete grind down trip hazard/high side.</p> <p>Grind to level down the high side of two joining sections of concrete, the high side is ground down flush to the adjacent concrete eliminating the trip hazard.</p> <p>The debris will be swept up and hauled away.</p> <p>Leave property neat &amp; broom clean upon completion</p>

## Rose Paving Contract Terms & Conditions

- 1. ESCALATION:** This proposal is based on material costs at current market rates. Due to the current volatile market conditions for liquid asphalt that are beyond Rose Paving's control and in the event of future material price increases the responsible party agrees to pay for the escalation of material costs without a change order. This paragraph applies only to materials.
- 2. TIMING:** Due to fluctuation in the cost of raw materials, including but not limited to liquid asphalt, if the current date is past 15 days from the proposal date, customer should clarify that pricing is still valid.
- 3. CONTRACT DOCUMENTS:** Specification sheets, drawings and other documentation presented in this proposal shall be part of the contract. It is the responsibility of the customer's authorized representative to be aware of the terms and conditions stated herein and of the other contract documentation.
- 4. PAYMENT TERMS:** NET BALANCE DUE 30 DAYS AFTER COMPLETION OF WORK. Unpaid balances will accrue a late fee of 1% per month until paid in full. In the event of your failure to conform to the terms and conditions of this agreement, you hereby agree to pay Rose Paving LLC. all sums earned to date. Price reflects a 4% (four percent) discount for payments by cash or check.
- 5. DEPOSIT:** If contracted amount exceeds \$15,000.00, a deposit of 1/3 of the project price is required to schedule work unless noted otherwise in this agreement.
- 6. PERMITS AND FEES:** Owner is responsible for obtaining and paying for any required PERMITS, BONDS, and LICENSES, or plans required to obtain the aforementioned.
- 7. UNMARKED / UNDOCUMENTED UTILITIES:** The client shall be responsible for repairing any private utility lines damaged by Rose Paving during the course of this project which were unmarked, undocumented or non-conforming to prevailing codes. While Rose Paving shall be responsible for repairing utilities in situations where Rose Paving damaged marked, conforming private utility lines, Rose Paving shall not be held liable for additional costs associated with utility interruption regardless of whether the lines were marked and / or documented properly or not. The customer is responsible to call the utility company.
- 8. WORK ACCESSIBILITY:** The price(s) quoted herein is contingent upon the work area being free of any obstructions (vehicles, dumpsters, etc.) at the scheduled project start date and time. Rose Paving, reserves the right to adjust the agreed upon project price if the job conditions prevent Rose Paving work crews from starting on time and proceeding without interruption
- 9. SOIL CONDITIONS:** The proposed price is contingent on the existing subsoil or base being adequate to support the pavement work. Rose Paving shall not be held liable for failure due to poor subgrade, moisture or other unforeseen circumstances such as underground water springs, contaminated soil, etc. If failure does occur, Rose Paving will notify agent or owner for inspection.
- 10. WATER DRAINAGE:** On projects where the natural fall of the land is less than 2%, Rose Paving cannot guarantee that there will be total water drainage on pavements. After repair and Rose Paving shall not be held liable for ponding or retention in surrounding areas. On projects where the scope of work includes an overlay, the overlay will follow the contour of the existing base surface and Rose Paving cannot guarantee and will not be liable for drainage issues in the work area or surrounding areas.
- 11. CLEANING EXPENSES:** The owner understands that the work called for in this agreement is a messy process. The parties agree that Rose Paving is not responsible for cleaning, repairing, or replacing any concrete, carpet, floor, passageway, etc., that is soiled or stained by anyone other than Rose Paving employees.

**12. INDEMNITY:** Rose Paving agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and customer takes possession of the work area, Owner/Customer understands and agrees that Rose Paving cannot be responsible for materials, area maintenance and safety, and therefore Owner/Customer assumes all responsibility in this regard, including but not limited to any and all personal injuries, deaths, property damage, losses, or expenses related to or in any way connected with the materials or services provided. To the fullest extent allowed by law, Owner/Customer agrees to indemnify, defend and hold Rose Paving and its agents harmless from any and all loss, expense, liability, or attorneys' fees in connection with any such damages or injuries occurring thereafter. Nothing contained within this paragraph means, or should be construed to mean that Rose Paving or others shall be indemnified for their own negligence.

**13. CHOICE OF LAW & VENUE:** To the fullest extent permitted by law, each provision of this contract shall be interpreted in such manner as to be effective and valid under the laws of the State of Project and corresponding Choice of Law indicated below without regard to that state's conflict of laws principles, and venue and jurisdiction for any dispute under this agreement shall rest in the Venue and Jurisdiction identified:

	State of Project	Choice of Law	Venue and Jurisdiction
A.	Arizona	Arizona	Superior Court of Maricopa County or the United States District Court District of Arizona-Phoenix
B.	California	California	Superior Court of California County of Los Angeles or the United States District Court Central District of California
C.	Florida	Florida	Circuit Court of Hillsborough County Florida or the United States District Court Middle District of Florida
D.	Illinois	Illinois	Circuit Court of Cook County or Northern District of Illinois
E.	Tennessee	Tennessee	Davidson County Circuit Court or the U.S. District Court Middle District of Tennessee Nashville Division
F.	All other states	Illinois	Circuit Court of Cook County or Northern District of Illinois

**14. ATTORNEY FEES & COSTS:** In the event Rose Paving places any amounts owed under this proposal for collection with either a collection firm or attorney, Rose Paving shall be entitled to reasonable collection fees, attorneys fees and costs.

**15. TAXES:** All taxes are included in proposal price unless otherwise specified.

**16. MATERIAL & WORKMANSHIP:** All material is guaranteed to be as specified. Unless otherwise specified within this Proposal, Rose Paving warrants workmanship and materials for a period of 1 year from the date of completion. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, weather or other contingencies beyond our control. Our workers are fully insured.



**Beyond Paving.**  
**BEYOND EXPECTATIONS.™**

# PROPOSAL

**17. CONSENT TO USE OF PHOTOGRAPHS, IMAGES AND VIDEOS:** Customer consents to Rose Paving using images and videos of jobsite as a described in proposal or any work order, for use in Rose Paving promotional, marketing and training materials. Rose Paving shall have right to use the name, logos, trademarks, trade names, service marks or other marks of customer to the extent any of the foregoing appear in photographs, images and videos of the jobsite.

**18. NON-DISCLOSURE:** Customer acknowledges that information in this Proposal, including but not limited to pricing, determination of scope of work, method for evaluating parking lots, and methods of repair, constitute and include Rose Paving's Confidential Information. This Proposal shall not be shared, distributed or disseminated to any other contractor and Customer acknowledges that should it violate this provision monetary damages will not be an adequate remedy and Rose Paving shall be entitled to injunctive relief in addition to any other remedy available in law or equity.

**19. ALTERATIONS TO THIS PROPOSAL:** Alterations or notations on or to this Proposal will not be valid unless accepted in writing by an authorized representative of Rose Paving.

**20. SEVERABILITY OF TERMS:** Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforceable and shall remain in full force

**As a duly authorized representative of TSR CDD - Starkey  
Ranch, I agree to these Terms & Conditions**

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**13A**



1888 NW 22nd Street  
(813) 677-7655

Pipe Inspection & Restoration Specialist

Pompano Beach, FL, 33069  
shenandoahconstruction.com

DATE: December 14, 2022 PROPOSAL #P28087  
SUBMITTED TO: TSR CDD  
STREET: 2300 Glades Rd Suite 410W  
CITY, STATE & ZIP: Boca Raton, FL 33431  
PHONE: (813) 399-0865  
FAX:  
EMAIL: mazzonib@whassociates.com  
JOB NAME: Chapin Pass  
ATTENTION: Barry Mazzoni

We propose to furnish a crew and all necessary equipment to repair crushed pipe video 'ed on 11-22-22 at the above mentioned job location. This work will be performed at our following hourly and/or unit prices:


Mini Excavator	(at \$3,800.00 Per. Week)	1 Per. Week	\$3,800.00
Labor to Dig Up & Repair Crushed Section of Pipe	(at \$2,850.00 Lump Sum)	1 Lump Sum	\$2,850.00
Repair Material	(at \$1,375.00 Lump Sum)	1 Lump Sum	\$1,375.00
Flowable Fill up to 5 yards To Achieve Compaction at Disturbed Area After Repair	(at \$1,750.00 )	1	\$1,750.00
Plug & Pump to Dewater System	(at \$1,200.00 )	1	\$1,200.00
Offsite Disposal of Spoils & Other Debris	(at \$1,500.00 Lump Sum)	1 Lump Sum	\$1,500.00
Sidewalk Removal & Repair Approximately 10' Section	(at \$2,500.00 Lump Sum)	1 Lump Sum	\$2,500.00

**Estimated Total: \$14,975.00**

**NOTE: DOES NOT INCLUDE IRRIGATION REPAIR OR SOD REPLACEMENT**

This proposal may be withdrawn if not accepted within 30 days. Payment terms net 30 days.  
(If we encounter an Insurance compliance fee requirement, this fee will be invoiced in addition to the above rates.)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Price above is only an estimate of foreseen conditions. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Unless noted above engineering, permits, testing and bonds are not included in the pricing. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Parties to this proposal/contract expressly waive all tort claims against each other and limit their remedies to breach of contract. **Due to current fuel price increases, Shenandoah will add a 5% fuel surcharge to each invoice for services performed.**

SIGNATURE: 

SHENANDOAH GENERAL CONSTRUCTION CO.	TITLE	DATE
Bobby Cannon	Estimator	12/14/2022

**ACCEPTANCE OF PROPOSAL / SIGN & RETURN**

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE: \_\_\_\_\_

COMPANY NAME:	DATE:
REPRESENTATIVE:	TITLE:

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**13B**





1888 NW 22nd Street  
(813) 677-7655

Pipe Inspection & Restoration Specialist

Pompano Beach, FL, 33069  
shenandoahconstruction.com

DATE: December 14, 2022  
SUBMITTED TO: TSR CDD  
STREET: 2300 Glades Rd Suite 410W  
CITY, STATE & ZIP: Boca Raton, FL 33431  
PHONE: (813) 399-0865  
FAX:  
EMAIL: mazzonib@whhassociates.com  
JOB NAME: Villamore Ln  
ATTENTION: Barry Mazzoni

PROPOSAL #P28088

We propose to furnish a crew and all necessary equipment to grout repair storm box to stop soil intrusion above structure at the above mentioned job location. This work will be performed at our following hourly and/or unit prices:

Grout & Seal structures	(at \$1,575.00 Lump Sum)	1 Lump Sum	\$1,575.00
Fuel Surcharge	(at \$0.05 )	1575	\$78.75
<b>Estimated Total:</b>			<b>\$1,653.75</b>

This proposal may be withdrawn if not accepted within 30 days. Payment terms net 30 days.  
(If we encounter an Insurance compliance fee requirement, this fee will be invoiced in addition to the above rates.)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Price above is only an estimate of foreseen conditions. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Unless noted above engineering, permits, testing and bonds are not included in the pricing. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Parties to this proposal/contract expressly waive all tort claims against each other and limit their remedies to breach of contract. **Due to current fuel price increases, Shenandoah will add a 5% fuel surcharge to each invoice for services performed.**

SIGNATURE: 

SHENANDOAH GENERAL CONSTRUCTION CO.	TITLE	DATE
Bobby Cannon	Estimator	12/14/2022

ACCEPTANCE OF PROPOSAL / SIGN & RETURN

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE: \_\_\_\_\_

COMPANY NAME:	DATE:
REPRESENTATIVE:	TITLE:

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**16A**

# NATURAL TRAILBUILDING

## Proposal #00016

PREPARED for

PREPARED DATE  
Aug 15,2022

### TSR Community Development District

Place of Service: Starkey Ranch, 2500 Heart Pine Ave. Odessa, FL 33556

			TOTAL
Quarterly Maintenance Package Includes-- Monthly inspections and maintenance. Monthly feature improvements.		\$800.00/Qtr.	\$800.00/Qtr.
Emergency Hourly Maintenance and Build Rate (3 hour minimum)		\$80.00/hr.	\$80.00/hr
Dirtpark Resurfacing* Includes - Smoothing and levelling all surfaces and applying soil stabilizer. Soil stabilizer included.		\$1,700.00	\$1,700.00
Kids Bike Playground Resurfacing* Includes - (same as above)		\$500.00	\$500.00
*Resurfacing suggested annually.			

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**16B**

# NATURAL TRAILBUILDING

10408 SW 65<sup>th</sup> Ave. Bushnell, FL 33513

## Proposal

### #00018

PREPARED for

PREPARED DATE  
01/05/2023

## TSR Community Development District

Place of Service: Starkey Ranch, 2500 Heart Pine Ave. Odessa, FL 33556

			TOTAL
Rebuild/repair dirt park to correct motorcycle damage. Price includes soil stabilizer		\$2,000.00	\$2,000.00
<b>Grand total: \$2,000.00</b>			

**Mike Cole 352-232-2840**

[naturewithmike@gmail.com](mailto:naturewithmike@gmail.com)

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
NOVEMBER 30, 2022**

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
NOVEMBER 30, 2022**

	General Fund	Debt Service Fund Series 2015	Debt Service Fund Series 2015A	Debt Service Fund Series 2016	Debt Service Fund Series 2017	Debt Service Fund Series 2018	Debt Service Fund Series 2019	Capital Projects Fund Series 2015A	Capital Projects Fund Series 2016	Capital Projects Fund Series 2018	Capital Projects Fund Series 2019	Total Governmental Funds
<b>ASSETS</b>												
Cash	\$2,082,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,082,220
Investments												
Revenue	-	234,763	191,016	192,254	214,209	163,585	86,451	-	-	-	-	1,082,278
Reserve	-	625,494	651,844	481,322	403,162	320,366	165,100	-	-	-	-	2,647,288
Prepayment	-	1,614	1,749	-	-	-	-	-	-	-	-	3,363
Construction	-	-	-	-	-	-	-	441	86	38,809	2,408,781	2,448,117
Undeposited funds	630	-	-	-	-	-	-	-	-	-	-	630
Due from Developer C	53,909	-	-	-	-	-	-	-	-	-	-	53,909
Due from BW 54 Gunn West LLC	1,974	-	-	-	-	-	-	-	-	-	-	1,974
Due from PRD Real Estate 2 LLC	1,062	-	-	-	-	-	-	-	-	-	-	1,062
Due from FRMP-Odessa LLC	42,762	-	-	-	-	-	-	-	-	-	-	42,762
Due from Rockwell Fence Post LLC	3,120	-	-	-	-	-	-	-	-	-	-	3,120
Due from Starkey Ranch Asset	13,629	-	-	-	-	-	-	-	-	-	-	13,629
Due from Homes by West Bay	25,957	-	-	-	39,851	-	-	-	-	-	-	65,808
Due from other	1,318	-	-	-	-	-	-	-	-	-	-	1,318
Due from capital projects fund 2019	726	-	-	-	-	-	-	-	-	-	-	726
Utility deposit	1,550	-	-	-	-	-	-	-	-	-	-	1,550
Total assets	<u>\$2,228,857</u>	<u>\$ 861,871</u>	<u>\$ 844,609</u>	<u>\$ 673,576</u>	<u>\$ 657,222</u>	<u>\$483,951</u>	<u>\$251,551</u>	<u>\$ 441</u>	<u>\$ 86</u>	<u>\$ 38,809</u>	<u>\$2,408,781</u>	<u>\$ 8,449,754</u>
<b>LIABILITIES</b>												
Liabilities:												
Accounts payable	\$ 8,727	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,727
Credit card payable	3,292	-	-	-	-	-	-	-	-	-	-	3,292
Due to Developer	101,119	-	-	-	-	-	-	-	-	-	-	101,119
Due to general fund	-	-	-	-	-	-	-	-	-	-	727	727
Due to other	28	-	-	-	-	-	-	-	-	-	-	28
Contracts payable	-	-	-	-	-	-	-	-	-	-	6,970	6,970
Accrued taxes payable	61	-	-	-	-	-	-	-	-	-	-	61
Total liabilities	<u>113,227</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,697</u>	<u>120,924</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>												
Unearned revenue	1,525	-	-	-	-	-	-	-	-	-	-	1,525
Deferred receipts	142,413	-	-	-	39,851	-	-	-	-	-	-	182,264
Total deferred inflows of resources	<u>143,938</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,851</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>183,789</u>
<b>FUND BALANCES</b>												
Restricted for												
Debt service	-	861,871	844,609	673,576	617,371	483,951	251,551	-	-	-	-	3,732,929
Capital projects	-	-	-	-	-	-	-	441	86	38,809	2,401,084	2,440,420
Unassigned	1,971,692	-	-	-	-	-	-	-	-	-	-	1,971,692
Total fund balances	<u>1,971,692</u>	<u>861,871</u>	<u>844,609</u>	<u>673,576</u>	<u>617,371</u>	<u>483,951</u>	<u>251,551</u>	<u>441</u>	<u>86</u>	<u>38,809</u>	<u>2,401,084</u>	<u>8,145,041</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$2,228,857</u>	<u>\$ 861,871</u>	<u>\$ 844,609</u>	<u>\$ 673,576</u>	<u>\$ 657,222</u>	<u>\$483,951</u>	<u>\$251,551</u>	<u>\$ 441</u>	<u>\$ 86</u>	<u>\$ 38,809</u>	<u>\$2,408,781</u>	<u>\$ 8,449,754</u>



**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy - on-roll	\$ 1,061,148	\$ 1,061,148	\$ 4,606,136	23%
Trash collection assessments	1,383	2,890	11,404	25%
Commercial shared costs	-	-	112,045	0%
Program revenue	439	2,951	12,000	25%
Interest	-	-	2,500	0%
Specialty program revenue	-	-	6,000	0%
Miscellaneous	950	2,770	15,000	18%
Total revenues	<u>1,063,920</u>	<u>1,069,759</u>	<u>4,765,085</u>	22%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	-	431	10,200	4%
Management	3,506	7,012	42,070	17%
Legal	5,266	5,266	30,000	18%
Engineering	905	905	20,000	5%
Assessment administration	833	1,667	10,000	17%
Audit	-	-	4,570	0%
Arbitrage rebate calculation	750	750	3,000	25%
Dissemination agent	1,083	2,167	13,000	17%
Trustee	-	-	26,500	0%
Telephone	21	42	250	17%
Postage	134	134	1,500	9%
Printing & binding	167	333	2,000	17%
Legal advertising	128	128	3,500	4%
Annual special district fee	-	175	175	100%
Insurance	-	6,464	7,100	91%
Other current charges	103	217	3,500	6%
Office supplies	163	161	500	32%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	-	-	200	0%
Property appraiser	-	-	687	0%
Tax collector	23,198	23,198	95,961	24%
Total professional & administrative	<u>36,257</u>	<u>49,050</u>	<u>275,418</u>	18%
<b>Field operations</b>				
<b>Contract services</b>				
Field services	2,360	4,721	28,325	17%
Landscape maintenance	113,500	113,500	1,700,000	7%
Landscape consulting	10,000	10,000	60,000	17%
Landscape arbor care	-	9,524	155,000	6%
Wetland maintenance	-	-	68,168	0%
Wetland mitigation reporting	-	-	4,500	0%
Lake maintenance	8,353	16,580	100,000	17%
Community trash hauling	28,839	56,909	330,000	17%
Off-duty traffic patrols	-	200	20,000	1%
<b>Repairs &amp; maintenance</b>				
Repairs - general	-	-	20,000	0%
Operating supplies	765	1,122	8,000	14%
Plant replacement	4,233	9,743	70,000	14%
Mulch	-	-	200,000	0%
Playground mulch	-	-	18,000	0%
Sod	542	542	200,000	0%
Fertilizer/chemicals	-	-	30,000	0%
Irrigation repairs	-	-	30,000	0%

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	Current Month	Year to Date	Budget	% of Budget
Irrigation monitoring	-	-	2,280	0%
Security/alarms/repair	-	233	1,500	16%
Road & sidewalk	-	-	40,000	0%
Signage maintenance	-	480	-	N/A
Common area signage	785	785	3,000	26%
Bridge & deck maintenance	70	8,820	40,000	22%
Pressure washing	140	240	105,000	0%
Utilities - common area				
Electric	1,081	1,081	14,500	7%
Streetlights	32,833	32,833	380,000	9%
Irrigation - reclaimed water	4,369	4,369	70,000	6%
Gas	28	28	450	6%
Recreation facilities				
Amenity management staff/contract	28,512	45,729	389,820	12%
Office supplies	222	430	-	N/A
Office rental	-	-	80,000	0%
Office expenses	-	-	8,950	0%
Office utilities	-	-	8,850	0%
Office copy machine	1,272	1,272	4,875	26%
Janitorial	1,140	1,140	24,480	5%
Park A/C repairs & maintenance	-	-	5,000	0%
Pool cleaning	1,690	4,180	27,594	15%
Pool repairs & maintenance	(86)	245	2,500	10%
Pool fence & gate	631	631	2,000	32%
Pool - electric	2,271	2,271	36,000	6%
Pool - water	723	723	10,000	7%
Pool permits	-	-	1,100	0%
Pest services	125	125	500	25%
Insurance	-	50,230	69,706	72%
Cable/internet/telephone	763	2,123	10,000	21%
Access cards	-	-	5,500	0%
Activities	4,910	9,228	30,000	31%
Specialty programming	453	453	6,000	8%
Recreational repairs	-	-	2,500	0%
Pool signage	-	-	1,000	0%
Holiday decorations	5,200	8,000	8,000	100%
Other				
Contingency	2,511	2,990	20,000	15%
Capital outlay	-	-	30,000	0%
Total field operations	<u>258,235</u>	<u>401,480</u>	<u>4,483,098</u>	9%
Total expenditures	<u>294,492</u>	<u>450,530</u>	<u>4,758,516</u>	9%
Net increase/(decrease) of fund balance	769,428	619,229	6,569	
Fund balance - beginning (unaudited)	1,202,264	1,352,463	811,776	
Fund balance - ending (projected)	<u>\$ 1,971,692</u>	<u>\$ 1,971,692</u>	<u>\$ 818,345</u>	

**TSR**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND SERIES 2015 BONDS**  
**STATEMENT OF REVENUES, EXENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy - on-roll	\$ 152,228	\$ 152,228	\$ 661,099	23%
Interest	5	10	50	20%
Total revenues	<u>152,233</u>	<u>152,238</u>	<u>661,149</u>	23%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal - 11/1	195,000	195,000	195,000	100%
Principal prepayment	5,000	5,000	-	N/A
Interest - 11/1	213,172	213,172	213,172	100%
Interest - 5/1	-	-	208,906	0%
Tax collector	3,045	3,045	13,773	22%
Total expenditures	<u>416,217</u>	<u>416,217</u>	<u>630,851</u>	66%
Excess/(deficiency) of revenues over/(under) expenditures	(263,984)	(263,979)	30,298	
Beginning fund balance (unaudited)	1,125,855	1,125,850	1,119,883	
Ending fund balance (projected)	<u>\$ 861,871</u>	<u>\$ 861,871</u>	<u>\$1,150,181</u>	

**TSR**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND SERIES 2015A BONDS**  
**STATEMENT OF REVENUES, EXENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy - on-roll	\$ 153,485	\$ 153,485	\$ 666,558	23%
Interest	5	9	-	N/A
Total revenues	<u>153,490</u>	<u>153,494</u>	<u>666,558</u>	23%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal - 11/1	180,000	180,000	180,000	100%
Principal prepayment	15,000	15,000	-	N/A
Interest - 11/1	234,384	234,384	234,384	100%
Interest - 5/1	-	-	229,547	0%
Tax collector	3,070	3,070	13,887	22%
Total expenditures	<u>432,454</u>	<u>432,454</u>	<u>657,818</u>	66%
Excess/(deficiency) of revenues over/(under) expenditures	(278,964)	(278,960)	8,740	
Beginning fund balance (unaudited)	<u>1,123,573</u>	<u>1,123,569</u>	<u>1,101,463</u>	
Ending fund balance (projected)	<u><u>\$ 844,609</u></u>	<u><u>\$ 844,609</u></u>	<u><u>\$1,110,203</u></u>	

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND SERIES 2016 BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy - on-roll	\$ 150,977	\$ 150,977	\$ 655,667	23%
Interest	4	8	-	N/A
Total revenues	<u>150,981</u>	<u>150,985</u>	<u>655,667</u>	23%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal - 11/1	200,000	200,000	200,000	100%
Interest - 11/1	218,387	218,387	218,388	100%
Interest - 5/1	-	-	218,338	0%
Tax collector	3,020	3,020	13,660	22%
Total expenditures	<u>421,407</u>	<u>421,407</u>	<u>650,386</u>	65%
Excess/(deficiency) of revenues over/(under) expenditures	(270,426)	(270,422)	5,281	
Beginning fund balance (unaudited)	<u>944,002</u>	<u>943,998</u>	<u>938,085</u>	
Ending fund balance (projected)	<u><u>\$ 673,576</u></u>	<u><u>\$ 673,576</u></u>	<u><u>\$ 943,366</u></u>	

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND SERIES 2017 BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy - on-roll	\$ 188,452	\$ 188,452	\$ 818,412	23%
Interest	4	7	-	N/A
Total revenues	<u>188,456</u>	<u>188,459</u>	<u>818,412</u>	23%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal - 11/1	245,000	245,000	245,000	100%
Interest - 11/1	277,816	277,816	277,816	100%
Interest - 5/1	-	-	273,375	0%
Tax collector	3,769	3,769	17,050	22%
Total expenditures	<u>526,585</u>	<u>526,585</u>	<u>813,241</u>	65%
Excess/(deficiency) of revenues over/(under) expenditures	(338,129)	(338,126)	5,171	
Beginning fund balance (unaudited)	<u>955,500</u>	<u>955,497</u>	<u>948,123</u>	
Ending fund balance (projected)	<u><u>\$ 617,371</u></u>	<u><u>\$ 617,371</u></u>	<u><u>\$ 953,294</u></u>	

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND SERIES 2018 BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy - on-roll	\$ 150,700	\$ 150,700	\$ 654,466	23%
Interest	3	7	-	N/A
Total revenues	<u>150,703</u>	<u>150,707</u>	<u>654,466</u>	23%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal - 11/1	170,000	170,000	170,000	100%
Interest - 11/1	234,422	234,422	234,422	100%
Interest - 5/1	-	-	231,022	0%
Tax collector	3,014	3,014	13,635	22%
Total expenditures	<u>407,436</u>	<u>407,436</u>	<u>649,079</u>	63%
Excess/(deficiency) of revenues over/(under) expenditures	(256,733)	(256,729)	5,387	
Beginning fund balance (unaudited)	<u>740,683</u>	<u>740,680</u>	<u>734,798</u>	
Ending fund balance (projected)	<u><u>\$ 483,950</u></u>	<u><u>\$ 483,951</u></u>	<u><u>\$ 740,185</u></u>	

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND SERIES 2019 BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy - on-roll	\$ 77,646	\$ 77,646	\$ 337,204	23%
Interest	2	3	-	N/A
Total revenues	<u>77,648</u>	<u>77,649</u>	<u>337,204</u>	23%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal - 11/1	110,000	110,000	110,000	100%
Interest - 11/1	107,775	107,775	107,775	100%
Interest - 5/1	-	-	106,125	0%
Tax collector	1,553	1,553	7,025	22%
Total expenditures	<u>219,328</u>	<u>219,328</u>	<u>330,925</u>	66%
Excess/(deficiency) of revenues over/(under) expenditures	(141,680)	(141,679)	6,279	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfers out	-	(1)	-	N/A
Total other financing sources/(uses)	<u>-</u>	<u>(1)</u>	<u>-</u>	N/A
Fund balance:				
Net increase/(decrease) in fund balance	(141,680)	(141,680)	6,279	
Beginning fund balance (unaudited)	393,231	393,231	390,203	
Ending fund balance (projected)	<u>\$251,551</u>	<u>\$ 251,551</u>	<u>\$ 396,482</u>	



**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
CAPITAL PROJECTS FUND SERIES 2015A BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
<b>EXPENDITURES</b>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Beginning fund balance (unaudited)	441	441
Ending fund balance (projected)	<u><u>\$ 441</u></u>	<u><u>\$ 441</u></u>

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
CAPITAL PROJECTS FUND SERIES 2016 BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 <b>EXPENDITURES</b>	 <u>-</u>	 <u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	 - -
 Beginning fund balance (unaudited)	 86	 86
Ending fund balance (projected)	<u><u>\$ 86</u></u>	<u><u>\$ 86</u></u>

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
CAPITAL PROJECTS FUND SERIES 2018 BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	Current Month	Year To Date
<b>REVENUES</b>	\$ -	\$ -
Total revenues	-	-
<b>EXPENDITURES</b>	-	-
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Beginning fund balance (unaudited)	38,809	38,809
Ending fund balance (projected)	\$ 38,809	\$ 38,809

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
CAPITAL PROJECTS FUND SERIES 2019 BONDS  
STATEMENT OF REVENUES, EXENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDING NOVEMBER 30, 2022**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ 10	\$ 20
Total revenues	10	20
<b>EXPENDITURES</b>		
Capital outlay - construction	1,275	1,275
Total expenditures	1,275	1,275
Excess/(deficiency) of revenues over/(under) expenditures	(1,265)	(1,255)
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfers in	-	1
Total other financing sources/(uses)	-	1
Net change in fund balance	(1,265)	(1,254)
Beginning fund balance (unaudited)	2,402,349	2,402,338
Ending fund balance (projected)	\$2,401,084	\$2,401,084

## TSR CDD Check Detail November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/02/2022</b>	<b>BRIGHT HOUSE NETWORKS</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-287.06</b>
Bill	081855702102522	11/01/2022		572.416 · Amenity Cable/Internet	-287.06	287.06
<b>TOTAL</b>					<b>-287.06</b>	<b>287.06</b>
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/02/2022</b>	<b>DUKE ENERGY</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-782.82</b>
Bill	8702 8869 103122	11/01/2022		531.301 · Electric	-30.44	30.44
Bill	3212 0055 103122	11/01/2022		531.301 · Electric	-30.44	30.44
Bill	8702 8059 103122	11/01/2022		531.301 · Electric	-30.52	30.52
Bill	8702 7991 103122	11/01/2022		531.301 · Electric	-32.02	32.02
Bill	8702 8554 103122	11/01/2022		531.301 · Electric	-30.42	30.42
Bill	8702 8471 103122	11/01/2022		531.301 · Electric	-30.44	30.44
Bill	8702 8786 103122	11/01/2022		531.301 · Electric	-30.46	30.46
Bill	8702 8702 103122	11/01/2022		531.301 · Electric	-30.41	30.41
Bill	8702 8629 103122	11/01/2022		531.301 · Electric	-30.45	30.45
Bill	8703 0805 103122	11/01/2022		531.301 · Electric	-30.45	30.45
Bill	8702 9109 103122	11/01/2022		531.301 · Electric	-30.41	30.41
Bill	8702 8942 103122	11/01/2022		531.301 · Electric	-50.71	50.71
Bill	8702 9430 103122	11/01/2022		531.301 · Electric	-30.45	30.45
Bill	8703 0061 103122	11/01/2022		531.301 · Electric	-30.42	30.42
Bill	8702 9836 103122	11/01/2022		531.301 · Electric	-30.43	30.43
Bill	8702 9951 103122	11/01/2022		531.301 · Electric	-30.41	30.41
Bill	8702 9696 103122	11/01/2022		531.301 · Electric	-30.45	30.45
Bill	8703 0566 103122	11/01/2022		531.301 · Electric	-30.44	30.44
Bill	8703 0326 103122	11/01/2022		531.301 · Electric	-30.45	30.45
Bill	8703 0269 103122	11/01/2022		531.307 · Street Lights	-30.45	30.45
Bill	8703 0178 103122	11/01/2022		531.301 · Electric	-30.44	30.44
Bill	8703 0722 103122	11/01/2022		531.301 · Electric	-30.42	30.42
Bill	8712 3320 103122	11/01/2022		531.301 · Electric	-30.43	30.43
Bill	8712 3156 103122	11/01/2022		531.301 · Electric	-30.45	30.45
Bill	8703 0847 103122	11/01/2022		531.301 · Electric	-30.41	30.41
<b>TOTAL</b>					<b>-782.82</b>	<b>782.82</b>
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/02/2022</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-45.13</b>
Bill	7-918-10457	11/01/2022		519.410 · Postage	-37.07	37.07
Bill	7-932-20505	11/01/2022		519.410 · Postage	-8.06	8.06
<b>TOTAL</b>					<b>-45.13</b>	<b>45.13</b>

**TSR CDD  
Check Detail  
November 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/02/2022</b>	<b>WELLS FARGO VENDOR FIN...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-399.83</b>
Bill	5022283190	11/01/2022		572.702 · Oper Mgr - Office Su...	-399.83	399.83
TOTAL					-399.83	399.83
<b>Check</b>	<b>0</b>	<b>11/08/2022</b>	<b>SUNTRUST BANK</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-409.25</b>
				204.300 · Credit Card - SunTrust	-409.25	409.25
TOTAL					-409.25	409.25
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/09/2022</b>	<b>DUKE ENERGY</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-20,665.30</b>
Bill	8712 3049 110322	11/08/2022		531.301 · Electric	-30.46	30.46
Bill	8703 0425 110222	11/08/2022		531.307 · Street Lights	-909.54	909.54
Bill	8702 8413 110722	11/08/2022		531.307 · Street Lights	-2,555.05	2,555.05
Bill	8702 8322 110222	11/08/2022		531.307 · Street Lights	-1,601.86	1,601.86
Bill	8712 3081 110222	11/08/2022		531.307 · Street Lights	-937.92	937.92
Bill	8702 7823 110222	11/08/2022		531.307 · Street Lights	-1,845.77	1,845.77
Bill	8702 8140 110722	11/08/2022		531.307 · Street Lights	-12,784.70	12,784.70
TOTAL					-20,665.30	20,665.30
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/09/2022</b>	<b>PASCO COUNTY TAX COLLE...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-1,883.55</b>
Bill	28-26-17-0000-0040	11/08/2022		513.315 · Tax Collector	-519.84	519.84
Bill	28-26-17-0000-0010	11/08/2022		513.315 · Tax Collector	-376.18	376.18
Bill	21-26-17-0080-0C200	11/08/2022		513.315 · Tax Collector	-24.15	24.15
Bill	21-26-17-0000-0C300	11/08/2022		513.315 · Tax Collector	-784.32	784.32
Bill	27-26-17-0000-01400	11/08/2022		513.315 · Tax Collector	-178.56	178.56
Bill	TAXSERVICECHA...	11/08/2022		513.315 · Tax Collector	-0.50	0.50
TOTAL					-1,883.55	1,883.55
<b>Check</b>	<b>0</b>	<b>11/15/2022</b>	<b>SUNTRUST BANK</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-2,354.33</b>
				204.300 · Credit Card - SunTrust	-2,354.33	2,354.33
TOTAL					-2,354.33	2,354.33

## TSR CDD Check Detail November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/16/2022</b>	<b>BOARD OF COUNTY COMMI...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-2,503.67</b>
Bill	22215418	11/15/2022		364.000 · Trash Collection Ass...	-457.12	459.61
				364.000 · Trash Collection Ass...	-2.49	2.50
Bill	22113093	11/15/2022		364.000 · Trash Collection Ass...	-426.05	428.54
				364.000 · Trash Collection Ass...	-2.49	2.50
Bill	22113786	11/15/2022		364.000 · Trash Collection Ass...	-1,613.02	1,615.52
				364.000 · Trash Collection Ass...	-2.50	2.50
<b>TOTAL</b>					<b>-2,503.67</b>	<b>2,511.17</b>
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/16/2022</b>	<b>BRIGHT HOUSE NETWORKS</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-335.94</b>
Bill	075551201110822	11/15/2022		572.416 · Amenity Cable/Internet	-157.97	157.97
Bill	075642404110622	11/15/2022		572.416 · Amenity Cable/Internet	-177.97	177.97
<b>TOTAL</b>					<b>-335.94</b>	<b>335.94</b>
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/16/2022</b>	<b>DUKE ENERGY</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-11,811.29</b>
Bill	8702 9365 111522	11/15/2022		531.307 · Street Lights	-483.98	483.98
Bill	8702 8223 110922	11/15/2022		531.321 · Electric - Pool	-1,165.97	1,165.97
Bill	8702 9274 111422	11/15/2022		531.301 · Electric	-30.41	30.41
Bill	8702 7933 111522	11/15/2022		531.307 · Street Lights	-3,370.42	3,370.42
Bill	8702 9620 111422	11/15/2022		531.307 · Street Lights	-710.96	710.96
Bill	8702 9761 110822	11/15/2022		531.307 · Street Lights	-818.70	818.70
Bill	8712 3263 111422	11/15/2022		531.321 · Electric - Pool	-1,104.73	1,104.73
Bill	8703 0938 111522	11/15/2022		531.307 · Street Lights	-3,572.66	3,572.66
Bill	8703 0681 110822	11/15/2022		531.307 · Street Lights	-285.39	285.39
Bill	8712 3429 110922	11/15/2022		531.301 · Electric	-268.07	268.07
<b>TOTAL</b>					<b>-11,811.29</b>	<b>11,811.29</b>
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/16/2022</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-37.07</b>
Bill	7-946-79605	11/15/2022		519.410 · Postage	-37.07	37.07
<b>TOTAL</b>					<b>-37.07</b>	<b>37.07</b>

**TSR CDD**  
**Check Detail**  
**November 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/16/2022</b>	<b>BOARD OF COUNTY COMMI...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-7.50</b>
Bill	22215418	11/15/2022		364.000 · Trash Collection Ass...	-2.49	459.61
				364.000 · Trash Collection Ass...	-0.01	2.50
Bill	22113093	11/15/2022		364.000 · Trash Collection Ass...	-2.49	428.54
				364.000 · Trash Collection Ass...	-0.01	2.50
Bill	22113786	11/15/2022		364.000 · Trash Collection Ass...	-2.50	1,615.52
TOTAL					-7.50	2,508.67
<b>Check</b>	<b>0</b>	<b>11/22/2022</b>	<b>SUNTRUST BANK</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-1,053.54</b>
				204.300 · Credit Card - SunTrust	-1,053.54	1,053.54
TOTAL					-1,053.54	1,053.54
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/28/2022</b>	<b>CITY OF CLEARWATER</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-27.95</b>
Bill	4224446 111422	11/22/2022		532.306 · Propane Services - G...	-25.00	25.00
				532.306 · Propane Services - G...	-2.95	2.95
TOTAL					-27.95	27.95
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/28/2022</b>	<b>DUKE ENERGY</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-2,925.54</b>
Bill	8703 0516 111822	11/22/2022		531.307 · Street Lights	-1,590.44	1,590.44
Bill	8702 9216 111022	11/22/2022		531.307 · Street Lights	-1,335.10	1,335.10
TOTAL					-2,925.54	2,925.54
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/28/2022</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-18.32</b>
Bill	7-954-46688	11/22/2022		519.410 · Postage	-18.32	18.32
TOTAL					-18.32	18.32
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/28/2022</b>	<b>WELLS FARGO VENDOR FIN...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-399.83</b>
Bill	15022675216	11/22/2022		572.915 · Office Copy Machine	-399.83	399.83
TOTAL					-399.83	399.83



**TSR CDD**  
**Check Detail**  
**November 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/29/2022</b>	<b>PASCO COUNTY TAX COLLE...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-91.70</b>
Bill	21-26-17-0080-0P300	11/29/2022		513.315 · Tax Collector	-91.20	91.20
Bill	TAX SERVICECHA...	11/29/2022		513.315 · Tax Collector	-0.50	0.50
TOTAL					-91.70	91.70
<b>Bill Pmt -Check</b>	<b>0</b>	<b>11/30/2022</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-33.90</b>
Bill	7-960-98452	11/29/2022		519.410 · Postage	-33.90	33.90
TOTAL					-33.90	33.90
<b>Bill Pmt -Check</b>	<b>11055</b>	<b>11/02/2022</b>	<b>BARRY MAZZONI</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-160.73</b>
Bill	1022	11/01/2022		519.510 · Office Supplies	-25.51	25.51
				519.510 · Office Supplies	-53.36	53.36
				519.510 · Office Supplies	-8.19	8.19
				519.510 · Office Supplies	-73.67	73.67
TOTAL					-160.73	160.73
<b>Bill Pmt -Check</b>	<b>11056</b>	<b>11/02/2022</b>	<b>DOWN TO EARTH LANDSCA...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-113,500.00</b>
Bill	INV140799	11/01/2022		538.604 · Landscape Maintena...	-113,500.00	113,500.00
TOTAL					-113,500.00	113,500.00
<b>Bill Pmt -Check</b>	<b>11057</b>	<b>11/02/2022</b>	<b>HEIDT DESIGN</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-905.20</b>
Bill	45887	11/01/2022		519.320 · Engineering	-905.20	905.20
TOTAL					-905.20	905.20
<b>Bill Pmt -Check</b>	<b>11058</b>	<b>11/02/2022</b>	<b>TRINITY HOUSEKEEPERS</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-1,140.00</b>
Bill	105798	11/01/2022		572.301 · Janitorial Service	-1,140.00	1,140.00
TOTAL					-1,140.00	1,140.00

**TSR CDD**  
**Check Detail**  
 November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>11059</b>	<b>11/02/2022</b>	<b>WTS INTERNATIONAL, LLC.</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-6,516.00</b>
Bill	12349529	11/01/2022		538.121 · Amenity Management	-2,166.00	2,166.00
Bill	12350486	11/01/2022		538.121 · Amenity Management	-4,350.00	4,350.00
TOTAL					-6,516.00	6,516.00
<b>Bill Pmt -Check</b>	<b>11060</b>	<b>11/09/2022</b>	<b>KREWE DE FORTI</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-400.00</b>
Bill	110122	11/08/2022		572.702 · Oper Mgr - Office Su...	-400.00	400.00
TOTAL					-400.00	400.00
<b>Bill Pmt -Check</b>	<b>11061</b>	<b>11/09/2022</b>	<b>KUTAK ROCK LLP</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-6,940.60</b>
Bill	3127236	09/30/2022		514.007 · District Counsel	-6,940.60	6,940.60
TOTAL					-6,940.60	6,940.60
<b>Bill Pmt -Check</b>	<b>11062</b>	<b>11/09/2022</b>	<b>SOLITUDE LAKE MANAGEM...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-8,352.50</b>
Bill	PSI-25575	11/08/2022		538.700 · Lake Maintenance	-8,227.50	8,227.50
Bill	PSI-06160	11/08/2022		538.700 · Lake Maintenance	-125.00	125.00
TOTAL					-8,352.50	8,352.50
<b>Bill Pmt -Check</b>	<b>11063</b>	<b>11/09/2022</b>	<b>SUNCOAST POOL SERVICE</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-1,690.00</b>
Bill	8800	11/08/2022		572.712 · Pool Cleaning	-795.00	795.00
Bill	8786	11/08/2022		572.712 · Pool Cleaning	-895.00	895.00
TOTAL					-1,690.00	1,690.00
<b>Bill Pmt -Check</b>	<b>11064</b>	<b>11/09/2022</b>	<b>TIMES PUBLISHING COMPA...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-128.00</b>
Bill	0000254561	11/08/2022		513.801 · Legal Advertising	-128.00	128.00
TOTAL					-128.00	128.00

## TSR CDD Check Detail November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>11065</b>	<b>11/09/2022</b>	<b>WRATHELL, HUNT &amp; ASSOC...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-7,970.42</b>
Bill	2021-2251	11/08/2022		513.100 · District Management	-3,505.84	3,505.84
				513.310 · Assessment Roll Pre...	-833.33	833.33
				513.312 · Dissemination Agent	-1,083.33	1,083.33
				538.120 · Field Services	-2,360.42	2,360.42
				519.411 · Telephone	-20.83	20.83
				519.470 · Printing and Binding	-166.67	166.67
TOTAL					-7,970.42	7,970.42
<b>Bill Pmt -Check</b>	<b>11066</b>	<b>11/09/2022</b>	<b>WTS INTERNATIONAL, LLC.</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-11,191.94</b>
Bill	12352190	11/08/2022		538.121 · Amenity Management	-11,191.94	11,191.94
TOTAL					-11,191.94	11,191.94
<b>Check</b>	<b>11067</b>	<b>11/09/2022</b>	<b>TSR CDD</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-6,445.47</b>
				207.201 · Due to Debt Service ...	-6,445.47	6,445.47
TOTAL					-6,445.47	6,445.47
<b>Check</b>	<b>11068</b>	<b>11/09/2022</b>	<b>TSR CDD</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-6,498.70</b>
				207.202 · Due to Debt Service ...	-6,498.70	6,498.70
TOTAL					-6,498.70	6,498.70
<b>Check</b>	<b>11069</b>	<b>11/09/2022</b>	<b>TSR CDD</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-6,392.51</b>
				207.203 · Due to debt service f...	-6,392.51	6,392.51
TOTAL					-6,392.51	6,392.51
<b>Check</b>	<b>11070</b>	<b>11/09/2022</b>	<b>TSR CDD</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-7,979.22</b>
				207.204 · Due to debt service f...	-7,979.22	7,979.22
TOTAL					-7,979.22	7,979.22

## TSR CDD Check Detail November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	11071	11/09/2022	TSR CDD	101.002 · Suntrust #570803-O...		-6,380.80
				207.205 · .Due to debt service f...	-6,380.80	6,380.80
TOTAL					-6,380.80	6,380.80
Check	11072	11/09/2022	TSR CDD	101.002 · Suntrust #570803-O...		-3,287.62
				207.206 · Due to Debt Service ...	-3,287.62	3,287.62
TOTAL					-3,287.62	3,287.62
Bill Pmt -Check	11073	11/16/2022	COUNTY SANITATION	101.002 · Suntrust #570803-O...		-28,838.91
Bill	2B102196	11/15/2022		534.000 · Garbage/Solid Waste...	-254.24	254.24
Bill	2B102195	11/15/2022		534.000 · Garbage/Solid Waste...	-28,584.67	28,584.67
TOTAL					-28,838.91	28,838.91
Bill Pmt -Check	11074	11/16/2022	DEX IMAGING	101.002 · Suntrust #570803-O...		-279.26
Bill	AR8442700	11/15/2022		572.915 · Office Copy Machine	-279.26	279.26
TOTAL					-279.26	279.26
Bill Pmt -Check	11075	11/16/2022	GRAU AND ASSOCIATES	101.002 · Suntrust #570803-O...		-750.00
Bill	23294	11/15/2022		513.203 · Arbitrage Rebate Cal...	-750.00	750.00
TOTAL					-750.00	750.00
Bill Pmt -Check	11076	11/16/2022	PASCO COUNTY UTILITIES ...	101.002 · Suntrust #570803-O...		-5,091.57
Bill	17480516	11/15/2022		536.301 · Irrigation - Reclaimed...	-185.25	185.25
Bill	17480352	11/15/2022		536.301 · Irrigation - Reclaimed...	-70.50	70.50
Bill	17480351	11/15/2022		536.301 · Irrigation - Reclaimed...	-231.00	231.00
Bill	17480349	11/15/2022		536.301 · Irrigation - Reclaimed...	-61.50	61.50
Bill	17480453	11/15/2022		536.301 · Irrigation - Reclaimed...	-204.00	204.00
Bill	17480452	11/15/2022		536.301 · Irrigation - Reclaimed...	-354.00	354.00
Bill	17480513	11/15/2022		536.301 · Irrigation - Reclaimed...	-278.25	278.25
Bill	17480347	11/15/2022		536.301 · Irrigation - Reclaimed...	-193.50	193.50
Bill	17480341	11/15/2022		536.301 · Irrigation - Reclaimed...	-262.50	262.50
Bill	17480338	11/15/2022		536.301 · Irrigation - Reclaimed...	-231.00	231.00
Bill	17480348	11/15/2022		536.301 · Irrigation - Reclaimed...	-24.00	24.00

## TSR CDD Check Detail November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	17480345	11/15/2022		536.301 · Irrigation - Reclaimed...	-337.50	337.50
Bill	17480687	11/15/2022		536.301 · Irrigation - Reclaimed...	-199.87	199.87
Bill	17480577	11/15/2022		536.301 · Irrigation - Reclaimed...	-0.75	0.75
Bill	17480571	11/15/2022		536.301 · Irrigation - Reclaimed...	-32.25	32.25
Bill	17480576	11/15/2022		536.301 · Irrigation - Reclaimed...	-58.50	58.50
Bill	17480524	11/15/2022		536.321 · Utility service - Pool	-413.14	413.14
Bill	17480517	11/15/2022		536.301 · Irrigation - Reclaimed...	-10.29	10.29
Bill	17481137	11/15/2022		536.301 · Irrigation - Reclaimed...	-114.20	114.20
Bill	17480720	11/15/2022		536.301 · Irrigation - Reclaimed...	-127.50	127.50
Bill	17481136	11/15/2022		536.301 · Irrigation - Reclaimed...	-271.50	271.50
Bill	17480790	11/15/2022		536.301 · Irrigation - Reclaimed...	-17.25	17.25
Bill	17480721	11/15/2022		536.301 · Irrigation - Reclaimed...	-348.75	348.75
Bill	17480719	11/15/2022		536.301 · Irrigation - Reclaimed...	-43.50	43.50
Bill	17480715	11/15/2022		536.301 · Irrigation - Reclaimed...	-257.25	257.25
Bill	17480710	11/15/2022		536.301 · Irrigation - Reclaimed...	-252.00	252.00
Bill	17480709	11/15/2022		536.321 · Utility service - Pool	-309.38	309.38
Bill	17481434	11/15/2022		536.301 · Irrigation - Reclaimed...	-15.75	15.75
Bill	17482451	11/15/2022		536.301 · Irrigation - Reclaimed...	-71.94	71.94
Bill	17482445	11/15/2022		536.301 · Irrigation - Reclaimed...	-71.25	71.25
Bill	17481682	11/15/2022		536.301 · Irrigation - Reclaimed...	-9.75	9.75
Bill	17482446	11/15/2022		536.301 · Irrigation - Reclaimed...	-33.75	33.75
TOTAL					-5,091.57	5,091.57
<b>Bill Pmt -Check</b>	<b>11077</b>	<b>11/16/2022</b>	<b>SOUTHERN CARE LAWN AN...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-125.00</b>
Bill	15993	11/15/2022		539.600 · Pest Services	-125.00	125.00
TOTAL					-125.00	125.00
<b>Bill Pmt -Check</b>	<b>11078</b>	<b>11/16/2022</b>	<b>SUNSCAPE CONSULTING</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-5,000.00</b>
Bill	10871	11/15/2022		538.606 · Landscape Consulting	-5,000.00	5,000.00
TOTAL					-5,000.00	5,000.00
<b>Check</b>	<b>11079</b>	<b>11/28/2022</b>	<b>TSR CDD</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-28,893.37</b>
				207.201 · Due to Debt Service ...	-28,893.37	28,893.37
TOTAL					-28,893.37	28,893.37

## TSR CDD Check Detail November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	11080	11/28/2022	TSR CDD	101.002 · Suntrust #570803-O...		-29,131.93
				207.202 · Due to Debt Service ...	-29,131.93	29,131.93
TOTAL					-29,131.93	29,131.93
Check	11081	11/28/2022	TSR CDD	101.002 · Suntrust #570803-O...		-28,655.93
				207.203 · Due to debt service f...	-28,655.93	28,655.93
TOTAL					-28,655.93	28,655.93
Check	11082	11/28/2022	TSR CDD	101.002 · Suntrust #570803-O...		-35,768.75
				207.204 · Due to debt service f...	-35,768.75	35,768.75
TOTAL					-35,768.75	35,768.75
Check	11083	11/28/2022	TSR CDD	101.002 · Suntrust #570803-O...		-28,603.45
				207.205 · .Due to debt service f...	-28,603.45	28,603.45
TOTAL					-28,603.45	28,603.45
Check	11084	11/28/2022	TSR CDD	101.002 · Suntrust #570803-O...		-14,737.51
				207.206 · Due to Debt Service ...	-14,737.51	14,737.51
TOTAL					-14,737.51	14,737.51
Bill Pmt -Check	11085	11/28/2022	DOWN TO EARTH LANDSCA...	101.002 · Suntrust #570803-O...		-4,233.00
Bill	INV143321	11/22/2022		538.651 · Replace Plants, Shru...	-223.00	223.00
Bill	INV143320	11/22/2022		538.651 · Replace Plants, Shru...	-330.00	330.00
Bill	INV143316	11/22/2022		538.651 · Replace Plants, Shru...	-755.00	755.00
Bill	INV143315	11/22/2022		538.651 · Replace Plants, Shru...	-755.00	755.00
Bill	INV143318	11/22/2022		538.651 · Replace Plants, Shru...	-660.00	660.00
Bill	INV143319	11/22/2022		538.651 · Replace Plants, Shru...	-755.00	755.00
Bill	INV143317	11/22/2022		538.651 · Replace Plants, Shru...	-755.00	755.00
TOTAL					-4,233.00	4,233.00

**TSR CDD  
Check Detail  
November 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>11086</b>	<b>11/28/2022</b>	<b>TIGER PRINTING GROUP</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-784.70</b>
Bill	111522-1	11/22/2022		538.614 · Common Area Signage	-784.70	784.70
TOTAL					-784.70	784.70
<b>Bill Pmt -Check</b>	<b>11087</b>	<b>11/28/2022</b>	<b>WTS INTERNATIONAL, LLC.</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-11,154.90</b>
Bill	12354241	11/22/2022		538.121 · Amenity Management	-572.45	572.45
Bill	12353983	11/22/2022		538.121 · Amenity Management	-9,886.65	9,886.65
Bill	12354110	11/22/2022		538.122 · Program Incentives	-453.00	453.00
Bill	12354236	11/22/2022		538.121 · Amenity Management	-242.80	242.80
TOTAL					-11,154.90	11,154.90
<b>Bill Pmt -Check</b>	<b>11088</b>	<b>11/30/2022</b>	<b>DECORATING ELVES, INC.</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-5,200.00</b>
Bill	1231822851	11/29/2022		572.912 · Holiday Decor	-5,200.00	5,200.00
TOTAL					-5,200.00	5,200.00
<b>Bill Pmt -Check</b>	<b>11089</b>	<b>11/30/2022</b>	<b>DOWN TO EARTH LANDSCA...</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-542.50</b>
Bill	INV143439	11/29/2022		538.630 · SOD	-542.50	542.50
TOTAL					-542.50	542.50
<b>Bill Pmt -Check</b>	<b>11090</b>	<b>11/30/2022</b>	<b>KUTAK ROCK LLP</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-5,265.73</b>
Bill	3140779	11/29/2022		514.007 · District Counsel	-5,265.73	5,265.73
TOTAL					-5,265.73	5,265.73
<b>Bill Pmt -Check</b>	<b>11091</b>	<b>11/30/2022</b>	<b>SUNSCAPE CONSULTING</b>	<b>101.002 · Suntrust #570803-O...</b>		<b>-5,000.00</b>
Bill	10790	11/29/2022		538.606 · Landscape Consulting	-5,000.00	5,000.00
TOTAL					-5,000.00	5,000.00

## TSR CDD Check Detail November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11092	11/30/2022	WTS INTERNATIONAL, LLC.	101.002 · Suntrust #570803-O...		-101.82
Bill	12354296	11/29/2022		538.121 · Amenity Management	-101.82	101.82
TOTAL					-101.82	101.82
Check	11093	11/30/2022	TSR CDD	101.002 · Suntrust #570803-O...		-116,372.05
				207.201 · Due to Debt Service ...	-116,372.05	116,372.05
TOTAL					-116,372.05	116,372.05
Check	11094	11/30/2022	TSR CDD	101.002 · Suntrust #570803-O...		-117,332.91
				207.202 · Due to Debt Service ...	-117,332.91	117,332.91
TOTAL					-117,332.91	117,332.91
Check	11095	11/30/2022	TSR CDD	101.002 · Suntrust #570803-O...		-115,415.75
				207.203 · Due to debt service f...	-115,415.75	115,415.75
TOTAL					-115,415.75	115,415.75
Check	11096	11/30/2022	TSR CDD	101.002 · Suntrust #570803-O...		-144,063.61
				207.204 · Due to debt service f...	-144,063.61	144,063.61
TOTAL					-144,063.61	144,063.61
Check	11097	11/30/2022	TSR CDD	101.002 · Suntrust #570803-O...		-115,204.35
				207.205 · .Due to debt service f...	-115,204.35	115,204.35
TOTAL					-115,204.35	115,204.35
Check	11098	11/30/2022	TSR CDD	101.002 · Suntrust #570803-O...		-59,357.36
				207.206 · Due to Debt Service ...	-59,357.36	59,357.36
TOTAL					-59,357.36	59,357.36



**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

**MINUTES OF MEETING  
TSR  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on November 29, 2022, at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556.

**Present were:**

Jason Silber (via telephone)	Chair
Mary Comella (via telephone)	Vice Chair
David Deenihan	Assistant Secretary
Frank Stalzer	Assistant Secretary
Tim Green	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Alyssa Willson	District Counsel
Patrick Gassaway	District Engineer
Barry Mazzoni	Operations Manager
Mark Yahn	SunScape Consulting, Inc., (SCI)
Rene Hlebak	WTS Starkey Ranch Lifestyle Director
Alex Murphy	WTS Starkey Ranch
Matt Call	Developer
Ray Szelest	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 5:01 p.m. Supervisor Green and Supervisors- Elect Deenihan and Stalzer were present. Supervisors Silber and Comella attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments [3 minutes per person]**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors [SEATS 1 & 2] (the**

41 *following will be provided in a separate*  
42 *package)*  
43

44 Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath  
45 of Office to Mr. David Deenihan and Mr. Frank Stalzer. Mr. Adams and Ms. Willson briefly  
46 explained the following items:

- 47 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 48 **B. Membership, Obligations and Responsibilities**
- 49 **C. Financial Disclosure Forms**
  - 50 **I. Form 1: Statement of Financial Interests**
  - 51 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - 52 **III. Form 1F: Final Statement of Financial Interests**
- 53 **D. Form 8B – Memorandum of Voting Conflict**

54 The Supervisors were instructed to submit a W-4 to Management to receive the  
55 Supervisors' stipend and advised to use the CDD email address provided, as it will make it easier  
56 to respond to any public records requests.

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58 **FOURTH ORDER OF BUSINESS**

**Update: Letter to Supervisors Regarding  
the Applicability of Sunshine Law and  
Public Records Law to Social Media and  
Internet**

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63 Ms. Willson presented the letter to the Supervisors regarding the applicability of  
64 Sunshine Law and Public Records Law to social media and the internet. She recommended  
65 Board Members follow best practices and not post CDD business on social media websites to  
66 avoid it becoming a Sunshine Law violation. If they post or reply to a post a copy should be  
67 forwarded to Mr. Adams for record keeping purposes. Ms. Willson or Mr. Adams should be  
68 contacted with any questions.

69 In response to a question, Ms. Willson stated that posting factual items, such as an  
70 upcoming agenda on the website is okay but cautioned Board Members to not respond to any  
71 follow-up responses. Mr. Silber and Ms. Comella opined that it is best not to post CDD business  
72 on social media, as it must then be forwarded and it will become part of a public record.

73 A Board Member asked how the Board is supposed to conduct business when Board  
 74 Members cannot communicate between meetings. The Board was advised to contact District  
 75 Staff if information is needed between meetings.

76

77 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-01,  
 Designating a Chair, a Vice Chair, a  
 Secretary, Assistant Secretaries, a  
 Treasurer and an Assistant Treasurer of the  
 TSR Community Development District, and  
 Providing for an Effective Date**

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84 Mr. Adams presented Resolution 2023-01. Ms. Comella nominated the following slate:

- |    |                     |                          |
|----|---------------------|--------------------------|
| 85 | Chair               | Jason Silber             |
| 86 | Vice Chair          | Mary Comella             |
| 87 | Secretary           | Chesley (Chuck) E. Adams |
| 88 | Treasurer           | Craig Wrathell           |
| 89 | Assistant Secretary | Tim Green                |
| 90 | Assistant Secretary | David Deenihan           |
| 91 | Assistant Secretary | Frank Stalzer            |
| 92 | Assistant Secretary | Craig Wrathell           |
| 93 | Assistant Treasurer | Jeffrey Pinder           |

94 No other nominations were made.

95

96 **On MOTION by Mr. Green and seconded by Mr. Deenihan, with all in favor,**  
 97 **Resolution 2023-01, Designating a Chair, a Vice Chair, a Secretary, Assistant**  
 98 **Secretaries, a Treasurer and an Assistant Treasurer of the TSR Community**  
 99 **Development District, as nominated, and Providing for an Effective Date, was**  
 100 **adopted.**

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103 **SIXTH ORDER OF BUSINESS**

**Discussion: Evaluation of Landscape  
 Maintenance Proposals**

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106 Mr. Adams distributed and presented the following:

- 107 ➤ Evaluation Criteria
- 108 ➤ Bid Submission Criteria Evaluation spreadsheet

- 109 ➤ Pricing Bid Summary Comparison spreadsheet Fiscal Year 2023 -2025
- 110 ➤ Extra Services Pricing Bid Summary Comparison spreadsheet Fiscal Year 2023 -2025
- 111 ➤ Bid Criteria Evaluation Results

112 Mr. Adams stated that the Landscape Committee Members, led by Mr. Yahn, reviewed  
 113 the bid submittal packages and were scored according to the criteria.

114

**DUE TO TECHNICAL DIFFICULTIES, AUDIO WAS NOT AVAILABLE**

**THE FOLLOWING WAS TRANSCRIBED FROM MEETING NOTES**

117 The Board reviewed the scores for each respondent in each category and reduced the  
 118 score of Sunrise’s Personnel category one point. The final results were:

119	#1	Landscape Maintenance Professionals, Inc.	\$1,705,128.00	82.50 points
120	#2	Sunrise Landscape Maintenance, LLC	\$1,806,539.00	81.75 points
121	#3	Cerpa Landscape, LLC	\$1,554,270.00	79.00 points
122	#4	Yellowstone Landscape, Inc.	\$1,701,538.00	77.50 points
123	#5	Mainscape, Inc.	\$1,861,822.00	65.00 points
124	#6	Juniper Landscaping of Florida, LLC	\$1,794,667.00	64.75 points
125	#7	RedTree Landscape Systems, LLC	\$1,550,850.00	61.00 points

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**On MOTION by Mr. Silber and seconded by Mr. Stalzer, with all in favor, acceptance of the scoring and rankings, ranking Landscape Maintenance Professionals, Inc. as the #1 ranked respondent to the Landscape and Irrigation Maintenance Services Contract and authorizing Staff to negotiate an agreement with Landscape Maintenance Professionals, Inc., the #1 ranked respondent, and authorizing the Chair to execute, was approved.**

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- 135 • **Consideration of Resolution 2023-02, Regarding the Award of Contract for TSR**
- 136 **Landscape and Irrigation Maintenance Services; Providing a Severability Clause; and**
- 137 **Providing an Effective Date**

138 Mr. Adams presented Resolution 2023-02.

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**On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor, Resolution 2023-02, Regarding the Award of Contract to Landscape Maintenance Professionals, Inc., for TSR Landscape and Irrigation Maintenance Services; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

### TRANSCRIPTION FROM AUDIO RESUMED

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The Notice of Award letters will be sent tomorrow and the final form of Agreement will be finalized upon conclusion of the 72-hour protest period.

A Board Member expressed his disappointment that the Board did not receive all the information today. Going forward, he expects the Board to receive all data they are supposed to have before making such a large commitment.

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▪ **Update: Conveyances**

**This item, previously the Seventeenth Order of Business, was presented out of order.**

**A. Albritton Park [Tracts F-1 and B-3]**

- **Warranty Deed**
- **Engineer's Certificate**

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These items were included for informational purposes.

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Mr. Silber asked why the Board was not advised of this until now, as he believed Albritton Park had not been opened to the public because permits were still pending.

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Ms. Willson stated that the District Engineer reviewed and signed off on the conveyance items, which included permits and is within the scope of work and in accordance with the Series 2019 Acquisition Agreement. These items were prepared in the last few weeks. She addressed Mr. Silber's concerns about the CDD's recourse if the conveyance is completed and the permits are not fully processed.

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Mr. Call addressed the following concerns:

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➤ Pool Permit: Pasco County and the State Health Department completed their inspections. Staff confirmed that the pool can be opened for operations.

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➤ Wildlife Permit: This is believed to be a social media matter; all the permits were pulled and closed out properly.

172     ▪     **Future Conveyances**173             **This item, previously the Eighteenth Order of Business, was presented out of order.**174             Mr. Call distributed and presented the following proposals, which address resident  
175 concerns:176     ➤     DTE Estimate #42107 to install additional sod and irrigation changes at the Albritton Dog  
177 Park for \$10,289.83178     ➤     RIPA & Associates Invoice #RS221101 to install additional fencing and gate outside the  
179 Albritton dog park for \$4,450.180             Mr. Call stated, if approved, the Developer will proceed with the projects and request  
181 reimbursement out of the construction account.182             Mr. Call stated there is about \$256,0000 remaining in the construction fund. The  
183 Developer plans to use those funds and stay within budget to complete two other projects,  
184 including additional landscaping at Pine Gap Spur and along the frontage of the commercial  
185 property in between Fencepost Drive and Gunn Highway. The Developer is working with the  
186 Commercial Developers to prepare plans for the pedestrian plaza and landscape improvements.187             Ms. Willson stated that, to the extent the projects exceed the budget, there is the  
188 Developer Completion Agreement so the CDD will not pay for these projects.189             Ms. Willson stated there is no risk of the CDD having to fund the projects. She  
190 recommended preparing a License Agreement to allow the Developer to access CDD property  
191 to perform this work and to protect the CDD in the event of any unforeseen damage to CDD  
192 property, which obligates the Developer to make those repairs.

193

**On MOTION by Mr. Silber and seconded by Ms. Comella, with all in favor, the DTE #42107 and RIPA & Associates #RS221101 proposals from the Developer to make the improvements, pursuant to acceptable terms, and authorizing District Staff to prepare a License Agreement and for the Chair to execute, were approved.**

199

200

201     **SEVENTH ORDER OF BUSINESS**

202

203

204

**Consideration of Letter Agreement for Mitigation Area Conveyance and Maintenance**

205 Mr. Call stated the purpose of the Developer's Letter Agreement is for the CDD to  
206 consider taking on maintenance responsibilities for 1.07 acres of mitigation area along Lake  
207 Blanche Drive. In exchange, the Developer will provide the funds to complete the work and be  
208 responsible for any costs that exceed \$22,500.

209 Ms. Willson stated that the CDD already accepted conveyance of the property about a  
210 year ago. The Developer is proposing that the CDD add this area to its landscape contract and  
211 monitor those costs, instead of the Developer maintaining the area. The intent is that the  
212 Developer will provide any and all such funds to the CDD to maintain it.

213 In response to a question, Mr. Call stated he will ask if the Developer will consider  
214 keeping the same amount of funds in escrow.

215 Discussion ensued regarding the Easement Agreement and the thought that designating  
216 funds in escrow will address liability concerns.

217 This item was deferred.

218

219 **EIGHTH ORDER OF BUSINESS**

**Discussion: Landscape Maintenance  
Services on Lake Blanche ROW**

220

221  
222 Mr. Call stated that Pasco County wants to know if the CDD will consider maintaining  
223 the landscape at the right-of-way (ROW) on Lake Blanch Road. He distributed and reviewed  
224 photographs of the area and noted that the contractor will be completing punch list items  
225 before final inspection and closing out the permit. The benefit will be that the area will be  
226 maintained to the CDD's standards; however, the CDD has not budgeted for this expense.

227 Mr. Silber suggested Mr. Adams obtain a proposal from LMP for the CDD to maintain it  
228 and ask the County to reimburse the CDD.

229 Mr. Adams stated that Sunscape's Representative was unable to attend the meeting and  
230 asked to defer the Ninth, Tenth and Eleventh Orders of Business to the January or February  
231 meeting, since the December 7, 2022 meeting will be cancelled.

232 Ms. Comella was in favor and Mr. Stalzer was opposed cancelling the December 7, 2022  
233 meeting. Mr. Stalzer and Mr. Deenihan conveyed their frustration about how long it takes the  
234 Board to get things done.

235 The Board agreed to hear public comments.



236 Resident Ray Szelest referred to Agenda Item 10 and asked why West Bay Homes is not  
 237 being held responsible for payment of the full amount of the invoice, since they caused the  
 238 issue.

239

240 **NINTH ORDER OF BUSINESS**

**Discussion: Sunscape Consulting  
 Landscaping Projects for Fiscal Year  
 2022/2023**

241

242

243

244 **A. Soil Treatments and Pruning for Albritton Park [\$36,295] & [\$5,900]**

245 **B. Fall Tree Pruning and Soil Treatments for Various Locations [\$30,950] & [\$39,027]**

246 **C. Spring Tree Pruning and Soil Treatments for Various Locations [\$28,159] & [\$22,027]**

247 **D. Tree Pruning for Huckleberry Pond and West Side of Cunningham Park [\$14,500]**

248 This item was deferred.

249

250 **TENTH ORDER OF BUSINESS**

**Consideration of Down to Earth, Estimate  
 #30688 for Zoysia Sod, Parcel B Turf Loss –  
 Tallfield Lane [\$10,780.00]**

251

252

253

254 This item was deferred.

255

256 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Tree Care at  
 Cunningham Park**

257

258

259 **A. The Davey Tree Company [\$17,200]**

260 **B. BrightView Tree Care Services [\$15,000]**

261 This item was deferred.

262

263 **TWELFTH ORDER OF BUSINESS**

**Consideration of Standard Brick Pavers,  
 Interlocking Paver Proposal for Heart Pine  
 Avenue Bridge [\$15,348]**

264

265

266

267 Mr. Mazzoni presented the revised Standard Brick Pavers Proposal that included costs  
 268 for additional pavers and a recommendation to change the pattern, which will strengthen the  
 269 paver deck going forward. He was unable to obtaining other proposals. If approved, he will  
 270 notify on-site Staff of the project dates.

271 Ms. Willson will prepare the standard contract Agreement.

272

273 **On MOTION by Mr. Stalzer and seconded by Ms. Comella, with all in favor, the**  
 274 **revised Standard Brick Pavers proposal dated October 21, 2022, to install**  
 275 **interlocking pavers at Heart Pine Avenue Bridge, in the amount of \$15,348.00,**  
 276 **and authorizing the Chair to execute, was approved.**

277

278

279 **THIRTEENTH ORDER OF BUSINESS**

**Consideration of Egis Insurance & Risk  
 Advisors, Proposal for Workers  
 Compensation [\$636]**

280

281

282

283 Mr. Mazzoni presented the Egis Insurance & Risk Advisors proposal for workers  
 284 compensation coverage, which will allow resident volunteers to participate in cleanup days  
 285 around Cunningham Park, on a quarterly basis; it excludes assisting with Christmas decorations.

286 Ms. Willson recommended purchasing this policy to ensure coverage if there are any  
 287 claims.

288

289 **On MOTION by Mr. Silber and seconded by Mr. Deenihan, with all in favor, the**  
 290 **Egis Insurance & Risk Advisors proposal for Workers Compensation insurance**  
 291 **coverage, in the amount of \$636, was approved.**

292

293

294 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of Cornerstone Proposal for  
 Woods Rider Loop Project [\$11,719]**

295

296

297 Mr. Mazzoni presented the options of approving the proposal, which will avoid the CDD  
 298 having to use private property or the sidewalk to access the area, or keeping the maintenance  
 299 status quo, in which homeowners are maintaining 2' to 3' of CDD property behind their homes.

300 This item was deferred.

301

302 **FIFTEENTH ORDER OF BUSINESS**

**Consideration of Duke Energy Florida, LLC,  
 Easement**

303

304

305 Ms. Willson presented the Duke Energy Florida, LLC, Easement Agreement to install a  
 306 new transformer and reduce the easement area from 10' to 5', which will require the CDD to  
 307 provide a certified sketch and legal description within 60 days of installation of the

308 improvements. Mr. Call stated that the original request was from Taylor Morrison because a  
309 transformer is needed at the entranceway to help the irrigation system.

310

**On MOTION by Mr. Silber and seconded by Mr. Deenihan, with all in favor, the Duke Energy Florida, LLC, Easement Agreement to install a new transformer and keeping the Easement Area at 10', was approved.**

311

312

313

314

315

316

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Replacing/Adding Bollards Back to the Trails**

317

318

319

Ms. Hlebak presented proposals for various kinds of pylons to replace the missing plastic pylons on Rangland Boulevard behind Monroe Commons. She recommended installing the ones with the locking mechanism in three areas on a trial basis, which will address traffic congestion and prevent golf cart and dirt bike access, before deciding whether to install them elsewhere.

320

321

322

323

Discussion ensued regarding the budget and the possibility of other neighborhoods requesting bollards.

324

325

**On MOTION by Mr. Stalzer and seconded by Ms. Comella, with all in favor, replacing and/or adding bollards back to the trails in three locations, as recommended by Staff, was approved.**

326

327

328

329

330

331

**SEVENTEENTH ORDER OF BUSINESS**

**Update: Conveyances**

332

333

**B. Albritton Park [Tracts F-1 and B-3]**

334

- **Warranty Deed**

335

- **Engineer's Certificate**

336

This item was presented following the Sixth Order of Business.

337

338

**EIGHTEENTH ORDER OF BUSINESS**

**Update: Future Conveyances**

339

340

This item was presented following the Sixth Order of Business.

341

342

**NINETEENTH ORDER OF BUSINESS**

**Discussion: Welcome Center Availability**

343

344 Ms. Willson stated Mr. Liquori advised her that the Developer will allow the CDD to  
345 continue using the space until March 2023 with no fee. Beginning April 1, 2023, the CDD should  
346 plan to lease the Welcome Center or secure an alternate facility. The Developer is reviewing  
347 possible terms of a lease for the Board's review.

348 Mr. Call stated that the Developer affirmed to him, prior to the meeting, that they will  
349 do a lease with the CDD starting April 1, 2023 at \$25 per square foot, which, based on 3,260  
350 square feet, is \$81,500 per year and matches the current budget. He will email a sample lease  
351 to Ms. Willson to present at the next meeting. The CDD can negotiate the ability to sublease, in  
352 the lease.

353 Ms. Willson stated she will have the tax laws researched to determine what the CDD  
354 needs to abide by. She asked for the Developer to consider coordinating the lease dates with  
355 the CDD's Fiscal Year.

356

357 **TWENTIETH ORDER OF BUSINESS**

**Update: Sunshine Law and Committee Rules**

358

359

360 Ms. Willson stated that, upon further research, establishing a Committee to explore real  
361 estate options and the Amenity Center would be subject to Sunshine Law and require adhering  
362 to certain guidelines.

363

364 **TWENTY-FIRST ORDER OF BUSINESS**

**Discussion: Consultant's Competitive Negotiation Act - District Engineering Services Procurement**

365

366

367

368 • **Authorization of Request for Qualifications (RFQ)**

369 Ms. Willson gave an overview of the RFQ process. She presented the RFQ for  
370 Engineering Services and the Competitive Selection Criteria required to replace the current  
371 District Engineer, Heidt Design, LLC, due to lack of responsiveness.

372 Mr. Green suggested the Board consider a transition period involving keeping the  
373 current District Engineer for six months and engaging a new District Engineer. Mr. Call agreed  
374 that this is an advantage but felt that, since the CDD is moving beyond that stage, the Board  
375 could engage firms that specialize in CDDs going into the operation and maintenance (O&M)

376 phase. Mr. Green stated it is typical for Developers to engage an Engineer separate from a  
377 Project Engineer. The responses to the RFQ will be presented at the February meeting.

378

379 **On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor,**  
380 **the Request for Qualifications for Engineering Services and Competitive**  
381 **Selection Criteria and authorizing District Staff to advertise the RFQ, was**  
382 **approved.**

383

384

385 **TWENTY-SECOND ORDER OF BUSINESS**

**Discussion: Holiday Lighting Program**

386

387 Mr. Szelest asked if the Board will consider soliciting bids for holiday lighting, as the CDD  
388 was late in doing so last year. Ms. Hlebak stated that a vendor was scheduled and already  
389 installed the lighting. She requested feedback on the varied aesthetics. Mr. Szelest suggested  
390 decorations more inclusive of other religions. Mr. Call recommended having volunteers help  
391 the Lifestyle Staff with the decorations next year.

392 **▪ Consideration: County Recycling Waste Agreement**

393 **This item was an addition to the agenda.**

394 Mr. Adams presented the County Recycling Waste Agreement to assign all provisions in  
395 the Agreement to Coastal Waste and Recycling; he and Ms. Willson received this just prior to  
396 the meeting. The original 5-year contract date was October 1, 2015 and an Addendum was  
397 executed on October 1, 2020 that extended the term five years. The CDD is already into year  
398 two of the extended contract. Ms. Willson reviewed the Agreement and recommended  
399 approval, subject to correcting the CDD's address.

400

401 **On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor,**  
402 **the County Recycling, Inc., Waste Agreement to Assign services to Coastal**  
403 **Waste & Recycling of Central Florida, LLC, as amended to correct the CDD**  
404 **address, and authorizing Staff to prepare a proposed Addendum, was**  
405 **approved.**

406

407

408 **TWENTY-THIRD ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Reports  
as of October 31, 2022**

409

410

411 Mr. Adams presented the Unaudited Financial Statements as of October 31, 2022.

412 Mr. Stalzer asked the Board Members to review the financials, in detail, sometime in the  
413 next couple of months. To save time, the new Board Members were asked to review the budget  
414 with Mr. Adams individually, prior to the meeting with the other Board Members.

415 The financials were accepted.

416

417 **TWENTY-FOURTH ORDER OF BUSINESS**

**Approval of October 12, 2022 Regular  
Meeting Minutes**

418

419

420 Mr. Adams presented the October 12, 2022 Regular Meeting Minutes.

421 The following changes were made:

422 Lines 31 and 82: Change "Davison" to "Anderson"

423 Lines 69 and 70: Delete "Regarding whether a building is being constructed behind  
424 Esplanade, Mr. Call stated he heard a rumor Starkey sold the Blueberry Farm and is building  
425 something."

426 Regarding Line 124, Mr. Stalzer stated that he did not recall Mrs. Adams' statement that  
427 WestBay agreed to pay 50% of DTE Estimate #30688. Mr. Call stated he received additional  
428 correspondence from Homes by WestBay since the last meeting on this matter; he will email it  
429 to Mr. Adams to email to the Board. He recalled that the CDD asked them to take the lead on  
430 this and pay 50% of the costs, since the CDD can get a better price.

431 Line 167: Insert "reflecting cost of \$279,000 to develop" after "costs"

432

433 **On MOTION by Mr. Stalzer and seconded by Mr. Silber, with all in favor, the**  
434 **October 12, 2022 Regular Meeting Minutes, as amended, were approved.**

435

436

437 Mr. Stalzer was designated point person to review meeting minutes.

438

439 **TWENTY-FIFTH ORDER OF BUSINESS**

**Action & Completed Items**

440

441 Items 3, 4, 6, 7, 8, 10, 11, 19, 20, 21, 22, 24, 25, 26, 27, 29, 30, 31, 33, 34, 35, 36, 37, 38  
442 and 39 were completed.

443 Item 5: Completed with the exception of one outstanding deed.

444 Item 19: All but four commercial payments were received. Mr. Adams is working with  
445 Ms. Willson to pressure them to pay quickly.

446 **Mr. Silber left the meeting at 7:20 p.m.**

447 Item 30: Mr. Call stated that, after further research and reviewing the permits, it was  
448 determined that there is no minimum standard of maintenance required in the wetlands after it  
449 is transferred to the operation phase. This issue will be if the CDD wants to maintain the  
450 Esplanade area to a higher standard than it is today. Ms. Willson stated that any maintenance  
451 responsibilities allowing the HOA to maintain need some sort of Agreement so the CDD can  
452 make sure the HOA is not maintaining too much such that it is in violation of the Water  
453 Management District permit.

454

455 **TWENTY-SIXTH ORDER OF BUSINESS**

**Staff Reports**

456

457 **A. District Counsel: *Kutak Rock, LLP***

458 Ms. Willson stated she will continue working on ongoing items. She welcomed the new  
459 Supervisors to the Board and instructed them to contact her with any questions.

460 **Ms. Comella left the meeting due to technical difficulties.**

461 **B. District Engineer: *Heidt Design, LLC***

462 Mr. Patrick Gassaway stated that, once the RFQ is posted, he expects the CDD to receive  
463 several responses.

464 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

- 465 • **NEXT MEETING DATE: December 7, 2022 at 5:00 p.m.**

- 466 ○ **QUORUM CHECK**

467 The December 7, 2022 meeting was cancelled. The next meeting is scheduled for  
468 January 11, 2023.

469 **D. Lifestyle Director & Amenity Manager: *WTS International***

470 Ms. Hlebak reviewed the October 2022 Monthly Summary Report. The December  
471 Report will be emailed to the Board. She will be covering for Ms. Iliana Santiago, while the new  
472 Lifestyle Coordinator, is out of the office for personal reasons. She stated that Ms. Santiago is  
473 doing an amazing job and is working on revamping some programs to implement in January.

474 Ms. Hlebak stated she received the keys to Albritton Park today and most of the  
475 programs in January will take place at the park. The Grand Opening will be scheduled the last  
476 weekend of the month.

477 • **Discussion: Repairs/Replacement of Whitfield Park Splash Pad Flooring**

478 Ms. Hlebak stated that the Pasco County Health Department inspected the splash pad  
479 and advised that the patches the Developer had done in 2020 are failing and need to be  
480 addressed within the next year or they will have to shut it down.

481 Ms. Hlebak presented two proposals from vendors who suggested replacing the  
482 flooring; proposals from two other firms are pending. The other option is to install a concrete or  
483 cement type of painted surface, which most of outdoor facilities are heading towards due to  
484 cost. The County advised that the lifespan is typically eight years, which is how old these are. If  
485 they change to another type of flooring, it will require changing the permitting with the County.

486 **E. Operations Manager: *Wrathell, Hunt and Associates, LLC***

487 Mr. Mazzone presented the November Field Operations Report.

488

489 **TWENTY-SEVENTH ORDER OF BUSINESS** **Supervisors' Requests**

490

491 Mr. Stalzer asked that the Board receive the agenda prior to the meeting in case they  
492 want to add to it. Mr. Adams stated he will distribute the agenda and advised the Board  
493 Members to submit items for the agenda ten days before the scheduled meeting date.

494 Mr. Stalzer asked if, as a Board Member, he is allowed to meet with a Sherriff's  
495 Representative to discuss vandalism occurring in the CDD. Ms. Willson replied affirmatively.

496 Mr. Green stated he is resigning after the meeting. He thanked Mr. Adams and Ms.  
497 Willson for a great job and wished the Board all the best. Mr. Stalzer stated that the Board will  
498 miss the Developer Representative Board Members and appreciate all that they have done in  
499 the community. Mr. Green's resignation letter will be presented at the next meeting.

500

501 **TWENTY-EIGHTH ORDER OF BUSINESS** **Adjournment**

502

503

504 **On MOTION by Mr. Stalzer and seconded by Mr. Green, with all in favor, the**  
505 **meeting adjourned at 8:36 p.m.**



506  
507  
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512

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**ACTION &  
COMPLETED  
ITEMS**

**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION AGENDA	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
1	01.13.21	<b>ACTION</b>	Staff/Mr. Call reviewing road turnovers & release of maintenance bonds & preparing map of same. <b>04.14.21</b> If not turned over to County, Staff to get proposals to restripe for Fiscal Year 2022 budget. <b>12.01.21</b> Ms. Willson to discuss including the bridge in the conveyance of the roads to the County.	X			
2	08.11.21	<b>AGENDA</b>	Mr. Wilkes: Provide list of areas to determine if cross-walk is needed & advise at next meeting. <b>10.13.21</b> Staff collecting items; work in progress. <b>11.10.21</b> Mr. Wilkes: Prep designs & give Mr. Adams a list of resources & provide updates with Pasco County regarding cost share for pedestrian safety improvements.	X			
3	04.13.22	<b>ACTION</b>	Ms. Willson: Send pond deed docs to TM. <b>05.11.22</b> Staff: Obtain deeds. Mr. Call & Ms. Willson: work to transfer preserve & roadside swale to CDD & grant easement Esplanade HOA to maintain road/keep invasives out of preserve. <b>11.29.22</b> All done except one deed.	X			
4	06.08.22	<b>ACTION</b>	Mr. Adams: Find out if Taylor Morrison or CDD is responsible for tree removal. <b>07.13.22</b> Huckleberry Pond tree being addressed today.	X	X		
5	06.08.22	<b>ACTION</b>	Ms. Hlebak was asked to research other materials to replace the crushed shells around the pool at Witfield Park.	X			
6	07.13.22	<b>ACTION</b>	Mr. Adams: Revisit Eco-Logic proposal for # of monitoring events in Esplanade community with Mr. Nabor with regard to frequency.	X	X		
7	08.10.22	<b>ACTION</b>	Mr. Adams to forward Mr. Spears' LOS report to DTE and arrange community-wide LOS evaluations of all of the intersections.	X	X		
8	08.10.22	<b>ACTION</b>	Mr. Wiles: Look into Long Spur & other Village I areas & determine what areas the County & CDD should each be maintaining.	X			
9	08.10.22	<b>ACTION</b>	Mr. Soety to obtain & present more proposals for Albritton Park.	X			
10	09.07.22	<b>ACTION</b>	Mr. Adams: Tell Mr. Wilkes to email the Board an update regarding Longspur and Village 1 Areas, Road Maintenance Responsibility.	X			
11	10.12.22	<b>ACTION/AGENDA</b>	Mr. Adams: Coordinate establishing "Tow Guidelines" to address Cunningham Park incident.	X			
12	10.12.22	<b>ACTION</b>	Mr. Adams and Ms. Willson to work on letter to Westbay regarding DTE proposal and timeline of incident.	X			

**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION AGENDA	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
13	11.29.22	<b>ACTION</b>	Ms. Willson: Prep LMP landscape & irrigation maintenance services contract & send Notice of Award letters.	X			
14	11.29.22	<b>ACTION</b>	Ms. Willson: Prep License Agreement for Developer to complete additional improvements.	X			
15	11.29.22	<b>ACTION</b>	Mr. Call: Ask Developer to keep \$22,500 in escrow before the CDD will consider taking on maintenance responsibilities and monitoring costs of 1.07 acres of mitigation area along Lake Blanche Drive.	X			
16	11.29.22	<b>ACTION</b>	Mr. Adams: Obtain proposal from LMP before CDD considers maintaining ROW on Lake Blanch Road & ask County to reimburse the CDD.	X			
17	11.29.22	<b>ACTION</b>	Mr. Mazzoni: Notify on-site staff of dates of Heart Pine Avenue Bridge project.	X			
18	11.29.22	<b>ACTION</b>	Ms. Willson: Prep standard Agreement with Standard Bridge Pavers.	X			
19	11.29.22	<b>ACTION</b>	District Staff: Purchase Worker's Comp Policy from Egis.	X			
20	11.29.22	<b>ACTION</b>	Ms. Hlebak: Coordinate replacing bollards back to the trails.	X			
21	11.29.22	<b>ACTION/AGENDA</b>	Mr. Call: Send Ms. Willson sample lease for Welcome Center & ask for dates to coordinate with CDD's Fiscal Year. Present at next mtg.	X			
22	11.29.22	<b>ACTION</b>	Ms. Willson: Have tax attorney research tax laws regarding the CDD subletting a portion of the Welcome Center.	X			
23	11.29.22	<b>ACTION/AGENDA</b>	Mr. Adams: Advertise RFQ for Engineering services in January and present results at February, 2023 meeting.	X			
24	11.29.22	<b>ACTION</b>	Ms. Willson: Prep proposed Addendum to Coastal Waste & Recycling of Central Florida, LLC for County Recycling Waste Agreement Assignment to Coastal Waste and Recycling.	X			
25	11.29.22	<b>ACTION/AGENDA</b>	Mr. Adams: Add review financial reports in detail to agenda in next couple of months.	X			
26	11.29.22	<b>ACTION</b>	Mr. Call: Email letter from Homes by WestBay regarding agreement to pay 50% of DTE Invoice to Mr. Adams. Mr. Adams: Email the Board.	X			
27	11.29.22	<b>ACTION/AGENDA</b>	Mr. Adams: Include Mr. Green's resignation on next agenda.	X			

**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
1	05.11.22	<b>ACTION</b>	Staff: Prep Agreement between CDD & HOA to prevent fishing at the CDD lake banks.			X	06.08.22
2	05.11.22	<b>ACTION</b>	Mr. Adams: Ask vendor about missing “No trespassing” sign in Esplanade. Ms. Hlebak to advise Mrs. Adams where to re-install.			X	06.08.22
3	05.11.22	<b>ACTION/AGENDA</b>	Mr. Soety: Present findings in evaluating the firebush shrubs damaged by frost and DTE proposals for replacement.			X	06.08.22
4	05.11.22	<b>ACTION</b>	Mr. Adams, Mr. Soety & Mr. Yahn: Refine section of the RFP for Landscape Maintenance Contract on performance score card and include the evaluation criteria with the point system in the package and ratify at the next meeting. Mr. Adams to provide Ms. Anderson a list of the vendors invited to respond to the RFP.			X	06.08.22
5	06.08.22	<b>ACTION</b>	Staff: Coordinate “No Trespassing” sign removal at Huckleberry Pond. Ms. Willson: Update language in Amenity Policy to address late hours; based on Mr. Liquori’s suggestions.			X	07.13.22
6	06.08.22	<b>ACTION</b>	Mrs. Adams: Clarify if ponds 15-2 & 12-5 were transferred to CDD & email Mr. Silber link to the map.			X	07.13.22
7	06.08.22	<b>ACTION</b>	Mr. Adams: Obtain proposal from Mr. Yahn to engage SunScape to oversee DTE landscaping projects.			X	07.13.22
8	04.13.22	<b>ACTION</b>	Mr. Adams: Review trespass agreements & determine if they can be amended. Check who authorized Lake Blanche “No fishing”.			X	07.13.22
9	06.08.22	<b>ACTION</b>	Mr. Adams: Email to Board Mr. Wilkes’ notes on tour of current facility & site plan about needs for proposed mtg site at Publix.			X	07.13.22
10	06.08.22	<b>ACTION</b>	Ms. Hlebak: Prep & circulate a general overview of the roles and responsibilities of the Arch Amenities Group.			X	07.13.22
11	06.08.22	<b>ACTION</b>	Mr. Cologne: Submit request to Mr. Adams to host Tower Foundation on third Saturday in October; include details of the event and potential impacts to the area. <b>07.13.22</b> An alternative venue was located. This is not a CDD issue. <b>Remove.</b>			X	07.13.22

**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
12	05.11.22	<b>ACTION</b>	Mr. Mohr: Use the reservation system and submit a plan regarding the July 4 <sup>th</sup> event and copy of the County permit to Mr. Adams. Ms. Willson: Review the CDD's potential liability. <b>06.08.22</b> Decision deferred while Mr. Mohr obtains one-time event insurance policy, Ms. Willson revises draft Agreement and CDD's Insurance Claims Dept approves the items as being sufficient to cover the CDD's liability. <b>07.13.22 Remove.</b>			X	07.13.22
13	06.08.22	<b>ACTION/AGENDA</b>	Mrs. Adams: Present SOLitude's new rate increase at the August meeting, as the Lake Maintenance contract expires in September. <b>07.13.22</b> Remove. Looking at other options.			X	07.13.22
14	03.09.22	<b>ACTION/AGENDA</b>	Mr. Adams: Find vendor to review FDOT Bridge Inspection Report. <b>05.11.22</b> Resident Roddy to submit bid for the project to Mr. Adams. <b>09.07.22</b> Kimley Horn completed the analysis deeming the bridge is in good condition and submitted it to The State to place on their Key Inspection Program.			X	09.07.22
15	04.13.22	<b>ACTION</b>	Mr. Adams: Have District Engineer review Rocchetta proposals, add his fees & bring project under Heidt Design LLC. <b>05.11.22</b> Ongoing discussions continue. <b>09.07.22</b> Item withdrawn.			X	09.07.22
16	05.11.22	<b>ACTION/AGENDA</b>	Mr. Wilkes: Address erosion at pond on NW side of Night Star Tr., pipes jutting out on residence side & 2 residences at another pond that need pipes running into the lake. Mr. Adams: Obtain proposals for sod to re-establish slope & add littorals at Night Star Tr. Lake 15-2. <b>06.08.22</b> Mr. Adams: Email erosion photos to Mr. Wilkes. Proposals from Chapman Land Services pending. <b>07.13.22</b> Physical work being implemented.			X	09.07.22
17	05.11.22	<b>ACTION</b>	Mrs. Adams: Confirm w/ hog trapper there is no fee for his services & check status of submittal of copy of LLC and Cert of Ins to her. Once confirmed, Ms. Willson to prepare agreement noting compensation is in the form of items removed from property; not monetary. <b>07.13.22</b> Per SWFWMD rep, a permit must be issued for trapping. They are aware of the issue & the CDD's challenge. Letters mailed to Co. Commissioner & SWFWMD for assistance.			X	09.07.22

**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
18	05.11.22	<b>ACTION</b>	Ms. Willson: Review Welcome Center lease from Developer Counsel & give to Mr. Silber. Ms. Comella: Work with CDD on plan for new landscape maintenance yard & present at the next mtg.			X	09.07.22
19	05.11.22	<b>ACTION</b>	Mr. Adams: Give Ms. Hlebak guidance & templates of how other CDDs handle homeowners' requests to sponsor public events.			X	09.07.22
20	06.08.22	<b>ACTION</b>	Mr. Mazzoni: Send SFWMD & County a letter requesting they do more to control the hog population adjacent to the CDD.			X	09.07.22
21	08.10.22	<b>ACTION</b>	Staff: Obtain quotes for construction of staging area and for fill.			X	09.07.22
22	08.10.22	<b>AGENDA</b>	Mr. Adams: Include Mr. Mazzoni 's Operations Report as part of Staff Reports on all future agendas.			X	09.07.22
23	03.09.22	<b>ACTION/AGENDA</b>	<b>05.11.22</b> Mr. Adams: Incorporate edits discussed, work w/ Mark, Pete & Alyssa to revise & finalize landscape bid specs to present at June mtg & publish, then present bid submittals at the August meeting. <b>06.08.22</b> The bid opening is the day of the July meeting.			X	11.29.22
24	04.13.22	<b>ACTION</b>	Upon establishing a requirement of staffing needs <b>05.11.22</b> Ms. Comella: Work with Staff to draft & circulate resident survey, which included costs.			X	11.29.22
25	05.11.22	<b>ACTION</b>	Mr. Adams: Ensure copy of deed for Tract B-1 retaining wall is in CDD's files.			X	11.29.22
26	05.11.22	<b>ACTION/AGENDA</b>	Mr. Adams: Present info on engaging community outreach officer to monitor Cunningham Park. Ms. Hlebak: Obtain proposals for key cards & to install a camera that focuses on the gate. <b>06.08.22</b> Smart Solution preparing a proposal. Mr. Silber: Select, purchase & connect camera system to WiFi system. <b>07.13.22</b> Smart Solutions was advised that some neighborhoods lack clearance for safe turnarounds. <b>11.29.22</b> No longer being considered.			X	11.29.22
27	05.11.22	<b>ACTION</b>	Mr. Wilkes: Give Mr. Adams contact info & language for letter asking County to consider four-way stops at Longspur/Heart Pine Ave & Longspur/Fence Post Dr intersections. <b>06.08.22</b> County received letter & will visit. <b>07.13.22</b> County does not own the roads but will research further. Response expected in 30 days.			X	11.29.22

**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
28	06.08.22	<b>ACTION</b>	Ms. Willson: Give Mr. Adams Chapter 197 language for Reso 2022-05 & amend date of Public Hearing & FY2022 Meeting Schedule to 09.07.22 & change proposed FY2023 budget line items discussed.			X	11.29.22
29	06.08.22	<b>ACTION</b>	Mr. Call: Email Mr. Adams the appraisal on land & Welcome Center Facility to email to the Board.			X	11.29.22
30	06.08.22	<b>ACTION</b>	Mr. Adams: Get another appraisal for Welcome Center & 0.8-acre parcel. <b>11.29.22</b> No longer being considered.			X	11.29.22
31	08.10.22	<b>ACTION</b>	Mr. Adam: Email police roving reports to Board. <b>09.07.22</b> Mr. Adams: Ensure WHA Staff emails Reports to Board upon receipt.			X	11.29.22
32	08.10.22	<b>ACTION</b>	Mr. Adams: Verify due date for commercial payments & give update at next mtg. <b>11.29.22</b> All but four payments were received. Mr. Adams is working with Ms. Willson to apply pressure to get them paid quickly.			X	11.29.22
33	08.10.22	<b>ACTION</b>	Mr. Adams: Ask insurance carrier about resident volunteers participating in landscape clean-up day & potential liability.			X	11.29.22
34	09.07.22	<b>ACTION</b>	Mrs. Adams: Add signage to Rangeland crosswalk where pylons were removed.			X	11.29.22
35	09.07.22	<b>ACTION</b>	Ms. Willson: Verify plat language at 12914 Payton Street & confirm w/ District Engineer to deter if issues approving request to vacate 3' of Utility Easement. <b>11.29.22</b> Determined CDD did not have any interest. District Engineer received approval from various utilities & is working w/ County for permit.			X	11.29.22
36	09.07.22	<b>ACTION/AGENDA</b>	Mr. Adams to send rejection notices, extend DTE landscape contract month-to-month & email updated Site Plan to BOS. Mr. Yahn: facilitate bid process, work w/ Staff to revise RFP specs, publish & present bid results at Nov. meeting. <b>10.12.22</b> Re: rebid, Mr. Adams: Send Addendum to respective contractors.			X After 10.12.22 mtg	11.29.22
37	09.07.22	<b>ACTION</b>	Mr. Adams to commence process involved in proceeding with purchasing the Welcome Center and Land.			X	11.29.22



**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
38	09.07.22	<b>ACTION</b>	Mr. Adams: Find out when commercial shared costs revenues are due to CDD. <b>11.29.22</b> This item is duplicate of Action Item #19.			X	11.29.22
39	09.07.22	<b>ACTION</b>	Mrs. Adams: Have WHA Staff "Book Mark" agenda items.			X	11.29.22
40	10.12.22	<b>ACTION</b>	Mr. Adams: Send Mr. Devivo an aerial map of area abutting Esplanade & pond to determine maintenance responsibilities.			X	11.29.22
41	10.12.22	<b>ACTION</b>	Regarding Esplanade drainage culvert, Mr. Call: email minimum standard of maintenance to Board. <b>11.29.22</b> After research & reviewing permits, it was determined there is no min standard of maintenance required in wetlands after transfer to operation phase. This issue will be if the CDD wants to maintain the Esplanade area to a higher standard than it already is.			X	11.29.22
42	10.12.22	<b>ACTION</b>	Ms. Willson: Review Sherriff's report & advise Mr. Adams if it can be posted on the website. <b>11.29.22</b> Certain information was redacted before posting to the website.			X	11.29.22
43	10.12.22	<b>ACTION</b>	Mr. Soety: Obtain additional proposal for Tree Care at Cunningham Park and provide a sketch of the areas.			X	11.29.22
44	10.12.22	<b>ACTION</b>	Re: Standard Brick Paver proposal, Mr. Mazzoni: Obtain material cost & labor rate & obtain other proposals for next meeting.			X	11.29.22
45	10.12.22	<b>ACTION</b>	Mr. Silber to obtain a commitment from the Developer to continue use of the Welcome Center and whether a fee is involved.			X	11.29.22
46	10.12.22	<b>ACTION/AGENDA</b>	Ms. Willson to provide overview of procurement of engineering services for new board at December meeting.			X	11.29.22
47	10.12.22	<b>ACTION</b>	Mr. Mazzoni to see if affected residents are interested in executing a License Agreement with the CDD to maintain areas abutting Woods Rider Loop, due to access issues. If so, work with Ms. Willson.			X	11.29.22
48	10.12.22	<b>ACTION</b>	WHA Staff, when emailing revised agenda, to indicate in the email what changed.			X	11.29.22

**TSR CDD  
ACTION & COMPLETED ITEMS LIST  
11.29.22 FOR 01.11.23 MEETING**

#	MTG DATE ADDED TO LIST	ACTION	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
49	10.12.22	<b>ACTION</b>	Mr. Silber and Ms. Comella were tasked with leading the effort in scheduling a Workshop.			X	11.29.22

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF**

**REPORTS**

**C**

**TSR COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*Cunningham Park, 12131 Rangeland Blvd., Odessa, Florida 33556*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 12, 2022</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>November 9, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>November 29, 2022</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>December 7, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>January 11, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>February 8, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>March 8, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>April 12, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>May 10, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>June 14, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>July 12, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>August 9, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>September 13, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2023**

	Fiscal Year 2022				Adopted Budget FY 2023
	Adopted Budget FY 2022	Actual through 3/31/2022	Projected through 9/30/2022	Total Actual & Projected	
<b>REVENUES</b>					
Assessment levy: on-roll - gross O&M	\$ 3,873,273				\$ 4,538,284
Assessment levy: on-roll - gross trash	203,011				259,774
Allowable discounts (4%)	(163,051)				(191,922)
Assessment levy: on-roll - net	3,913,233	\$3,902,574	\$ 10,659	\$ 3,913,233	4,606,136
Trash collection assessments	49,068	13,865	5,565	19,430	11,404
Commerical shared costs	81,785	-	81,785	81,785	112,045
Program revenue	8,000	4,584	3,416	8,000	12,000
Interest	2,500	-	2,500	2,500	2,500
Donation from MPOA	-	289,500	-	289,500	-
Specialty program revenue	-	-	-	-	6,000
Miscellaneous-rental revenue	9,600	8,956	644	9,600	15,000
Total revenues	4,064,186	4,219,479	104,569	4,324,048	4,765,085
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Supervisors	5,100	2,368	2,732	5,100	10,200
Management	42,070	21,035	21,035	42,070	42,070
Legal <sup>1</sup>	30,000	15,690	14,310	30,000	30,000
Engineering	20,000	5,600	14,400	20,000	20,000
Assessment administration	10,000	5,000	5,000	10,000	10,000
Audit	4,570	-	4,570	4,570	4,570
Arbitrage rebate calculation	3,000	750	2,250	3,000	3,000
Dissemination agent	13,000	6,500	6,500	13,000	13,000
Trustee	26,500	25,591	909	26,500	26,500
Telephone	250	125	125	250	250
Postage	1,500	275	1,225	1,500	1,500
Printing & binding	2,000	1,000	1,000	2,000	2,000
Legal advertising	3,500	765	2,735	3,500	3,500
Annual special district fee	175	175	-	175	175
Insurance	6,100	6,205	-	6,205	7,100
Other current charges	3,500	676	2,824	3,500	3,500
Office supplies	500	-	500	500	500
Website					
Hosting & maintenance	705	-	705	705	705
ADA compliance	200	-	200	200	200
Property taxes	687	-	687	687	687
Property appraiser & tax collector	81,526	78,345	3,181	81,526	95,961
Total professional & administrative	254,883	170,100	84,888	254,988	275,418

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2023**

	Fiscal Year 2022				Adopted Budget FY 2023
	Adopted Budget FY 2022	Actual through 3/31/2022	Projected through 9/30/2022	Total Actual & Projected	
<b>Field operations</b>					
Contract services					
Field services	28,325	14,163	14,162	28,325	28,325
Landscape maintenance	1,491,270	474,522	1,016,748	1,491,270	1,700,000
Landscape consulting	60,000	35,481	24,519	60,000	60,000
Landscape Arbor Care	99,000	49,090	49,910	99,000	155,000
Wetland maintenance	24,168	5,540	18,628	24,168	68,168
Wetland mitigation reporting	4,500	2,200	2,300	4,500	4,500
Lake maintenance	94,000	47,726	46,274	94,000	100,000
Community trash hauling	246,750	139,944	106,806	246,750	330,000
Off-duty traffic patrols	20,000	2,200	17,800	20,000	20,000
Repairs & maintenance					
Repairs - general	20,000	18,796	1,204	20,000	20,000
Operating supplies	8,000	4,891	3,109	8,000	8,000
Plant replacement	70,000	71,279	-	71,279	70,000
Mulch	155,000	98,521	56,479	155,000	200,000
Playground mulch	12,000	-	12,000	12,000	18,000
Sod	100,000	59,100	40,900	100,000	200,000
Fertilizer/chemicals	20,000	23,987	-	23,987	30,000
Irrigation repairs	30,000	12,097	17,903	30,000	30,000
Irrigation monitoring	2,280	600	1,680	2,280	2,280
Security/alarms/camera/repair	1,000	703	297	1,000	1,500
Road & sidewalk	40,000	7,936	32,064	40,000	40,000
Common area signage	3,000	-	3,000	3,000	3,000
Bridge & deck maintenance	40,000	8,750	31,250	40,000	40,000
Pressure washing	-	-	-	-	105,000
Utilities - common area					
Electric	14,500	4,299	10,201	14,500	14,500
Streetlights	340,000	147,665	192,335	340,000	380,000
Irrigation - reclaimed water	70,000	24,727	45,273	70,000	70,000
Gas	450	414	36	450	450

**TSR  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2023**

	Fiscal Year 2022				Adopted Budget FY 2023
	Adopted Budget FY 2022	Actual through 3/31/2022	Projected through 9/30/2022	Total Actual & Projected	
Recreation facilities					
Amenity management staff/contract	296,429	136,805	159,624	296,429	389,820
Office rental	60,000	-	60,000	60,000	80,000
Office expenses	6,713	-	6,713	6,713	8,950
Office utilities	6,638	-	6,638	6,638	8,850
Office copy machine	4,875	-	4,875	4,875	4,875
Office supplies	-	929	-	929	-
Janitorial	24,480	6,603	17,877	24,480	24,480
Park A/C repairs and maintenance	5,000	-	5,000	5,000	5,000
Pool cleaning	26,280	10,940	15,340	26,280	27,594
Pool repairs & maintenance	2,500	-	2,500	2,500	2,500
Pool fence & gate repairs	2,000	-	2,000	2,000	2,000
Pool - electric	22,000	8,463	13,537	22,000	36,000
Pool - water	8,000	6,189	1,811	8,000	10,000
Pool permits and licensing	1,100	-	1,100	1,100	1,100
Pest services	500	250	250	500	500
Pool resurfacing	60,000	59,917	83	60,000	-
Insurance	54,900	45,436	9,464	54,900	69,706
Cable/internet/telephone/software	10,000	4,382	5,618	10,000	10,000
Access cards	5,500	-	5,500	5,500	5,500
Activities	28,000	12,650	15,350	28,000	30,000
Specialty programming	3,000	1,553	1,447	3,000	6,000
Recreational repairs	-	1,028	-	1,028	2,500
Pool signage	1,000	336	664	1,000	1,000
Holiday decorations	8,000	4,933	3,067	8,000	8,000
Other					
Contingency	20,000	27,583	-	27,583	20,000
Capital outlay	90,000	-	90,000	90,000	30,000
Total field operations	<u>3,741,158</u>	<u>1,582,628</u>	<u>2,173,336</u>	<u>3,755,964</u>	<u>4,483,098</u>
Total expenditures	<u>3,996,041</u>	<u>1,752,728</u>	<u>2,258,224</u>	<u>4,010,952</u>	<u>4,758,516</u>
Net increase/(decrease) of fund balance	68,145	2,466,751	(2,153,655)	313,096	6,569
Fund balance - beginning (unaudited)	592,922	498,680	2,965,431	498,680	811,776
Fund balance - ending (projected)	<u>\$ 661,067</u>	<u>\$ 2,965,431</u>	<u>\$ 811,776</u>	<u>\$ 811,776</u>	<u>\$ 818,345</u>

<sup>1</sup>budget incorporates a 6% annual increase to hourly rate since last rate adjustment

**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS  
D**





## Year In Review 2022

**Submitted by:**

Renee Hlebak,  
Starkey Ranch Lifestyle Director

Alex Murphy,  
Operations Director



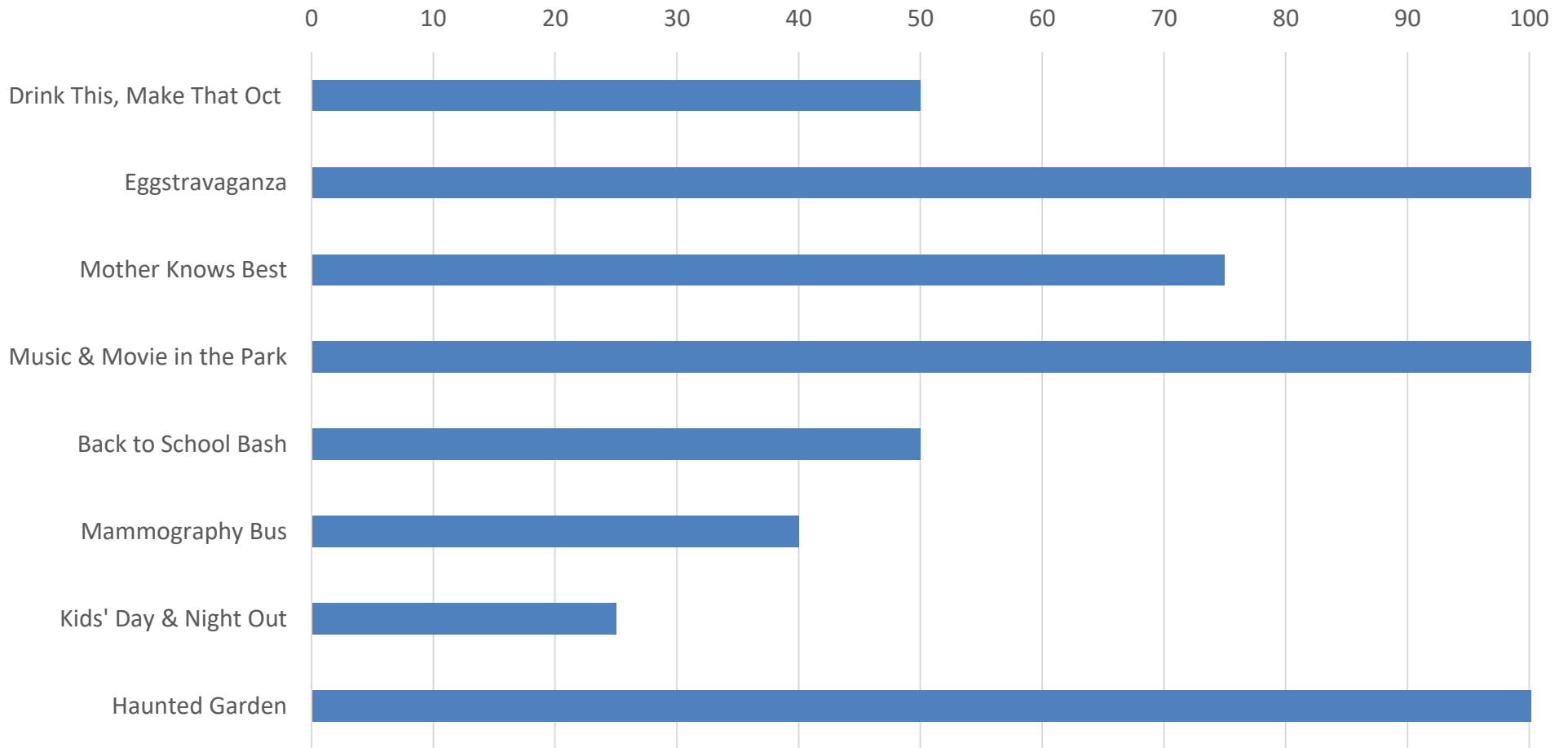
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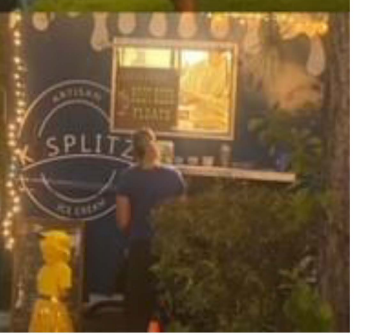
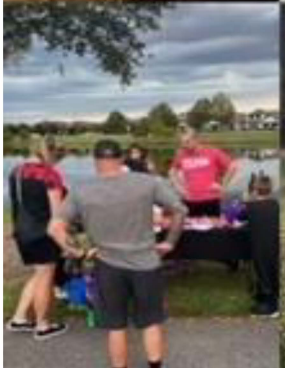
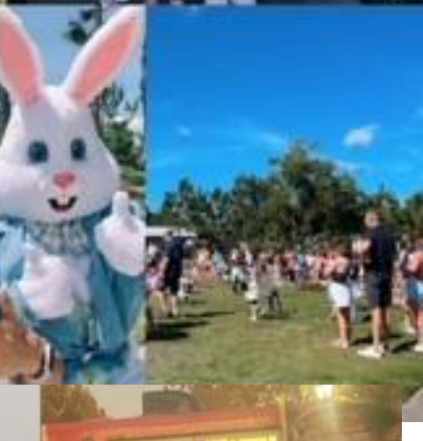
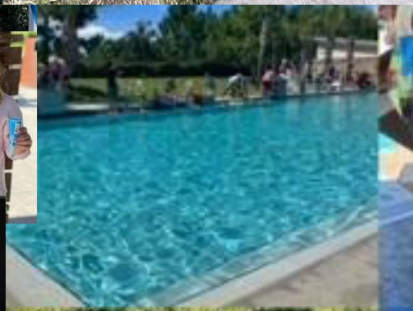
*Where life takes root.*



# PROGRAMS & EVENTS

## MOST POPULAR







**Cupcakes & Canvases**

RSVP Is CLOSED

SEPTEMBER 24TH, 2022  
12 PM - 2 PM  
CUNNINGHAM HALL

No Baking, Just Decorating!  
This event can get a bit messy so make sure to wear clothes you are okay with getting covered in frosting.

Just a Reminder for those who signed up!

September 8th, 2022  
Cunningham Hall  
6 PM - 8 PM

## Parenting Workshop

With :  
**Caroline Faifman**  
LMHC, Certified Adlerian  
Psychotherapist



**Focus:  
Power Struggles**  
an Adlerian Approach  
to Parenting

RSVP To  
[Fun@starkeyranch.com](mailto:Fun@starkeyranch.com)



December 21ST

BEEP! BEEP!

Starting At 6 PM

# Santa CRUISE

Hello Starkey Ranch!  
Santa and Mrs. Claus will be hitting the roads December 21ST, 2022!  
Check Out The Road Map Below!

Starting at The Welcome Center

# WHAT'S FOR DINNER?



Grab the family and a blanket and head down to Whitfield Park to grab dinner from the Aussie food truck!

TUESDAY, JUNE 28TH  
6PM-8PM  
WHITFIELD PARK



## CINCO DE MAYO PARTY PACK PICK-UP

Happy Cinco de Mayo Starkey Ranch!  
Join the Lifestyle Team in celebrating by picking up a party pack on  
**Thursday, May 5th**  
**at the Welcome Center**  
**from 10am-4:30pm!**

\*Please scroll down to view a delicious salsa recipe to enjoy!\*

## Breakfast in The Park



NOVEMBER 12TH, 2022  
WHITFIELD PARK  
7 AM - 11 AM

FOOD TRUCK AT THE PAVILION SELLING AMAZING COFFEE, DRINKS AND BREAKFAST FOODS THAT EVERYONE WILL ENJOY!

STARKEY RANCH LIFESTYLE TEAMS PRESENTS

# EGGSTRAVAGANZA



**Saturday, April 16th**  
**Time slots beginning at 9 am**  
**Whitfield Park**

Calling all families! Someone left eggs in Whitfield Park and we need your help gathering them! Time slots will be available to register for. Please RSVP to [fun@starkeyranch.com](mailto:fun@starkeyranch.com) to ensure a spot in our Eggstravaganza!

Reservations are Eggstra important!  
RSVP to [fun@starkeyranch.com](mailto:fun@starkeyranch.com) by April 9th!

# DADS & DUDES

Come on out to enjoy a delicious lunch from **Stationhouse BBQ**

**Lunch will include:**  
*Pulled Pork, Ribs, Smoked Chicken Quarters, Macaroni and Cheese, Green Beans, Coleslaw, and Macaroni Salad, Apple Sauce, and beverages (water, juice and soda)*

**\*Chicken fingers will be available for children\***

**\*Dipping sauces included\***

**\*There will be limited seating for this event and this event is limited to in home residents only\***

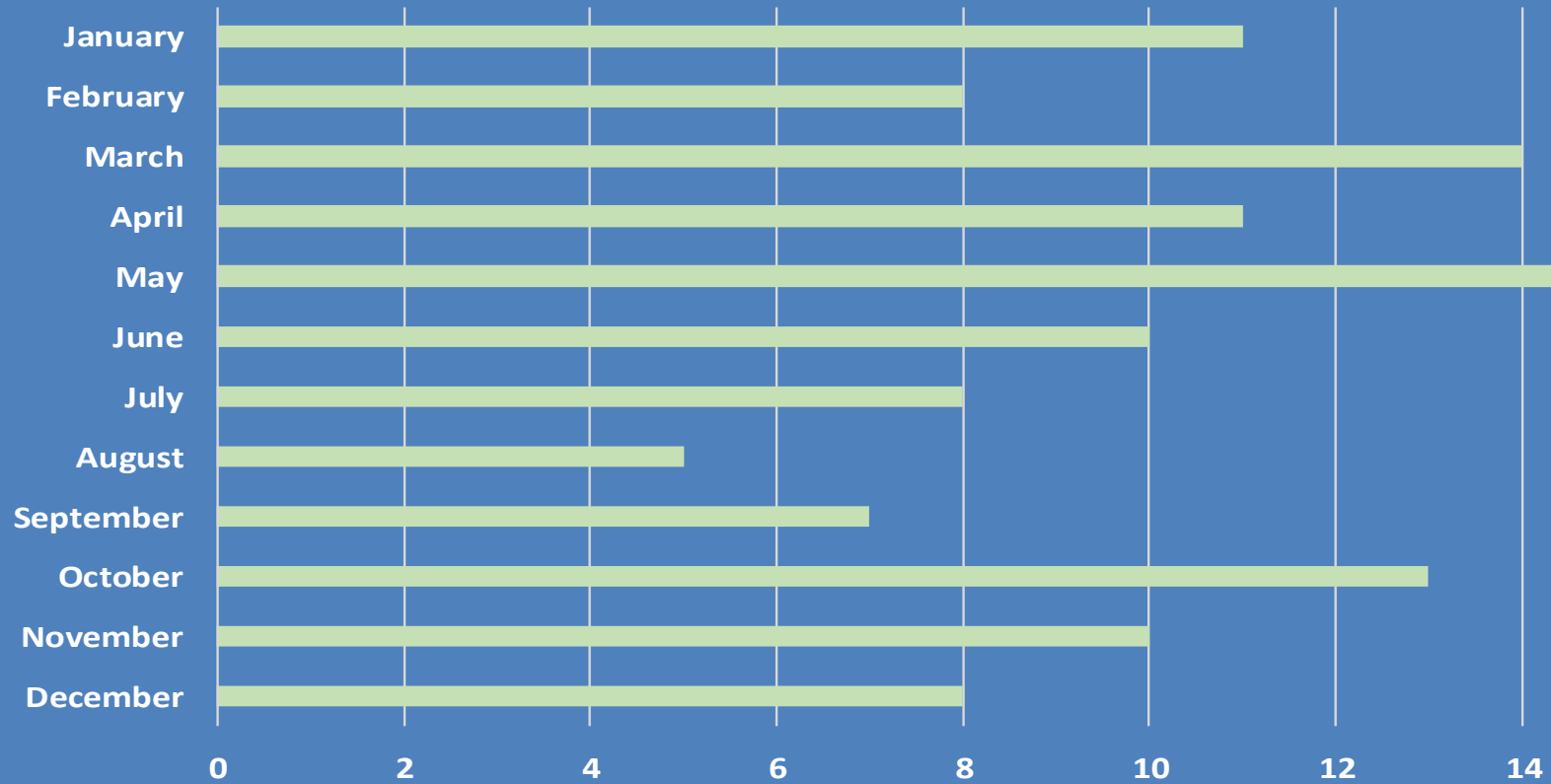
**When:** Sunday, June 19th | 12pm-2pm  
**Where:** Cunningham Hall  
**Fee:** Dads & Grandpas are free  
\$15 adults  
\$10 children

RSVP to [fun@starkeyranch.com](mailto:fun@starkeyranch.com) by June 16th

# FACILITY RENTALS

Monthly Private Rentals of Cunningham Hall, Whitfield Park Pavilions, & Homestead Park Pavilion.

## TOTAL MONTHLY UTILIZATION NUMBERS



# COMMUNITY CONNECTIONS

Feedback from our residents is very important.

Below are the Top Most Commented Topics the Lifestyle Team has received through the year.

## COMMENTARY FROM OUR RESIDENTS

Golf Carts & Motor Bikes on the trails, grass or driving on the wrong side of the street. Most comments happen when someone using the trails to walk or bike are forced off the trail by a Golf Cart another resident is driving or when the Lifestyle Team sends out a Community Update with the Pasco County Sheriff's Office Regulations. The Motor Bikes are being handled by the Sheriff's Department thanks to the help of Supervisor Frank Stalzer & one of the Sergeants from the Department.

Use of Cunningham Hall & Park. More time for rentals, clubs and meetings. Less non-resident use of the park. This comes up the most in the 4<sup>th</sup> quarter around the holidays. The staff has done a better job of staying on top of the gate to the park, working programs around requests and having blocks for rentals. The Lifestyle Director has spent hours talking to residents and non-residents in the park taking pictures and using the facilities. Education is key in helping teach others the parks are only "Public" to those that live in Starkey Ranch/ pay into the CDD. Several highly attended events are now taking place in the park such as the Haunted Garden and The Tree Lighting with easy and a little extra planning.

With the change of our Lifestyle Coordinator, we received requests and feedback to restructure Toddler Time. Some wanted more structure and more education. Some have requested the complete opposite and want it to be a full on play time drop off style program. Iliana is doing an amazing job trying to meet residents in the middle with new crafts, ideas and guest speakers/activities.

Several residents reached out thanking the Lifestyle Team for how we handled Hurricane Ian and Hurricane/Tropical Strom Nicole. From preparing the parks, rescheduling events and all the notifications that we sent out, our team was praised for keeping the residents informed/prepared while still keeping it fun.

## FACILITY OPERATIONS

Below are just a few projects our team has completed through out the community this year.

Replacement/updating community signage
Cunningham & Pool Bathroom A/C issues and parts replacements
Plumbing and Parts Issues Repaired in Pool/Park Bathrooms
Dog Park gate maintenance.
Secured handrails on pedestrian bridges
Repair and replace boards on the pedestrian bridges and board walks in the community
Common area fence repairs
Constant Trash Duty throughout the Community & Relocation of Dumpster
Bollard Installs
Playground Equipment audit & repairs
Pool Chair Repairs
Mulch Raking & Replenishment
New Gate Access and Camera Systems at the Pools
Maintenance of Gator/Field Cart
Splash pad timer replacement
Pool motor & parts replacement at both Pools
Live animal trapping
Whitfield Park Pool Resurfacing

## PROJECTS FOR 2023

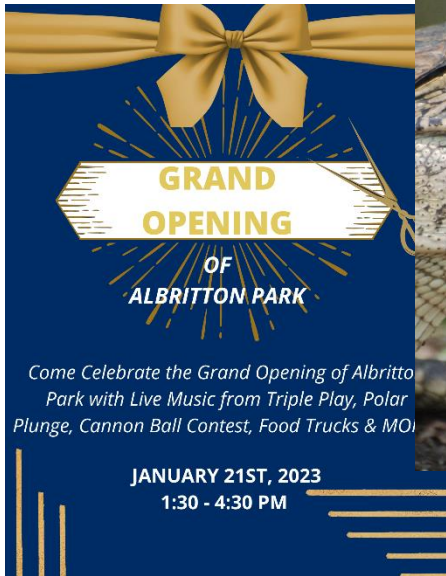
FACILITY OPERATIONS
Splash Pad Repairs/Resurfacing
Community Trash Cans & Road Litter & Relocating of Cans
Playground Audit
Keeping the Parks Clean and Stocked
Pool Chair Repairs & New Shade Options
Replenish Sand/Crushed Shell in Park Areas
Touch ups on Pavilions & Grills
Re-evaluating Landscaping Rocks Around Pool & Park Areas
Painting and Pressure Washing Amenity Areas
Updating Pool Emergency Equipment
Settling in Albritton Park
Pool Tile Replacements
Window Repairs in Cunningham Hall
Whitfield Park Fire Pit Repairs & Part Replacements



# ALREADY IN PROCESS FOR 2023

## NEXT YEAR'S PLANNED PROGRAMMING AND EVENTS

3D Mobile Mammography Bus	One Blood Bus
Brudders' Books & Painting Class	Little Mini Wednesdays
Kids' Day & Night Out	Showdown Hoedown
Wildlife, Green Thumb, & Financial Wellness Seminars	Music & Movie in the Park
Themed 5ks, Free Fitness on the Lawn & Group Fitness/Personal Training	Food Truck Fridays
Eggstravaganza	Events & Activities with Resident Clubs
Albritton Park Grand Opening	Adult Prom
Tree Lighting	Boats & Floats
Summer Camps	4 <sup>th</sup> of July Bike Parade
Adult Smash Room and Stress Relief Rage Room Field Trip	Yippy & Yappy Hours



**GRAND OPENING**  
OF  
**ALBRITTON PARK**

Come Celebrate the Grand Opening of Albritton Park with Live Music from Triple Play, Polar Plunge, Cannon Ball Contest, Food Trucks & More!

**JANUARY 21ST, 2023**  
1:30 - 4:30 PM



**Wildlife Seminar:**  
**Living with Alligators**

Join Rick Vetter 'Gator Rick' in an educational seminar about Florida's Alligators!

**Saturday, February 5th**  
10am  
Cunningham Hall

RSVP to [fun@starkeyranch.com](mailto:fun@starkeyranch.com)



Toddler Time

**Little Mini Wednesday**

January 4th, 2023  
Cunningham Hall  
10 AM - 11 AM  
AGES: 1 - 4 YRS OLD

CALLING ALL MINIS TO JOIN THE LIFESTYLE TEAM FOR A TODDLER SOCIAL!

THIS IS THE PERFECT OPPORTUNITY TO MEET YOUR NEIGHBORS, ENJOY A SNACK AND SHARE SOME LAUGHS.

**\*\*ADULT PARTICIPATION IS REQUIRED\*\***



JANUARY 17TH, 2023  
ALBRITTON DOG PARK  
5 - 6 PM

**YIPPY HOUR**

CALLING ALL PUPS 25LBS & UNDER JOIN THE LIFESTYLE TEAM FOR AN HOUR OF PLAYTIME.  
\*HUMAN AND DOGGY TREATS WILL BE PROVIDED!\*



*Adult Smash*

February 3rd, 2023  
6 PM  
Twisted Frenzy Rage Room

**Limited Spots**  
RSVP NOW:  
[Fun@Starkeyranch.com](mailto:Fun@Starkeyranch.com)

**THANK YOU.**



**TSR**

**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS  
E**



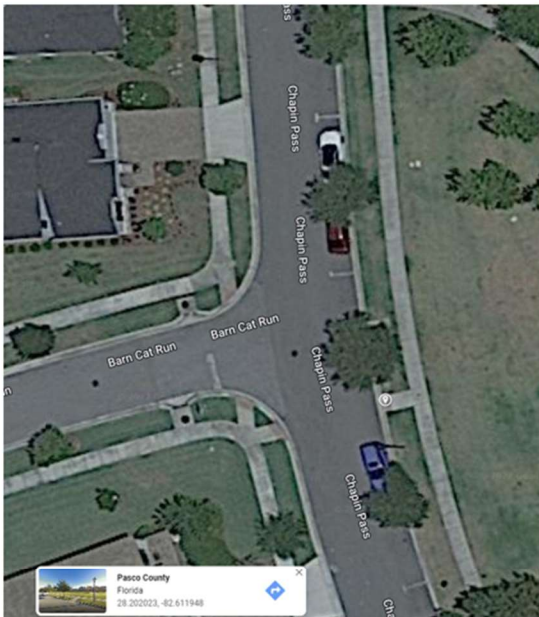
**Wrathell, Hunt and Associates, LLC**

TO: TSR Board of Supervisors  
FROM: Barry Mazzone – Operations Manager  
DATE: January 2023  
SUBJECT: Status Report – Field Operations

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**Storm Drain Inspection / Repair:** Three voids have appeared around storm drains. One is located at the mailboxes are on Villamore near Homesteader, another is further down the street on Villamore near the park, and the other is located at across from the corner of Barn Cat Run / Chapin Pass. Shenandoah was out to inspect two of the areas, resulting in two proposals for review at the January 11<sup>th</sup> meeting. We are also in contact with RIPA to review the issues and potentially obtain proposals, but safety being of paramount concern, I recommend moving forward with the existing proposals.

**CHAPIN PASS/ BARN CAT RUN**

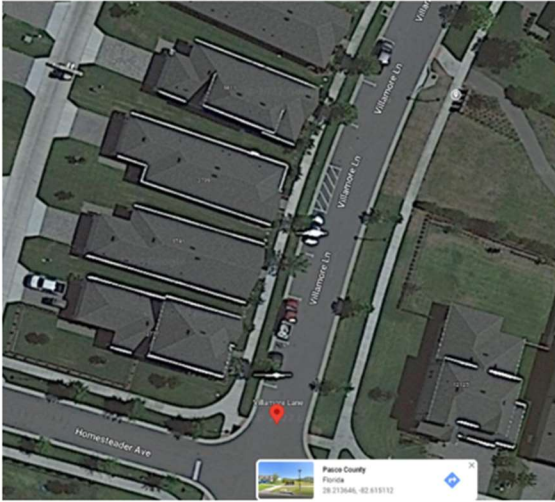


**Proposed Repair:**

- Mini Excavator
- Labor to Dig Up & Repair Crushed Section of Pipe
- Repair Material
- Flowable Fill up to 5 yards To Achieve Compaction at Disturbed Area After Repair
- Plug & Pump to Dewater System
- Offsite Disposal of Spoils & Other Debris
- Sidewalk Removal & Repair Approximately 10'

# VILLAMORE

**Issue #1:** Located by the mailboxes on Villamore, near the cross street of Homesteader



**Proposed Repair:**

Grout & Seal structures  
Fuel Surcharge

**Issue #2:** There is a second issue on Villamore which has not been reviewed. The issue seems to be like the first one. It is located near 3745 Villamore Ln.



**Cunningham Park Landscaping Volunteer Activity:** Staff have completed all tasks ahead of a potential resident clean-up event at Cunningham Park. The Workers' Compensation policy that provides coverage for volunteers who are working on behalf of the district has been secured.

**Landscape Contract Start-up:** Landscaping Maintenance Professionals (LMP) started service the first week of January on site. Operations will be meeting with the onsite team and Sunscape Consulting on Tuesday, January 10th. We understand from LMP that the Account Manager and additional crew will begin onsite on Monday January 16th. The operations team appreciates the board and owners' patience as we get the new vendor up and running.

**Heart Pine Avenue Bridge Project:** The Chair has signed the agreement with **Standard Brick Pavers** following the last meeting. We are in the process of connecting with the vendor to schedule the service. We anticipate that the process will result in lane and potential road closures. Operations is seeking to schedule the service during spring break, if possible, to avoid the issues of school and other vehicular traffic concerns. If this cannot be accomplished, we will look at the possibility of scheduling overnight to avoid as many disruptions as possible.

**Landscape Maintenance Access Concerns:**

**Woods Rider Loop:** Staff received communication from homeowners about a lack of lawn maintenance in the CDD paths behind the homes located on Woods Rider Loop. Upon further investigation, there are constraints limiting access. More specifically, except for the areas around the ponds surrounding Woods Ryder Loop, there is not more than three feet of CDD property behind certain homes to allow sufficient room for mowers to pass and maintain the areas. Again

**One homeowner (3868 Woods Rider Loop) responded since the November meeting, and no further requests or concerns have been communicated by neighbors.**



**Night Star Tree Concern (5270)-** This tree works was completed, and invoices submitted for payment.

**3192 Long Spur - Paver Damage- "Work Order #3200443 -** Tree root trimming was recommended, and the work has been completed.

**Sidewalk & Asphalt Repairs/ Concerns:** Operations previously submitted in the November Operations Report with the exact locations of sidewalk repair concerns throughout the community. We reached out to multiple vendors but we're only able to secure 1 proposal. That proposal is included for consideration in the agenda for the January 11th meeting.