Approved
Edward Silva, Village Manager
Date

VILLAGE OF PALMETTO BAY
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157
(305) 259-1234 Fax: (305) 259-1290

REQUEST FOR PUBLIC RECORDS

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 1-14-19

NAME: Leisa McNamee

COMPANY: Dodge Data & Analytics

ADDRESS:

PHONE: 413-507-0150 FAX:

EMAIL: dodge.permits@construction.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Copy of monthly building permit report for all commercial and residential permits issued monthly. Information to include address, owner and details.
* See attached on-line request.

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FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2019-011

DATE FORWARDED: 1-14-19 ASSIGNED DEPT: Building

DATE REQUEST FILLED: 2/15/19 NUMBER OF COPIES:

ESTIMATED TIME (IF APPLICABLE): ESTIMATED COST:

HOW WAS REQUEST FILLED?

IF NOT FILLED, REASON: Please see attached emails.

BY: AH

Angie Hewlett

From: Wesley Maltby
Sent: Wednesday, February 13, 2019 9:02 AM
To: Angie Hewlett; Eric Machado
Cc: Admin Temp; Karla Morales-Maestre; Gladys Bilbraut
Subject: FW: Public Record Request - 2019-011 (McNamee)
Attachments: PublicRecRequest-2019-011.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Angie & Eric please!
Note they a requesting a **monthly** building permit report for all commercial & residential permits. I've copied Eric as perhaps he could help us set-up a self-generating monthly report. But this would fall under special programing which we may not be required to do. We may decide we need a legal opinion on this matter, Please!

Wesley C. Maltby
Building Official
Department of Building and Capital Projects
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Office :305-259-1250
Fax: 866-927-5576

From: Admin Temp
Sent: Tuesday, February 12, 2019 5:00 PM
To: Wesley Maltby
Cc: Olga Cadaval; Melissa Dodge; Missy Arocha; Karla Morales-Maestre
Subject: FW: Public Record Request - 2019-011 (McNamee)

Good afternoon Wes,

Please see the attached request and forward the response to my attention and cc' Karla.

Thank you!

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, January 14, 2019 10:36 AM
To: Missy Arocha <marocha@palmettobay-fl.gov>; Melissa Dodge <mdodge@palmettobay-fl.gov>
Subject: Online Form Submittal: Public Records Requests

Public Records Requests

PUBLIC RECORDS REQUEST FORM	Public Records Policy
Date	1/14/2019
Name	Leisa McNamee
Company	Dodge Data & Analytics
Phone Number	4135070150
Email Address	dodge.permits@construction.com
Address	300 American Metro Blvd, #185
Preferred Delivery Method	Electronic (via email- email address required)
Are you a member of the media?	No
Public Record Request(s):	I would like to request a monthly building permit report for all commercial and residential permits issued monthly. This information is to include address, owner and details. Please email the report to dodge.permits@construction.com. Thank you.

Thank You
Please note that there may be a fee associated with your request depending on the extent of the information being requested. If so, the Office of the Village Clerk will contact you about any associated fees. If you have any further questions, please

Angie Hewlett

From: Desmond Chin
Sent: Friday, February 15, 2019 12:22 PM
To: Eric Machado; Wesley Maltby; Angie Hewlett
Cc: Admin Temp; Karla Morales-Maestre; Gladys Bilbraut; Olga Cadaval; Missy Arocha; Karla Morales-Maestre
Subject: RE: Public Record Request - 2019-011 (McNamee)

Wes

Eric is correct. The statute does not permit a standing request, and if you do not produce a monthly report there is nothing to give.
If there is a standard report, you can run to produce a history of the request that can be done (but that is not what was asked for).
If the request requires the creation of a special report that is not considered a public record request.

Desmond Chin
Finance Director
Village of Palmetto Bay
305-259-1268 Phone
305-259-1290 Fax

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Eric Machado <emachado@palmettobay-fl.gov>
Sent: Wednesday, February 13, 2019 9:45 AM
To: Wesley Maltby <wmaltby@palmettobay-fl.gov>; Angie Hewlett <ahewlett@palmettobay-fl.gov>
Cc: Admin Temp <admintemp@palmettobay-fl.gov>; Karla Morales-Maestre <kmorales@palmettobay-fl.gov>; Gladys Bilbraut <gbilbraut@palmettobay-fl.gov>; Desmond Chin <dchin@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>; Missy Arocha <marocha@palmettobay-fl.gov>; Karla Morales-Maestre <kmorales@palmettobay-fl.gov>
Subject: RE: Public Record Request - 2019-011 (McNamee)

Wes,

I believe all of this information is already online. EDEN Web's permit search is wide-open. Anyone can search for whatever they want.
All that customer needs to go is navigate to this page, plug in the dates, and run a search: https://eden.palmettobay-fl.gov/edenweb/Default.asp?Build=PM.pmPermit.SearchForm&utask=normalview
There's even a guide on how to use advanced search terms to specify date ranges, etc: https://eden.palmettobay-fl.gov/edenweb/QBEHelp.asp

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From: Admin Temp
Sent: Tuesday, February 12, 2019 5:00 PM
To: Wesley Maltby
Cc: Olga Cadaval; Melissa Dodge; Missy Arocha; Karla Morales-Maestre
Subject: FW: Public Record Request - 2019-011 (McNamee)

Good afternoon Wes,

Please see the attached request and forward the response to my attention and cc' Karla.

Thank you!

Yanara Modroño
Interim Executive Assistant
Office of the Village Manager
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157
T: 305-259-1234
F: 305-259-1290

From: Melissa Dodge <mdodge@palmettobay-fl.gov>
Sent: Monday, January 14, 2019 11:37 AM
To: Admin Temp <admintemp@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>
Cc: Edward Silva <esilva@palmettobay-fl.gov>; Missy Arocha <marocha@palmettobay-fl.gov>
Subject: Public Record Request - 2019-011 (McNamee)

Good Morning,

Attached is Public Record Request No. 2019-011 received from Ms. Leisa McNamee. Please forward to the appropriate department.

Preferred Delivery Method	Electronic (via email- email address required)
Are you a member of the media?	No
Public Record Request(s):	I would like to request a monthly building permit report for all commercial and residential permits issued monthly. This information is to include address, owner and details. Please email the report to dodge.permits@construction.com. Thank you.

Thank You

Please note that there may be a fee associated with your request depending on the extent of the information being requested. If so, the Office of the Village Clerk will contact you about any associated fees. If you have any further questions, please email Village Clerk Arocha at marocha@palmettobay-fl.gov

Email not displaying correctly? View it in your browser.