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: 2/4/20

NAME: Jeffrey Leary

COMPANY:

ADDRESS:

PHONE: FAX:

EMAIL: mdcpr.jl@gmail.com

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

* Please see attached email.

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-045

DATE FORWARDED: 2-4-20

ASSIGNED DEPT: Village Clerk

DATE REQUEST FILLED:

NUMBER OF COPIES:

ESTIMATED TIME (IF APPLICABLE):

ESTIMATED COST:

HOW WAS REQUEST FILLED?

IF NOT FILLED, REASON:

BY:

Melissa Dodge

From: Jeffrey Leary <mdcpr.jl@gmail.com>
Sent: Tuesday, February 4, 2020 12:29 PM
To: Missy Arocha
Cc: Melissa Dodge
Subject: RE: Public Records Request 2.4.2020

CAUTION: EXTERNAL SENDER -- Please avoid opening any unexpected attachments or clicking any strange links.

Good Afternoon Ms. Arocha:

I Hope this email finds you well. Pursuant to Chapter 119, Florida Statutes, I hereby request the following items for inspection and review. This request is being sent to you with the understanding that you will deliver it to the custodian(s) of the records requested and coordinate the response(s) to this request. If an in-person inspection of the below requested records could be accomplished quicker, please advise so that we may schedule a time for the same.

I hereby request:

1.) The approved meeting minutes and full agenda(s) for the following Village of Palmetto Bay Council Meetings:
   a.) May 12, 2008
   b.) June 9, 2008

Please be advised that this Public Records Request is intended to be as broad and inclusive as permitted by law and is intended to apply to all officers, employees, departments, divisions, bureaus, commissions, councils, and any other public or private agency, person, partnership, corporation or business entity acting on behalf of, or with the knowledge of the Village of Palmetto Bay.

This request includes copies of every document related to the matter, regardless of the format in which the information is stored. Any information relevant to the above request which may be stored on a computer or mobile phone must be included as any information stored on a computer or mobile phone is as much a public record as a written page stored in a filing cabinet or found in a book.

In accordance with state law and in furtherance of compliance with our Public Records Request, we would like for the custodian of the official records of the Village of Palmetto Bay, to make an investigation of this request to insure full compliance with all applicable provisions of Chapter 119, Florida Statutes.

Records are By Law Open to Inspection

Florida's Public Records Law expresses the state's policy that "all state, City and municipal records shall be open for personal inspection by any person." Section 119.01(1), Florida Statutes. In accordance with the Public Records Law, we would like the requested records to be made available for inspection as soon as possible but in any event no later than **February 11, 2020.** If, for any reason, any of the requested records will not be made available for inspection by that date, or if any questions or problems arise in responding to this request, please advise me in writing as soon as possible.

If you contend that the any of the above information is not publicly accessible, confidential, and/or exempt from public disclosure, you are required to advise me in writing and with particularity the reasons for withholding such information by citing to the applicable exemption for the Public Records Act. See, Florida Statute §119.07(1)(e) and (1)(f). If the

purported exemption you are claiming only applies to a portion of the records, please redact or delete that portion of the records and provide copies of the remainder of the records in accordance with Fla. Stat. §119.07(1)(d).

I hereby agree to compensate the Village of Palmetto Bay for the cost of duplication of any of the records which we request be duplicated, as provided by law.

Your attention to these matters is greatly appreciated.

Thank you.

Jeffrey P. Leary, Esq.

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