



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

Approved
[Signature]
Gregory H. Truitt, Interim
Village Manager
3/10/2020
Date

REQUEST FOR PUBLIC RECORDS

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

DATE: 2-21-20
NAME: Ande Carr
COMPANY: _____
ADDRESS: _____
PHONE: _____ FAX: _____
EMAIL: ande.carr @assetmc.com

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

* Please see attached
online request.

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-073

DATE FORWARDED: 2-26-20

ASSIGNED DEPT: Finance

DATE REQUEST FILLED: _____

NUMBER OF COPIES: _____

ESTIMATED TIME (IF APPLICABLE): _____

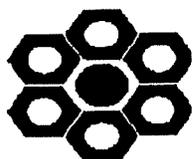
ESTIMATED COST: _____

HOW WAS REQUEST FILLED? _____

IF NOT FILLED, REASON: _____

BY: _____

[Handwritten signature]



ASSET MANAGEMENT

Consultants

Attn: Ms. Missy Arocha
Dept: City Clerk
Municipality: Palmetto Bay
Phone No: (305)259-1234
Fax No: (305)259-1290

Date: 2/21/2020

Subject: Request for Public Records

Dear Ms. Arocha:

We are an auditing firm located in the Washington D. C. area. AMC is attorney-in-fact for most of the major oil companies, numerous fast food chains, eighty-five percent of the national builder-developers, and many of the national retail department stores, as well as many telecommunications and cable companies. We also serve as contractors for several national financial institutions, including the FDIC. Pursuant to the state public records law, please consider this to be AMC's request for the public records described below.

The norm in the construction business is to deposit sureties (whether they be work deposits, performance bonds, payment guarantees, or similar securities) with municipal agents when site and development plans are filed, and a record of each deposit (and, where applicable, subsequent reductions and/or refunds of same) usually is prepared by the municipality recipient. Consequently, although the municipality's chief financial officer eventually receives at least a general accounting of all of the sureties deposited with every municipality agency, any municipality agency that accepts such construction sureties (e.g., Engineering, Public Works) is likely to have a more detailed "intra-agency" financial accounting, which often is in the form of an Excel spreadsheet that can be retrieved and passed along as an email attachment.

AMC requests any financial spreadsheet, ledger or other record of the active cash and cash-convertible sureties and escrow accounts maintained by local agencies for financial instruments posted or deposited with them by companies and persons to ensure completion of private-sector residential and commercial construction projects in your area. Please show only open accounts for the cash and cash-convertible sureties, stale-dated checks, deposits, and other securities that have not been refunded to the payee. Such sureties could have been taken in any or all of the forms of performance and payment guarantees described on the following page, and are often recorded in ledger or spreadsheet format within the agency that initially accepts same from developers and builders. I do not seek records of non-negotiable third-party sureties (e.g., letters of credit, bonds), the release of which will not restore money to AMC's clients' accounts.

That being the case, you will probably find it helpful to distribute this request to the local departments and agencies that typically require or record surety deposits, such as Finance, Comptroller, Auditor, Public Works, Transportation (or Highway), Engineering, Community Development, Economic Development, Planning and Zoning, Parks and Recreation, and Arborist. The surety deposits typically are maintained within accounts, records and ledgers



Village of Palmetto Bay, Florida
 Finance Department
 9705 East Hibiscus Street
 Palmetto Bay, FL 33157
 305-259-1234
 Welcome

001446-0022 Wanner F. 06/04/2012 03:06PM

MISC RECEIPTS

Payment Tran Code:
 Miscellanous Receipt
 (misc)
 Description: Bond money
 for modulars at
 westminster.

Miscellanous Receipt
 Miscellanous Receipt 10,000.00

 0001-22000200 10,000.00C
 Payment Id: 28036

 10,000.00

Subtotal 10,000.00
 Total 10,000.00

CHECK 10,000.00
 Check Number 001739

Change due 0.00

Paid by: Westminster Christian Pri

WESTMINSTER CHRISTIAN PRIVATE SCHOOL, INC. OPERATING ACCOUNT 0633 SW 15th St. PAL 33157-2000 MIAMI, FL 33157	ROYA COMPANY 1000 SACHER LAKE DR. JACKSONVILLE, FL 32214 95-1322830	1739
	CHECK DATE	CHECK NO.
	5/18/2012	1739
	CHECK AMOUNT	
	\$** 10,000.00	
Ten thousand and 00/100 Dollars		
PAY		
TO THE ORDER OF	VILLAGE OF PALMETTO BAY 8705 E HIBISCUS ST	USED AFTER DEBIT

Yanara Modroño

From: Desmond Chin
Sent: Thursday, February 27, 2020 10:37 AM
To: Yanara Modroño
Subject: RE: Public Record Request - 2020-075
Attachments: publicrecrequest-2020-075 baron report.pdf

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: Yanara Modroño <ymodrono@palmettobay-fl.gov>
Sent: Thursday, February 27, 2020 9:04 AM
To: Desmond Chin <dchin@palmettobay-fl.gov>
Cc: Olga Cadaval <ocadaval@palmettobay-fl.gov>; Missy Arocha <marocha@palmettobay-fl.gov>; Greg Truitt <gtruitt@palmettobay-fl.gov>; Melissa Dodge <mdodge@palmettobay-fl.gov>; Karla Morales-Maestre <kmorales@palmettobay-fl.gov>
Subject: FW: Public Record Request - 2020-075

Good morning Desmond,

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

Thank you!

Yanara Modroño
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: Wednesday, February 26, 2020 6:00 PM
To: Yanara Modroño <ymodrono@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>
Cc: Missy Arocha <marocha@palmettobay-fl.gov>; Greg Truitt <gtruitt@palmettobay-fl.gov>
Subject: Public Record Request - 2020-075

Good Afternoon,

Attached is Public Record Request No. 2020-075 received from Mr. Danick Baron. Please forward to the appropriate department.

Sincerely,

Melissa Dodge

Administrative Assistant/Passport Acceptance Agent
Office of the Village Clerk
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Ph: 305-259-1234
Fax: 305-259-1290

PLEASE NOTE: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Missy Arocha <marocha@palmettobay-fl.gov>
Sent: Monday, February 24, 2020 5:48 PM
To: Melissa Dodge <mdodge@palmettobay-fl.gov>
Subject: FW: SmartProcure Public Records Request Village of Palmetto Bay For PO/Vendor Information

Please log, process, and acknowledge.

Respectfully,



Missy Arocha

Village Clerk / Passport Acceptance Facility Manager
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Phone: (305) 259-1234
www.palmettobay-fl.gov

PLEASE NOTE: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



Please save a tree. Don't print this e-mail unless it's really necessary.

From: dbaron@smartprocure.com <dbaron@smartprocure.com>

Sent: Monday, February 24, 2020 2:23 PM

To: Missy Arocha <marocha@palmettobay-fl.gov>

Subject: SmartProcure Public Records Request Village of Palmetto Bay For PO/Vendor Information

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

Dear Missy Arocha or Custodian of Public Records,

SmartProcure is submitting a public records request to the Village of Palmetto Bay for any and all purchasing records from 11/15/2019 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

- 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
- 2. Purchase date
- 3. Line item details (Detailed description of the purchase)
- 4. Line item quantity
- 5. Line item price
- 6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email or click on the button below to upload the information. There is no file size limitation:

[Click Here To Upload](#)

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Danick Baron
Data Acquisition Specialist

SmartProcure

Direct: 561-609-6940

Email: dbaron@smartprocure.com

