



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: 2-9-17  
NAME: Kayla Smith  
COMPANY: Asset Management Consultants  
ADDRESS: 12841 Fitzwater Drive, Norfolk, VA  
PHONE: 703-594-3100 Ext. 111 FAX: 20181  
EMAIL: Kayla.Smith@assetmc.com

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

\* Please see attached e-mail  
for a description of the  
request.

\*\*\*\*\*

**FOR USE BY VILLAGE STAFF ONLY** TRACKING NO.: 2017-034  
DATE FORWARDED: 2-9-17 ASSIGNED DEPT: \_\_\_\_\_  
DATE REQUEST FILLED: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_  
ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_  
HOW WAS REQUEST FILLED? \_\_\_\_\_  
IF NOT FILLED, REASON: \_\_\_\_\_  
BY: \_\_\_\_\_

## Melissa Dodge

---

**From:** Missy Arocha  
**Sent:** Thursday, February 09, 2017 11:10 AM  
**To:** Melissa Dodge  
**Subject:** FW: FOIA Request- Palmetto Bay FL  
**Attachments:** Attn.docx

Respectfully,

Missy Arocha, Village Clerk  
Village of Palmetto Bay  
(305) 259-1234



Think before you print

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:** Kayla Smith [<mailto:Kayla.Smith@assetmc.com>]  
**Sent:** Thursday, February 09, 2017 11:02 AM  
**To:** Missy Arocha  
**Cc:** Kayla Smith  
**Subject:** FOIA Request- Palmetto Bay FL

Good afternoon Ms. Arocha,

Attached is our Open Records request, please confirm receipt of our request and send all documents through email, preferably in an excel format.

Please let me know if you have any additional questions regarding this request. Thank you for your time and attention in advance.

Kindest regards,

*Kayla Smith*

FOIA Compliance Manager  
Asset Management Consultants  
12841 Fitzwater Drive  
Nokesville, VA 20181  
Phone: (703) 594-3100 x111  
Toll-Free (800) 336-1857 x111  
Fax: (703) 594-2187  
[www.assetmc.com](http://www.assetmc.com)



# ASSET MANAGEMENT

---

## Consultants

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

Date: 1/9/2013

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, Arborist and Real Estate. The surety deposits typically are maintained within accounts, records and*



# ASSET MANAGEMENT

---

## Consultants

*ledgers that local departments and agencies might refer to as Escrows, Trusts, Security Deposits, Cash Bonds, and Performance and Maintenance Bonds.*

*What follows is a list of some performance guarantees, escrows, sureties, and deposits that typically may be required in your area, but this listing might not describe all of the types of securities your jurisdiction might require and hold:*

- |                    |                           |                    |              |
|--------------------|---------------------------|--------------------|--------------|
| 1. Subdivision     | 7. Maintenance            | 13. Demolition     | 19. Trees    |
| 2. Sidewalk/Curb   | 8. Temporary Trailer      | 14. Earth Moving   | 20. Seeding  |
| 3. Landscaping     | 9. Grading/Paving         | 15. Street Opening | 21. Erosion  |
| 4. Conservation    | 10. Traffic/Street Lights | 16. Right of Way   | 22. Tap Fees |
| 5. Monuments       | 11. Signs/Temporary Signs | 17. Storm Sewer    | 23. Hydrant  |
| 6. Winter Handling | 12. Wetlands Conservation | 18. Impact Fees    | 24. Driveway |

*The records AMC seeks should contain such specific identifiers as:*

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Deposit Date and Amount    | 7. Depositor Name and Address |
| 2. Purpose of Deposit         | 8. Project Number and Address |
| 3. Project Block & Lot Number | 9. Project Parcel Map Number  |
| 4. Project Tract Number       | 10. Project Permit Number     |
| 5. Escrow Account Number      | 11. Bond Number               |
| 6. Bond Account Number        | 12. Check/Warrant Number      |

*AMC also seeks a record of all outstanding municipal checks, warrants and vouchers (the pre-escrow checks list), over 180 days old that have not yet been cashed or otherwise negotiated, or have become stale dated. AMC also requests a record of all overpaid real estate taxes. AMC does not seek records of uncashed or stale dated payroll checks, child support checks, or any other checks not made payable to municipal vendors.*

1. Uncashed/Stale Dated Check Number, Amount, Date, and Names of Payor and Payee
2. Overpaid Real Estate Taxes both Commercial and Residential

Please advise me by telephone, fax or email of your estimate of any costs associated with your fulfillment of our records request prior to your incurring same. If you have questions regarding this request, please do not hesitate to contact me at your convenience.

Sincerely,

*Kayla Smith*

**Ms. Kayla Smith**  
**Asset Management Consultants**

**Toll-free: (800) 336-1857**  
**Email: [Kayla.Smith@assetmc.com](mailto:Kayla.Smith@assetmc.com)**