



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: 7-9-17

NAME: \_\_\_\_\_

COMPANY: Florida Data Org, Inc.

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: 00005@floridadata.org

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

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

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**FOR USE BY VILLAGE STAFF ONLY**

TRACKING NO.: 2017-142

DATE FORWARDED: 7-10-17

ASSIGNED DEPT: Finance

DATE REQUEST FILLED: \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

HOW WAS REQUEST FILLED? \_\_\_\_\_

IF NOT FILLED, REASON: \_\_\_\_\_

BY: \_\_\_\_\_

## Melissa Dodge

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**From:** 00005@floridadata.org  
**Sent:** Sunday, July 09, 2017 10:54 PM  
**To:** Missy Arocha; Melissa Dodge  
**Subject:** PUBLIC RECORDS REQUEST

ATTENTION: Custodian of Public Records for  
Village of Palmetto Bay, Florida  
Missy Arocha

Village Clerk

[marocha@palmettobay-fl.gov](mailto:marocha@palmettobay-fl.gov)  
[mdodge@palmettobay-fl.gov](mailto:mdodge@palmettobay-fl.gov)

If you are not the Custodian of Public Records for Village of Palmetto Bay, Florida, please immediately forward this communication to the Custodian of Public Records for Village of Palmetto Bay, Florida.

Pursuant to Article 1, Section 24 of the Florida Constitution and Chapter 119.07 of the Florida Statutes we wish to make a public records request of your agency for the following:

Records reflecting the most recent payment by your agency, whether directly or by reimbursement, for dues, membership contributions of any other purpose to the International City/County Management Association, Inc., aka, "ICMA", "ICCMA", "ICMA.org", "International City/County Management Association", etc. Responsive records may include, but are not necessarily limited to, invoices, checks, credit card statements, receipts, emails, memos, etc.

If you contend that any of the records we are seeking, or any portion thereof, are exempt from inspection or disclosure please cite the specific exemption as required by §119.07(1)(e) of the Florida Statutes and state in writing and with particularity the basis for your conclusions as required by §119.07(1)(f) of the Florida Statutes.

Please take note of §119.07(c) Florida Statutes and your affirmative obligation to (1) promptly acknowledge receipt of this public records request and (2) make a good faith effort which "includes making reasonable efforts to determine from other officers or employees within the agency whether such a record exists and, if so, the location at which the record can be accessed." We are, therefore, requesting that you notify every individual in possession of records that may be responsive to this public records request to preserve all such records on an immediate basis.

If the public records being sought are maintained by your agency in an electronic format please produce the records in the original electronic format in which they were created or received. See §119.01(2)(f), Florida Statutes.

If you anticipate the production of these public records to exceed \$1.00 please notify us in advance of their production with a written estimate of the total cost. Please be sure to itemize any estimates so as to indicate the total number of pages and/or records, as well as to distinguish the cost of labor and materials.

All responses to this public records request should be made in writing to the following email address:  
[00005@floridadata.org](mailto:00005@floridadata.org).

Thank you,

FloridaDataOrg, Inc.