



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: 8-28-17  
NAME: Kim Porter  
COMPANY: Professional Finders, Inc.  
ADDRESS: \_\_\_\_\_  
PHONE: 888-450-3930 FAX: \_\_\_\_\_  
EMAIL: foia@professionalfinders.com

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

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

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**FOR USE BY VILLAGE STAFF ONLY**

TRACKING NO.: 2017-201

DATE FORWARDED: \_\_\_\_\_

ASSIGNED DEPT: \_\_\_\_\_

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

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

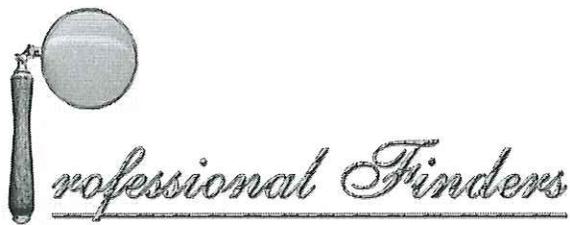
ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_

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

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

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

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



To: FOIA Officer, Clerk, City Manager, or Department Director  
From: Kim Porter  
Subject: Public Information Request (3 PAGES TOTAL)  
Date: August 28, 2017

Dear FOIA Officer, Clerk, City Manager, or Department Director,

Please accept this formal letter in lieu of a Public Records Request Form due to the description of the records we are requesting. If you are not the records coordinator or custodian of the requested records please kindly forward our request to the certain departments or persons in possession of the documents we are requesting. If the requested formats of the records we are requesting do not currently exist, we would like to obtain copies of the relevant records in its present format.

Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., I hereby request copies of the following records outlined below.

- (1) Stale-dated/Un-Cashed Checks Information**
- (2) Cash Deposits/Performance Bonds/Cash Securities/Escrow Information**
- (3) Property Tax Overpayments/Unclaimed Tax Lien Certificate Information**

- 1) Financial spreadsheets, ledgers, or other record of all checks that are outstanding and considered un-cashed/stale-dated.
  - a) Responsive documents to this request may include but not be limited to: Stale Dated/Un-cashed Checks Report, Stale Dated Vendor/Payroll Checks, A/P Check/Warrant Reconciliation Report, Check/Warrant Reconciliation Report/Register Outstanding Check Warrants Report, Unclaimed Checks Report, and/or Outstanding Warrants Report.
  - b) Responsive departments may include but not be limited to the Clerk, Finance Department, Treasury, Tax Collector, Auditor, Controller, and/or other departments that would be in possession of such records.
  - c) Limitation: Limited to checks that have been issued more than one year ago and over \$1,000. This limitation is preferred however not required
  - d) If any of the records identified in a) do not exist we would like a copy of the check register which identifies those checks that have not cleared and of which the funds have not already been forwarded to the state treasurers' unclaimed property division.
- 2) Financial spreadsheet, ledger, or other record of all **un-refunded** cash deposits, cash escrows, cash performance bonds, or any other cash sureties/securities which have been deposited with your municipality and have not been returned or refunded to the developer and/or depositor. Some examples of the cash deposits that are being sought after may include, but not be limited to: tap fees, temporary trailer, right of way, landscaping, traffic/street lights, demolition, sidewalk/curb, trees, impact fees, winter handling, signs/temporary signs, seeding, street opening, monuments, driveway, grading/paving, earth moving, hydrant, maintenance, conservation, subdivision, wetlands conservation, erosion, and storm sewer.



- a) Responsive documents to this request may include but not be limited to: Bond History Log, Performance Bond Deposit Report/List, Construction Cash Bond Report, Active/Open Cash Bond Report, Deposit List, Active/Open Cash Deposit List, Reimbursable Bond Report, and/or Outstanding/Active/Open Balances Report
  - b) Responsive departments may include but not be limited to the Building, Inspection, Engineering, Public Works, Comptroller, Transportation, Economic Development, Planning and Zoning, Community Development, Finance, Treasury, Auditor, Auditor, and/or Community Development departments.
  - c) Limitation: Limited to deposits over \$1,000. This limitation is preferred however not required
  - d) If any of the records identified in a) do not exist please inform us of the types of securities/sureties your municipality collects, the departments that collects them, and how such securities/sureties are accounted for.
- 3) (Part 1)** Financial spreadsheet, ledger, or other record of unclaimed property tax overpayments. These typically are accounted for as un-cashed checks/unclaimed warrants, however, some municipalities' tax departments or other departments have a separate log.
- a) Responsive documents to this request may include but not be limited to unclaimed property tax overpayment log or property tax overpayment ledger.
  - b) Responsive departments to this request may include but not be limited to the Tax Collector, Auditor-Controller, Finance, Treasury, Comptroller, or any other department that would be in possession of such records.
  - c) Limitation: Limited to overpayments that are more than one year old and over \$1,000. This limitation is preferred however not required.
- 3) (Part 2)** financial spreadsheet, ledger, or other record of unclaimed/unredeemed tax lien certificates. We are requesting any documentation relating to tax lien certificates that can be redeemed by the Holder/owner of the certificate which have not yet been redeemed.
- a) Responsive documents to this request may include but not be limited to unclaimed tax lien certificate log, unredeemed tax lien certificate log.
  - b) Responsive departments to this request may include but not be limited to Clerk of Court, Tax Collector, Auditor-Controller, Treasurer, Finance, or other department that would be in possession of such records.



*Professional Finders*

**Please include the Department, Contact Name, E-Mail Address, and Phone Number for each custodian of the records provided. We would like to receive the requested information through one of these methods in the following order:**

1. **E-Mail** - [foia@professionalfinders.com](mailto:foia@professionalfinders.com)  
**(PREFER TO RECEIVE INFORMATION BY EXCEL/PDF)**
2. **Fax** - (888) 881-7284
3. **U.S. Mail** - Professional Finders Inc.  
495 Prosperity Lake Drive Suite 102  
St Augustine, Florida 32092

Professional Finders Inc. wishes to work with you in a cooperative manner. If there are any costs in completing this request please send an invoice. We realize that some parts of this request will require some time. Please forward us the information as it becomes available. My preferred method of contact is via e-mail, [foia@professionalfinders.com](mailto:foia@professionalfinders.com), in the event you have any questions regarding this request, or if this request is unclear in anyway. I can be reached at (888) 450-3930 if you need to speak with me directly.

Best Regards,

Kim Porter