



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

Approved

Edward Silva, Village Manager

Date

REQUEST FOR PUBLIC RECORDS

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

DATE: 4/9/19
NAME: Eugene Flinn
COMPANY: _____
ADDRESS: _____
PHONE: 305-302-3713 FAX: _____
EMAIL: eugeneflinn@bellsouth.net

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

* Please see online request

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2019-118
DATE FORWARDED: 4-9-19 ASSIGNED DEPT: Administration
DATE REQUEST FILLED: _____ NUMBER OF COPIES: _____
ESTIMATED TIME (IF APPLICABLE): _____ ESTIMATED COST: _____
HOW WAS REQUEST FILLED? _____
IF NOT FILLED, REASON: _____
BY: _____

Melissa Dodge

From: noreply@civicplus.com
Sent: Tuesday, April 09, 2019 9:37 AM
To: Missy Arocha; Melissa Dodge
Subject: Online Form Submittal: Public Records Requests

Public Records Requests

PUBLIC RECORDS REQUEST [Public Records Policy](#)
FORM

| | |
|--------------------------------|--|
| Date | 4/9/2019 |
| Name | Eugene Flinn |
| Company | <i>Field not completed.</i> |
| Phone Number | 3053023713 |
| Email Address | eugeneflinn@bellsouth.net |
| Address | 8261 SW 162nd Street |
| Preferred Delivery Method | Electronic (via email- email address required) |
| Are you a member of the media? | No |

Public Record Request(s): This is a request for the following public records: General Statement – request is for materials relating to the vandalism that occurred at Palmetto Bay Village Hall covering the evening of Wednesday, April 3 to morning of Thursday April 4, please advise immediately if the party tasked to respond is unsure as to event referenced: Requests: 1. Electronic copy of the surveillance tape of incident at Village Hall – The length of surveillance tape requested for the full event.; 2. Copy of the swipe card / entry / exit log covering the period from 5 PM Wednesday, April 3 to first entry, Thursday, April 4.; 3. Copy of the police report for the incident.; 4. Copy of the initial notification from Village Manager (or person designated to provide notification) to council advising of the vandalism.; 5. Any documents relating to reports of Alarm Malfunction for the month of April, 2019.; 6. Note: many alarm systems, especially commercial accounts, self-tests daily by sending a test signal to central monitoring. Request is made for any/all daily test logs for March 28, 29, 30 & 31, 2019 and April 1, 2, 3, 4, & 5, 2019.

These records may be requested from the alarm monitoring company if not currently in possession of the Village. 7. Any communications relating to notice to the manager or any other personnel of relevant past building alarm malfunctions, failures or deficiencies.; 8. Any communications relating to notice to the village council including, from Village Manager or any other personnel on his behalf, of building alarm malfunctions, failures or deficiencies.; 9. Copies of photographs documenting damage to Village Hall.; 10. Copies of insurance property damage claims form(s).

Thank You

Please note that there may be a fee associated with your request depending on the extent of the information being requested. If so, the Office of the Village Clerk will contact you about any associated fees. If you have any further questions, please email Village Clerk Arocha at marocha@palmettobay-fl.gov

Email not displaying correctly? [View it in your browser.](#)