



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: 8/7/17  
NAME: Noel DiCiccio  
COMPANY: Teal Consulting Group  
ADDRESS: 7350 Heritage Village Plaza, Ste 202, Gainesville VA 20155  
PHONE: 571-409-7071 Ext. 907 FAX: \_\_\_\_\_  
EMAIL: n.diciccio@teal-usa.com

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

\* Please see attached request for description of request.  
Please send response by e-mail.

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**FOR USE BY VILLAGE STAFF ONLY** TRACKING NO.: 2017-176  
DATE FORWARDED: \_\_\_\_\_ 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:** Missy Arocha  
**Sent:** Wednesday, August 09, 2017 11:05 AM  
**To:** Melissa Dodge  
**Subject:** FW: Request for Records  
**Attachments:** 08.07.2017 - ND - Records Request.pdf

**Importance:** High

Please log this public records request and provide the requestor with a public records request acknowledgement. Copy me.

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:** Noel DiCiccio [<mailto:n.diciccio@teal-usa.com>]  
**Sent:** Monday, August 07, 2017 3:08 PM  
**To:** Missy Arocha  
**Subject:** Request for Records

Good afternoon,

Please see the attached request for records, if you have any questions, feel free to contact me.

Thank you

**Noel DiCiccio**



TEAL Consulting Group  
7350 Heritage Village Plaza, Suite 202  
Gainesville, VA 20155  
(571)409-7071 Extension 907  
[www.teal-usa.com](http://www.teal-usa.com)



August 7, 2017

Village Hall  
Attn: Missy Arocha  
9705 East Hibiscus Street  
Palmetto Bay, FL 33157

Re: Request for Public Records

Whom it may concern:

Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., I am requesting an opportunity obtain copies of public fiscal records from the Village of Palmetto Bay concerning credits, overages, or refunds that are due on an overpayment of duplicate payment of property taxes, as well as unclaimed, uncashed, undeliverable, overdue and/or outstanding payments or checks/warrants issued and owed by the Village of Palmetto Bay.

**I am specifically seeking credits, overages, refunds, uncashed, undeliverable, overdue and/or outstanding payments/checks/warrants (collectively the “credits”) that meet the following criteria:**

- The credits are for an amount greater than \$699.99;
- The credit balances have been outstanding for a period of 6 or more months from the date of this letter;
- The credits **have not** been turned over to the State’s Abandoned Property Office/Escheated;
- The interested parties retain their right to claim the credits (i.e. The Village office’s obligation to the payee has not been voided by law.);
- And, to the best of your knowledge, the credits are not in the process of being issued/re-issued.

**When available, the records should include the following information:**

- The amount of each credit, overage, refund, uncashed, undeliverable, overdue and/or outstanding payment/check/warrant;
- The check or warrant number, as applicable to uncashed/outstanding checks;
- The original check date, as applicable to uncashed/outstanding checks;
- The name of the taxpayer and/or intended recipient and their address, as applicable to property tax refunds;
- The address of the taxed property, as applicable to property tax refunds;
- The account number or property index number (PIN);
- The tax year and the tax installment date;
- The type of refund.

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If your office **does not** maintain these public records, or you are not the custodian of these public records, kindly forward this request to the appropriate office(s) and/or person(s) in possession of the records I am seeking, or otherwise please provide me with the correct custodial office(s) and/or person(s).

I understand that there may be a cost associated with the fulfillment of this records request. If the cost exceeds \$25.00, kindly notify me via telephone or email with the estimated cost, prior to incurring any charges.

In an effort to reduce your staff's time, production and postage costs it is requested that these records be provided via electronic mail to [n.diciccio@teal-usa.com](mailto:n.diciccio@teal-usa.com). If this is not possible, please forward the information via US Mail.

Should you deny my request, or any part of the request, please state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by s. 119.07(1)(d), F.S. Please do not hesitate to contact me via telephone or email with any questions or clarifications needed with regard to this request for public records. Thank you in advance for your time and attention to this request.

Sincerely,

Noel DiCiccio  
(571)409-7071 Ext. 907  
[n.diciccio@teal-usa.com](mailto:n.diciccio@teal-usa.com)

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