

February 23, 2017

From: Brad Austin
Subject: Public Records/OPRA/FOIA Request

To Whom It May Concern:

Pursuant to the laws and regulations regarding public information in your state, I hereby request:

1. A copy of any existing records showing such details as the depositor names, deposit amounts, and deposit dates, for every unrefunded cash escrow, cash deposits, cash performance bonds which have been deposited with your municipality and have not been returned or refunded to the developer and/or depositor.
2. A copy of any records showing the (i) payee names and vendor numbers, (ii) check issue dates, (iii) check identification numbers, and (iv) dollar amounts of every **vendor check/uncashed check/stale-dated check** which have been refundable for more than (6) months from the date of this letter in an amount equal to or greater than one thousand dollars (\$1,000.00) that remains uncashed as of today.
3. Financial spreadsheet, ledger, or any other accounting record of **property tax overpayments, or unclaimed/unredeemed tax lien certificates** which have been refundable for more than (6) months from the date of this letter showing the (i) payee names (ii) check issue dates, (iii) check identification numbers, and (iv) dollar amounts. Please also provide the last known address of the payee if possible. If a dollar amount threshold is necessary I ask that you provide amounts of \$1,000 or more. Please only include items that are still eligible for release as of today and have not been escheated to the state.

In regards to #1, 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.

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.

In regards to #2, Responsive documents to this request may include but not be limited to: Stale Dated/Uncashed 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.

Please **E-MAIL** any correspondences in regards to my request as I deal with several municipalities and it is much easier for record keeping. If the requested records are available in an electronic format (*e.g.*, Excel) that can be delivered to me as an email attachment, then that is the format in which I would prefer to receive the records. If there is any cost to me for providing the requested records, then please give me an estimate of that cost by return email prior to incurring it on my behalf so that I can determine whether I can afford to prepay it. If this request should be addressed to some other public official, then I would appreciate your so advising and providing me with contact information for that official.

Thanks,
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