



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 filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 7-16-19  
NAME: \_\_\_\_\_  
COMPANY: Civic Pro  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: info@getcivicpro.com

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

\*Please see attached email for description of request.

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FOR USE BY VILLAGE STAFF ONLY      TRACKING NO.: 2019-228  
DATE FORWARDED: 7-18-19      ASSIGNED DEPT: Village Clerk  
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:** CivicPro <info@getcivicpro.com>  
**Sent:** Tuesday, July 16, 2019 4:58 PM  
**To:** Missy Arocha; Melissa Dodge  
**Subject:** Public Records Request - Advisory Boards

Hi!

I'd like to make a public records request for a document or documents containing a list of all the advisory boards in Palmetto Bay that contains all, or some of, the following details:

- List of members of each board
- Term/length of appointment for each member of each board
- Expiration date of each appointment
- Official appointing each board member
- Requirements to serve on each advisory board

Please feel free to follow up with any questions or concerns.

Thank you!