



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

Approved
Gregory H. Truitt, Interim Village Manager
Date

**REQUEST FOR PUBLIC RECORDS**

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

DATE: \_\_\_\_\_ *Marsha Matson*

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ *mmatson@palmettobay-fl.gov*

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

\_\_\_\_\_ *\* Please see the attached*

\_\_\_\_\_ *email for the details*

\_\_\_\_\_ *of request*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

FOR USE BY VILLAGE STAFF ONLY	TRACKING NO.: <i>2020-119</i>
DATE FORWARDED: <i>5-8-20</i>	ASSIGNED DEPT: <i>Finance</i>
DATE REQUEST FILLED: _____	NUMBER OF COPIES: _____
ESTIMATED TIME (IF APPLICABLE): _____	ESTIMATED COST: _____
HOW WAS REQUEST FILLED? _____	
IF NOT FILLED, REASON: _____	
BY: _____	

## Melissa Dodge

---

**From:** Marsha Matson  
**Sent:** Thursday, May 7, 2020 11:25 AM  
**To:** Melissa Dodge  
**Cc:** Marsha Matson  
**Subject:** Public records request

I placed the following request with the manager a few weeks ago. He recommended I send it to you. In discussing the request with the manager, I may have sent it to you. If so, how is it coming along? If not, here is my request:

1. Copies of any and all expenses made by former manager Ed Silva under his discretionary expenditure account from date of his hiring as interim manager and permanent manager until his final date of service.
2. Copies of any and all expenses made by former manager Ed Silva under his expense account from date of his hiring as interim manager and permanent manager until his final date of service.

Marsha Matson