



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: 4-5-17  
NAME: Marsha Matson  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

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

Copy of list of continuing services engineers.

\*\*\*\*\*

**FOR USE BY VILLAGE STAFF ONLY** TRACKING NO.: 2017-072  
DATE FORWARDED: \_\_\_\_\_ ASSIGNED DEPT: \_\_\_\_\_  
DATE REQUEST FILLED: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_  
ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_  
HOW WAS REQUEST FILLED? \_\_\_\_\_  
IF NOT FILLED, REASON: \_\_\_\_\_  
BY: \_\_\_\_\_

## Melissa Dodge

---

**From:** Missy Arocha  
**Sent:** Wednesday, April 05, 2017 2:09 PM  
**To:** Melissa Dodge  
**Subject:** FW: Public Records Request No. 2017-072 (Matson)  
**Attachments:** ContinuingServicesEngineers\_ContactInfo.pdf  
  
**Importance:** High

FYI

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:** Missy Arocha  
**Sent:** Wednesday, April 05, 2017 2:09 PM  
**To:** Yvonne Picado  
**Cc:** Ed Silva  
**Subject:** Public Records Request No. 2017-072 (Matson)

Good afternoon.

On Wednesday, April 5, 2017 the Village Clerk's office received notice that resident, Marsha Matson requested a copy of the Village's list of continuing services engineers. A copy of the existing list was provided (details below).

In an effort to appropriately respond to the request, please confirm if the information may be released - are there any other existing documents related to the request? If not, I will move forward to provide the attachment.

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:** Travis Kendall  
**Sent:** Wednesday, April 05, 2017 11:57 AM  
**To:** Missy Arocha  
**Subject:** FW: List of Engineers

Ms Matson requested a copy of the list of service providers...

---

**From:** Litsy Pittser  
**Sent:** Wednesday, April 05, 2017 10:06 AM  
**To:** Travis Kendall  
**Subject:** List of Engineers

Hi Travis:

Corrice told me to send you this list. If you need anything else, let me know.

Thanks

**Litsy C. Pittser**  
Procurement Specialist  
Village of Palmetto Bay  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157

