

PUBLIC RECORDS REQUESTS: 2018											
Date Received	Log/Tracking Number	Assigned Department	Requestor Name	Requestor Email Address	Request:	Date Sent to Administration	Date Received from Administration	Timeliness	Invoice Amount	Comments/Notes	Provided to Requestor
JANUARY											
1/2/2018	2018-001	Building	Sunil Collins	<a href="mailto:sunil.collins@usaa.com">sunil.collins@usaa.com</a>	Copy of Signed Elevation Certificate for property address: 15020 SW 75th Ct., Palmetto Bay, FL 33158 or Elevation Survey, copy of site plan or survey based on completed construction, a written statement signed by an authorized community official that, the walls and roof of the building were in place (1982 Act) or the start of construction took place (1990 Act) before the date the insurance prohibition became effective; and the building was not substantially improved or substantial damaged on or after the insurance prohibition became effective.		1/18/18	16 days	n/a	Submitted to Building on 1-2-18/Waiting on letter from Mr. Maltby for response. In Manager's Office for Approval-1-16-18. E-mailed response to requestor on 1-18-18.	YES
1/2/2018	2018-002	Public Services	William Kestel	<a href="mailto:bill.kestel@yahoo.com">bill.kestel@yahoo.com</a>	Copy of signed contract with all addendums and attachments between Palmetto Bay and Marlin Engineering for traffic calming study and recommendations.		2/26/18	54 days	\$ 16.00	Submitted to Public Services on 1-2-18. E-mailed invoice to requestor on 2-27-18. Requestor picked up response in person on 3-2-18	YES
1/2/2018	2018-003	Public Services	Nelly Navarro	<a href="mailto:nelly.navarro@wsp.com">nelly.navarro@wsp.com</a>	Ridership numbers for Ibus for last quarter of 2017		2/2/18	31 days	n/a	Submitted to Public Services on 1-2-18. E-mailed response to requestor on 2-5-18.	YES
1/2/2018	2018-004	Building	Roger Rodriguez	<a href="mailto:rogerpcorp90@gmail.com">rogerpcorp90@gmail.com</a>	Permit history listings, copy of property plans, copy of property survey for property address 7440 SW 163 Street, Palmetto Bay, FL 33157. Include any open permits on property.		1/4/18	2 days	n/a	E-mailed response to requestor on 1-4-18.	YES
1/2/2018	2018-005	Public Services	Don Waters	<a href="mailto:don-waters@frenchtex.com">don-waters@frenchtex.com</a>	Record of I-bus riders average per day and where do they live? (Revised-Last quarter of 2017)		1/24/18	22 days	n/a	Submitted to Public Services on 1-2-18. In Manager's Office for Approval 1/24/18. Provided response to requestor in person	YES
1/3/2018	2018-006	Building	Yazmin Gonzalez	<a href="mailto:yazmin.gonzalez@amerigas.com">yazmin.gonzalez@amerigas.com</a>	Any open or expired permits on file for Amerigas Propane or Luis Hernandez- Baquero-State License 29626		1/4/18	1 day	n/a	E-mailed response to requestor on 1-4-18.	YES
1/3/2018	2018-007	Building	Yesenia	<a href="mailto:yesenia@cecplumbinginc.com">yesenia@cecplumbinginc.com</a>	Copy of plans from previous contractor for city sewer connection. Permit was released to us (new contractor) without any copies of approved plans.		1/4/18	1 day	n/a	E-mailed response to requestor on 1-4-18.	YES
1/3/2018	2018-008	Building-Code	Natasha Jones	<a href="mailto:natasha.jones@safeguardproperties.com">natasha.jones@safeguardproperties.com</a>	Copy of violation information for property address: 8875 SW 172nd Terrace, Miami, FL 33157		1/18/18	15 days	n/a	Submitted to Building/Code on 1-10-18. In Manager's Office for Approval-1-12-18. E-mailed response to requestor on 1-18-18.	YES
1/3/2018	2018-009	Public Services	Jamil Pierre	<a href="mailto:jamil.pierre@kimley-horn.com">jamil.pierre@kimley-horn.com</a>	Copy of the following traffic counts: 1) Old Cutler Road between SW 144th St. and SW 152nd St.; 2) SW 152nd St. between 67th Ave. and Old Cutler Road;; 3) SW 67th Ave. between SW 136th St and SW 144th St.; 4) SW 67th Ave between SW 144th St and 152nd St		1/4/18	1 day	n/a	E-mailed response to requestor on 1-4-18.	YES
1/3/2018	2018-010	Manager	Jerry Johnson	<a href="mailto:john2923@comcast.net">john2923@comcast.net</a>	Requesting the February 9, 2017 Application from Shores Development to build the 280 unit eight story apartments on Wayne Rosen's 3.34 acre site just west of Village Hall.		4/11/18	97 days	n/a	Submitted to Manager's Office for processing on 1-4-18. Manager's Office forwarded to P&Z to process. E-mailed response to requestor on 4/11/18.	YES
1/3/2018	2018-011	Manager	Jerry Johnson	<a href="mailto:john2923@comcast.net">john2923@comcast.net</a>	Copy of Wayne Rosen's Shores Development original offer to the Village offering to sell the two acre parcel to the east of Village Hall. This offer included the conditions of the offering.		4/11/18	97 days	n/a	Submitted to Manager's Office for processing on 1-4-18. E-mailed response to requestor on 4/11/18.	YES
1/4/2018	2018-012	IT	Councilmember David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	All emails from Bill Kestel to all individual Councilmember or Village manager during 2017.		1/5/18	1 day	n/a	Response provided to requestor on 1/5/18.	YES
1/4/2018	2018-013	Manager	Steve Kreisher	<a href="mailto:stevekpby@bellsouth.net">stevekpby@bellsouth.net</a>	The specifics of the purchase/s and including a description and FCC# of each/all, and who and/or what department is responsible for the "usage" and possession/maintenance/control of each drone.		1/18/18	14 days	n/a	Submitted to Manager's Office for processing on 1-4-18. E-mailed response to requestor on 1-19-18.	YES
1/4/2018	2018-014	IT	Jodi Atkison	<a href="mailto:jatkisondtrt@aol.com">jatkisondtrt@aol.com</a>	All Council related/involved back-and-forth emails sent to and from the Village of Palmetto Bay by resident William Kestel also known as Bill Kestel.					Cost Estimate provided to requestor on 1-5-18. Received 50% deposit. Invoice e-mailed to requestor on 1-19-18.	
1/9/2018	2018-015	Building	Luis Torcida		Copy of Resolution 2014-81		1/9/18	0 days	n/a	Requestor received response in person.	YES
1/8/2018	2018-016	IT	Danick Baron	<a href="mailto:dbaron@smartprocure.com">dbaron@smartprocure.com</a>	Any and all purchasing records from 2013-01-01 to current (available records without phsically copying, scanning, or printing paper documents).		2/20/18	43 days	\$28.00	Cost Estimate provided to requestor on 1-10-18. Payment received by requestor; response sent via U.S.P.S. on 2-21-18 to requestor.	YES
1/11/2018	2018-017	Building	Lou Callinosis	<a href="mailto:lou@kckaiainc.com">lou@kckaiainc.com</a>	Available parking spaces for property address: 17031 S. Dixie Hwy., Palmetto Bay, FL 33157		1/18/18	7 days	n/a	E-mailed response to requestor on 1-18-18.	YES
1/11/2018	2018-018	Building	Michael Fisten	<a href="mailto:mfisten@bluelineis.com">mfisten@bluelineis.com</a>	Any and all copied of inspection reports, applications, permits or records or photographs pertaining to and construction projects at Kings Bay Shopping Center LTD Property: Address: 14441 S. Dixie Hwy or 14433 S. Dixie Hwy, Palmetto Bay, FL from January 1, 2011 through July 1, 2013.		1/23/18	12 days	n/a	Submitted to Building on 1-16-18. In Manager's Office for Approval-1-19-18. E-mailed response to requestor on 1-23-18.	YES
1/12/2018	2018-019	Building	Jennifer Fine	<a href="mailto:jfine@gunster.com">jfine@gunster.com</a>	Copies of any and all documents associated with permit number ZLG-2006-0627 for the property located at 6028 Paradise Point Drive, Palmetto Bay, FL 33157. Also, any and all documents associated with similar permits for installation of boat lifts withing the Royal Harbour Yacht Club Marina.		1/23/18	11 days	\$15.00	Submitted to Building on 1-16-18. In Manager's Office for Approval-1-19-18. E-mailed invoice to requestor on 1-23-18. Requestor picked up response in person on 1-24-18.	YES
1/18/2018	2018-020	Building	Daniel Karl	<a href="mailto:danielkarl@mac.com">danielkarl@mac.com</a>	Copy of blueprints for property address: 13921 SW 73rd Ct., Palmetto Bay, FL		n/a	n/a	n/a	Submitted to Building on 1-18-18. Requestor is the home owner, the Building Department is handling the request per Mr. Maltby.	n/a
1/18/2018	2018-021	Human Resources	Lakeisha Miles	<a href="mailto:Lakeisha.Miles@miamidade.gov">Lakeisha.Miles@miamidade.gov</a>	Employment Verification-Personnel records available for public inspection/copying in accordance with FS.119 for Stephanie Sumpter.		1/19/18	1 day	n/a	Submitted to Human Resources on 1-18-18. H.R. E-mailed response to requestor on 1-19-18.	YES
1/18/2018	2018-022	Building	Jolene Cooper	<a href="mailto:dashinfo@aol.com">dashinfo@aol.com</a>	Listing of permits issued by Palmetto Bay for 7640 SW 137 Street		1/25/18	7 days	n/a	Submitted to Building on 1-19-18. Manager's office for approval on 1-23-18. E-mailed response to requestor on 1-25-	YES

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1/18/2018	2018-023	Building	Jolene Cooper	<a href="mailto:dashinfo@aol.com">dashinfo@aol.com</a>	Copy of Permit issued by Pаметto Bay to restrripe address: 16705 Old Cutler Road, folio# 33-5026-002-0040		1/25/18	7 days	\$3.60	Submitted to Building on 1-19-18. Manager's office for approval on 1-24-18. Requestor picked up response in person on 1-25-18.	YES
1/18/2018	2018-024	Finance	Marianne Duffey	<a href="mailto:marianne.r.duffey@pwc.com">marianne.r.duffey@pwc.com</a>	Copies of Village of Palmetto Bay fiscal records concerning unclaimed, uncashed, undeliverable, and/or outstanding funds or obligations, including any and all: Checks or warrants issued by the Village of Palmetto Bay for payments on obligations incurred by any Village of Palmetto Bay agency, department, office, or other authorized authority that have remained outstanding. *Amounts on deposit with the VPB that are held in trust for recipients whose whereabouts are unknown, including instances in which payment was never attempted, payment was never requested, and/or instances when payments were returned as undeliverable. Such payments may relate to (but are not limited to) vendor payments, tax refunds/overages/refunds, overpayments, cash deposits, cash escrows, and unsuccessful electronic fund transfers. PWC is specifically interested in outstanding obligations that meet the following criteria: Amount is greater than \$999.99*Payee retains the right to claim the funds. (i.e. The payment has not been replaced, was not issued in error, and/or the obligations to the payee has not been voided by law.) * Is owed/payable to non-individuals, (i.e. businesses) * Has remained outstanding for a period of six months or longer * Are not in the process of being reissued, to the best of your knowledge * Has not been turned over to your State's Abandoned Property Office. The appropriate report from your accounting database should include the following if available/applicable: * Payee name * Amount * Original payment date * Address * Check Number * Cancellation date * Nature of the funds * Contract/invoice/voucher # or other number(s) used internally to identify the payment. * Information that clearly identifies the office/division that issued the payment (i.e. agency code) * If tax related: * Name of the taxpayer and/or intended recipient * Account number of property index number (PIN) * Tax year; tax installment date; original tax payment date. PWC is only interested in receiving records pertaining to non-natural persons (businesses). PWC is not seeking any records which could invoke a personal privacy exemption. Non of the information requested by PWC will be used to solicit owners or third parties. If any of the requested information above is restricted by your State's statutes, please provide all segregable portions of otherwise		1/23/18	5 days	n/a	Submitted to Finance on 1-19-18. E-mailed response to requestor on 1-23-18.	YES
1/18/2018	2018-025	Public Services	Linda Robinson	<a href="mailto:lindamrobinso@icloud.com">lindamrobinso@icloud.com</a>	Traffic counts for SW 77th Court		1/23/18	5 days	n/a	Response in Manager's Office for Approval - 1-19-18. E-mailed response to requestor on 1-23-18.	YES
1/22/2018	2018-026	Manager	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Strategic Plan Appendices A-C (surveys)					Submitted to Manager's Office	
1/23/2018	2018-027	Building	Roberto Robleto, jr.	<a href="mailto:rrobleto@mrglasswindow.com">rrobleto@mrglasswindow.com</a>	Copy of Permit Card: BLD-2015-7351, Permit Application, Plans/Shop Drawings for property address: 8285 SW 178 Terrace.		1/25/18	2 days	\$5.85	In Manager's office for Approval-1-24-18. E-mailed invoice to requestor on 1-25-18. Requestor picked up in person on 2-6-18.	YES
1/23/2018	2018-028	Building	Frank Moya	<a href="mailto:frankmoya2000@msn.com">frankmoya2000@msn.com</a>	To check the survey for 17325 SW 84th Court, Palmetto Bay, FL to find out exactly where the septic tank is located and its dimensions.		1/25/18	2 days	n/a	Submitted to Building 1/23/18. E-mailed response to requestor (no information available) on 1-26-18.	YES
1/23/2018	2018-029	Building	James Cueva, Esq.	<a href="mailto:jcueva@cuevalaw.com">jcueva@cuevalaw.com</a>	Listing of all notices of violations for time period 9/1/17 through and including 12-31-17 for any of the following: building code violations and for failure to obtain a 40 year recertification.		1/25/18	2 days	n/a	Submitted to Building 1/23/18. E-mailed response to requestor on 1-25-18.	YES
1/23/2018	2018-030	Building	Jose Deleon	<a href="mailto:rudvford2@att.net">rudvford2@att.net</a>	1) Copy of business tax license; 2) copy of ordinance regarding tax receipt (what can be done, not done regarding business tax receipt; 3) What is zoning use of address 9055 SW 158th St.		1/25/18	2 days	n/a	In Manager's Office for Approval-1-24-18. E-mailed response to requestor on 1-25-18.	YES
1/24/2018	2018-031	Village Clerk	Don Waters	<a href="mailto:don-waters@frenchtex.com">don-waters@frenchtex.com</a>	Copy of audio recordings of 1) Zoning Hearing dated December 18, 2007, 2) Sunshine meeting between David Singer and Eugene Flinn dated December 22, 2017 and 3) Sunshine Meeting between David Singer, CalAtlantic, and FPL		1/24/18	0 days	n/a	Provided information to requestor in person on 1-24-18.	YES
1/25/2018	2018-032	Village Clerk	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Would like to listen to the audio recording of the November 30, 2017, Services/Advisory Meeting					Audio recording doesn't exist.	n/a
1/25/2018	2018-033	Building	Jorge Bringas	<a href="mailto:jbringas23@icloud.com">jbringas23@icloud.com</a>	Duplicate permit card and copy of permit for BLD-2016-9706 for property address: 7765 SW 142 Street.		2/2/18	8 days	\$10.80	In Manager's office for approval 1-30-18. E-mailed invoice to requestor on 2-5-18. Requestor indicated, no longer needs information. Request closed.	n/a
1/26/2018	2018-034	Building/Code	Jose Deleon	<a href="mailto:rudvford2@att.net">rudvford2@att.net</a>	Copies of citations and warnings for property address: 9055 SW 158th Street from period 1/2012 to present. Also, include results of Special Master Hearings for 1/2012 to present for address 9055 SW 158 St.		2/6/18	11 days	\$14.20	Submitted to Building on 1-26-18. Submitted to Manager's office for approval on 2-5-18. E-mailed invoice to requestor on 2-6-18. Requestor picked up in person on 2-6-18.	YES
1/28/2018	2018-035	Building	Stephanie Hernandez		Copy of all plans, permits, surveys, additions, for address: 7465 SW 163 St.		2/21/18	24 days	n/a	E-mailed response to requestor on 2-23-18.	YES
1/29/2018	2018-036	Building	Brian Nast	<a href="mailto:Brian.Nast@casco.com">Brian.Nast@casco.com</a>	Copy of building drawings for: 13611 S. Dixie Hwy; 13611 S. Dixie Hwy Suites 101-107, 13611 S. Dixie Hwy Dress Barn and 13611 S. Dixie Hwy- Picture Perfect Art & Frames		j	4 days	n/a	Submitted to Building on 1-29-18. E-mailed response to requestor on 2-5-18.	YES
1/31/2018	2018-037	Building	Raul Picado	<a href="mailto:iosue91n@gmail.com">iosue91n@gmail.com</a>	Copy of closed permits and floor plan of property address: 8830 SW 159 St., Palmetto Bay, FL 33157 Folio #33-5028-005-1830		2/2/18	2 days	n/a	E-mailed response to requestor on 2-5-18.	YES
<b>FEBRUARY</b>											
2/1/2018	2018-038	Parks	M. Randy Meyerson	<a href="mailto:randy@miamichristmaslights.com">randy@miamichristmaslights.com</a>	Copy of last agreement with Brandano Displays, Inc.		2/2/18	1 day	n/a	Submitted to Manager's Office for Approval on 2-2-18. E-mailed response to requestor on 2-5-18.	YES
2/2/2018	2018-039	Building/Code	Elisa Vera	<a href="mailto:elisa.devassociates@outlook.com">elisa.devassociates@outlook.com</a>	Information on all permits, open/closed, liens, and violations for property under Folio #33-5033-000-0560; in addition, a copy of any open permits, liens, or violations for property.		2/8/18	6 days	\$3.45	Submitted to Building/Code on 2-5-18. In Manager's Office for Approval on 2-7-18. Requestor picked up response on 2/12/18.	YES
2/5/2018	2018-040	Building	Elise Genzmer		Existing Permits and Permit History for property address: 6000 Paradise Point Drive, Palmetto Bay, FL 33157. Would like to come in and view records.		2/7/18	2 days	\$ 2.10	Contacted requestor by phone to let know response is ready. Requestor picked up response in person on 2/8/18.	YES
2/6/2018	2018-041	Building	Carlos Munoz	<a href="mailto:carlos_munoz@bellsouth.net">carlos_munoz@bellsouth.net</a>	Copy of closed permit for property address: 7440 SW 136 Street, Palmetto Bay, FL 33156 - Master BRF2006-1044		2/9/18	3 days	n/a	Submitted to Building on 2-6-18. In Manager's office for approval on 2/9/18. E-mailed response to requestor on 2/9/18.	YES
2/6/2018	2018-042	Manager	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	The name, address, email, phone number, date of appointment, term of appointment (beginning year to final year), if chair, appointed by whom, and name of the advisory committee, task force, or any other group of the Village of Palmetto Bay to which the member has been appointed by the Council and the Manager.					E-mailed information to requestor on 1-22-18	YES

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2/7/2018	2018-043	Building	Alejandra Lorenzo	<a href="mailto:aloreno@pgstudiomiami.com">aloreno@pgstudiomiami.com</a>	Copy of plans on record for property address: 7960 SW 157th Street, Palmetto Bay, FL		2/9/18	2 days	n/a	Submitted to Building on 2-7-18. In Manager's office for Approval on 2/9/18. E-mailed response to requestor on 2/9/18.	YES
2/7/2018	2018-044	Human Resources/Finance	Karyl Walker	<a href="mailto:info@abetterfloridaforall@gmail.com">info@abetterfloridaforall@gmail.com</a>	Copy of 1) E-News Subscribers-First Name, Last Name, Email address & list subscribed to; 2) List of registered volunteers from the volunteer office - Full Name, Address, home phone, work phone, cell phone & email address; 3) Village of Palmetto Bay (active, inactive) Vendor Name, DBA, Business Address, Mailing Address, Contact Person, Phone & Email					Submitted to Human Resources/Finance on 2/7/18. E-mailed cost estimate to requestor on 2/13/18. No payment received.	
2/7/2018	2018-045	Village Clerk	John Linabury		Copy of the Sign-in Sheet of the meeting that occurred with residents regarding Farmers Road dated August 2016		2/7/2018	0 days	n/a	E-mailed response to requestor	YES
2/8/2018	2018-046	Finance	David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	Any and all expenses paid for on behalf of each individual Council member in 2017 - Include: travel, hotels, association fee, meals, meeting, continuing education - everything.		2/9/2018	1 day	n/a	In Manager's Office for Approval on 2-8-18. E-mailed response to requestor on 2/9/18.	YES
2/8/2018	2018-047	Building/Finance	Joshua Barcon	<a href="mailto:joshbarcon@msn.com">joshbarcon@msn.com</a>	Subpoena: Any and all documents pertaining to payments made by Mora & Ortiz General Contractor, Inc./Jorge Ortiz/Piedad Romero to the Village of Palmetto Bay Building Permit Department. Should include but not be limited to payment information, copies of checks, banking institution name, routing number, account number as it relates to the payment made on or about June 30, 2017 in the amount of \$408.xx for Permit #BLD-207-0585 and permit address 14201 Old Cutler Road, Palmetto Bay, FL 33158 for Impact Windows and Doors.		2/8/2018	0 days	n/a	E-mailed response to requestor on 2/8/18.	YES
2/8/2018	2018-048	Building	Gustavo Rebera	<a href="mailto:Gribera@alainesosteria.com">Gribera@alainesosteria.com</a>	Signage company list for Channel letter sign for my business for years 2017 and 2018.		2/9/2018	1 day	n/a	In Manager's office for Approval on 2/9/18. E-mailed response to requestor on 2/9/18.	YES
2/8/2018	2018-049	Human Resources	Daniel Cohen	<a href="mailto:dcohen@wsvn.com">dcohen@wsvn.com</a>	Documents including the complaint and disposition for any and all cases where the Village of Palmetto Bay made a monetary payment (directly or indirectly through an insurance company) to resolve a "sexual harassment" complaint from January 1, 2013 until today. This includes payments for complaints resulting in EEOC charges, lawsuit settlements, jury awards, or by any other means; covers all elected and unelected officials, employees and departments under the Village's purview.		2/13/2018	5 days	n/a	E-mailed response to requestor on 2/13/18.	YES
2/8/2018	2018-050	Finance/Manager	David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	Copy of any and all expenses paid for by the Village relating to the 2018 Tallahassee Dade Days event.		2/9/2018	1 day	n/a	E-mailed response to requestor on 2/9/18.	YES
2/9/2018	2018-051	Building	Eva Miro	<a href="mailto:eva.miro1@gmail.com">eva.miro1@gmail.com</a>	Copy of 40 Year certification for property address: 8925 SW 148th Street, Palmetto Bay, FL		2/9/2018	0 days	n/a	In Manager's office for Approval 2/9/18. E-mailed response to requestor on 2/9/18.	YES
2/9/2018	2018-052	Procurement	Alex Reed	<a href="mailto:alexreed@usa.com">alexreed@usa.com</a>	Copy of all submitted bids and awarded bids for the Village of Palmetto Bay 16th Annual Picnic Celebration-Rides and Inflatables.		2/13/2018	4 days	n/a	E-mailed response to requestor on 2/14/18.	YES
2/16/2018	2018-053	Building	Alhanasies Zevgitis	<a href="mailto:greekhausekitchen@gmail.com">greekhausekitchen@gmail.com</a>	Copy of plans for sewer system in the 17041 plaza in Palmetto Bay		2/26/2018	10 days	n/a	E-mailed response to requestor on 2/26/18	YES
2/16/2018	2018-054	Human Resources	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Listing of senior residents (age 60 or older) residing in the Village of Palmetto Bay and their addresses.		2/22/2018	6 days	n/a	E-mailed response to requestor on 2-22-18.	YES
2/21/2018	2018-055	Public Services	Juan Paulino	<a href="mailto:PaulinoJ@msvfl.gov">PaulinoJ@msvfl.gov</a>	Information on recently installed speed humps.		2/26/2018	5 days	n/a	In Manager's office for approval on 2-22-18. E-mailed response to requestor on 2/26/18.	YES
2/21/2018	2018-056	Building	Sharon Staples	<a href="mailto:ss Staples@waltonlantaff.com">ss Staples@waltonlantaff.com</a>	Re: property address: 16720 SW 81st Ave., Miami, FL - would like to request a certified document that no roofing permit was ever obtained between January 2003 and October 31, 2015.		2/26/2018	5 days	n/a	In Manager's office for approval on 2-23-18. E-mailed response to requestor on 2/26/18.	YES
2/22/2018	2018-057	Building	Leon Melnicoff	<a href="mailto:Leon.Melnicoff@myfloridacfo.com">Leon.Melnicoff@myfloridacfo.com</a>	Certified copies of all building permits obtained by LAR Construction Inc. between 10-1-17 to 2-1-18.		3/1/2018	8 days	n/a	In Manager's office for approval 2/26/18. E-mailed response to requestor on 3-2-18.	YES
2/21/2018	2018-058	Village Clerk	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Campaign Treasurer Reports for the candidates of the 2016 election.		2/22/2018	1 day	n/a	E-mailed response to requestor on 2-22-18.	YES
2/22/2018	2018-059	Public Services/HR	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Copy of contract with CITT for I-bus including the grant		3/15/2018	20 days	n/a	E-mailed response to requestor on 3-15-18.	YES
2/23/2018	2018-060	Building/Code	Van Bethea	<a href="mailto:vanbethea3@gmail.com">vanbethea3@gmail.com</a>	Any current information such as foreclosure, lien, etc. for property address: 8875 SW 172nd Terrace, Palmetto Bay, FL		3/1/2018	5 days	\$ 23.75	In Manager's office for approval 2/27/18. Emailed invoice to requestor on 3-2-18. Requestor picked up response in person on 3-2-18.	YES
2/23/2018	2018-061	Building	Kitty King	<a href="mailto:kittykingmiami@gmail.com">kittykingmiami@gmail.com</a>	1) Floor plan for property address: 9555 SW 175th terrace, 2) Floor plan for property address: 17511 S. Dixie Hwy.		3/1/2018	5 days	n/a	In Manager's office for approval 2/26/18. E-mailed response to requestor on 3-2-18.	YES

Date Received	Log/Tracking Number	Assigned Department	Requestor Name	Requestor Email Address	Request:	Date Sent to Administration	Date Received from Administration	Timeliness	Invoice Amount	Comments/Notes	Provided to Requestor
2/23/2018	2018-062	Village Clerk	Angelica Duque	<a href="mailto:axd892@miami.edu">axd892@miami.edu</a>	Names of the Mayors, Vice Mayors and Council members from 2008 to 2016; optional phone numbers and e-mails.		4/25/2018	61 days	n/a	E-mailed response to requestor on 4-25-18.	YES
2/26/2018	2018-063	Building	Hellen Ventimiglia	<a href="mailto:hellenv@aol.com">hellenv@aol.com</a>	Copy of permits for (expired or open) Eric Nunez; property address: 9070 SW 156 Street.		3/5/2018	7 days	\$ 11.60	Sent to Building for Processing 1-26-18. Requestor picked up response in person on 3-5-18.	YES
2/26/2018	2018-064	Building	Juan Serra		Copy of permit package (roof) for 8255 SW 141 Street, Palmetto Bay, FL. BRF-2018-3075		3/1/2018	2 days	\$ 4.00	Sent to Building for Processing 1-26-18. Contacted via phone and e-mailed invoice to requestor on 3-2-18. Requestor picked up response on 3-7-18.	YES
2/26/2018	2018-065	Building	Carolyn Gomez	<a href="mailto:cgomez@cphcorp.com">cgomez@cphcorp.com</a>	Copy of 1) approved parking site plan for Colonial Palms Plaza; 2) master site plan; 3) currently provided parking for 13623 S. Dixie Hwy.		3/1/2018	2 days	n/a	Sent to Building for Processing 1-26-18. Emailed response to requestor on 3-2-18.	YES
2/26/2018	2018-066	Village Clerk	Ellen Armstrong	<a href="mailto:elarm@bellsouth.net">elarm@bellsouth.net</a>	Copy of audio recording for the town hall meeting on 2/13/18 at 6:00 pm.		4/25/2018	58 days	n/a	E-mailed response to requestor via drop box on 4/25/18.	YES
2/26/2018	2018-067	Building	Craig Anderson		Copy of property survey for property address: 8245 SW 179 Terr., Palmetto Bay, FL		3/1/2018	2 days	n/a	Sent to Building for Processing 1-27-18. Emailed response to requestor on 3-1-18.	YES
2/28/2018	2018-068	Building/Code	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Information about February 28, 2018 complaint about unkept yard at 9300 SW 180 Street-resulting in Code Enforcement inspection.		3/2/2018	1 day	n/a	Sent to Building on 3-1-18. In Manager's office for approval 3-2-18. Emailed response to requestor on 3-5-18.	YES
<b>MARCH</b>											
3/5/2018	2018-069	Village Clerk	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Copy of campaign treasurer reports for the 2014 election.		3/5/2018	0 days	n/a	E-mailed response to requestor on 3-5-18.	YES
3/6/2018	2018-070	Building	Chris Carvell	<a href="mailto:info@accuratelandssurveyors.com">info@accuratelandssurveyors.com</a>	Copy of a residential boundary survey for property address: 6060 Paradise Point Drive.		3/16/2018	10 days	n/a	E-mailed response to requestor on 3-20-18.	YES
3/6/2018	2018-071	Village Clerk	John Linabury	<a href="mailto:linabury@gmail.com">linabury@gmail.com</a>	Copy of written minutes from sunshine meeting of May 9, 2017 at 5:00 pm.		3/7/2018	1 day	n/a	E-mailed response to requestor on 3-7-18.	YES
3/9/2018	2018-072	Building	Mark Clark	<a href="mailto:clar2999@bellsouth.net">clar2999@bellsouth.net</a>	Need copy of permit and plans for property address: 17505 S. Dixie Hwy: BLD-2018-1817, COO-2014-0235, ELE-2013-1329, MEC-2013-0823, MEC-2013-0846, MEC-2017-1827, MEC-2017-1828.		3/16/2018	7 days	\$9.55	Requestor picked up response in person on 3-20-18.	YES
3/9/2018	2018-073	Building	Adrian Migenes	<a href="mailto:adrianmigenes@gmail.com">adrianmigenes@gmail.com</a>	Copy of any permits/plans for property address: 17002 SW 86th Avenue, Palmetto Bay, FL *Need Certified Copies		3/20/2018	21 days	\$22.45	Process invoice on 3-20-18. Requestor picked up invoice on 3-20-18.	YES
3/12/2018	2018-074	Building	Cassandra Kellogg	<a href="mailto:cassandrarosas@yahoo.com">cassandrarosas@yahoo.com</a>	Any and all permit plans for the land located at Folio #33-5023-000-0582 including plans to develop land and building plans.		3/28/2018	16 days	n/a	E-mailed response to requestor on 3-29-18.	YES
3/12/2018	2018-075	Building	Amy Boulvis		Review all files/documents related to the lake filling and/or planned development activity or any application and documents relating to property Folio #3350230000582. Also, would like copy of DERM permits.		3/28/2018	16 days	n/a	E-mailed response to requestor on 3-29-18.	YES
3/13/2018	2018-076	Village Clerk	Julia Cespedes	<a href="mailto:theicespedes@gmail.com">theicespedes@gmail.com</a>	Copy of draft minutes of Special Council Meeting on 2-21-18.		3/13/2018	0 days	n/a	E-mailed response to requestor on 3-13-18	YES
3/13/2018	2018-077	Human Resources	Leanne Tellam		Emails containing County comments originally received by the Village. Also, copy of the Tap grant application.		3/13/2018	0 days	n/a	E-mailed response to requestor on 3-13-18	YES
3/14/2018	2018-078	Building	Carly Rodriguez	<a href="mailto:carly.rodriguez@floridamoves.com">carly.rodriguez@floridamoves.com</a>	Copy of addition off of master bathroom permit for addition; copy of listing of all permits pulled for property address: 7510 SW 163 Street, Palmetto Bay, FL		4/13/2018	29 days	n/a	E-mailed response to requestor on 4-13-18.	YES
3/15/2018	2018-079	Building	Hugo Cardona	<a href="mailto:hcardona2004@aol.com">hcardona2004@aol.com</a>	NOA for permit ZLG-2005-0275; permit #B-2005-3188		3/22/2018	7 days	n/a	E-mailed response to requestor on 3-22-18.	YES
3/16/2018	2018-080	Building	James Hunt	<a href="mailto:james.p.hunt2@gmail.com">james.p.hunt2@gmail.com</a>	Copy of closed permit for a roof replacement at 7820 SW 147 St., Palmetto Bay, FL. The permit closed at the beginning of January 2013.		3/22/2018	6 days	\$4.40	Requestor picked up response in person on 3-22-18.	YES
3/20/2018	2018-081	Building	Cristina Caumel	<a href="mailto:ccaumel@gmail.com">ccaumel@gmail.com</a>	Listing of permits open or closed for property address: 13745 SW 73 Court, Palmetto Bay, FL.		3/28/2018	8 days	n/a	E-mailed response to requestor on 3-29-18.	YES
3/19/2018	2018-082	Building	Jorge Rodriguez	<a href="mailto:jorge@closingsu.com">jorge@closingsu.com</a>	Copy of the Release for a Violation that was recorded in Public Record. Violation CFN 2016R0518844 OR BK 30218 Pgs 3605-3606 recorded on 9-6-2016.		3/28/2018	9 days	n/a	Emailed response to requestor on 3-29-18.	YES
3/20/2018	2018-083	Building	Mark Clark	<a href="mailto:clar2999@bellsouth.net">clar2999@bellsouth.net</a>	Need copy of permit and plans for property address: 17525 S. Dixie Hwy. Copy of Permits: BLD-2016-8646 and ELE-2016-2467		3/26/2018	6 days	\$3.15	Requestor picked up response in person on 3-26-18.	YES

Date Received	Log/Tracking Number	Assigned Department	Requestor Name	Requestor Email Address	Request:	Date Sent to Administration	Date Received from Administration	Timeliness	Invoice Amount	Comments/Notes	Provided to Requestor
3/20/2018	2018-084	Village Clerk	Jerry Proctor	<a href="mailto:jproctor@proctorpa.com">jproctor@proctorpa.com</a>	Copy of the alternate ordinance presented by Councilman Singer for the VMU.		3/20/2018	0 days	n/a	E-mailed response to requestor on 3-20-18.	YES
3/19/2018	2018-085	IT	John DuBois	<a href="mailto:jdubois@eyecast.com">jdubois@eyecast.com</a>	Copy of all emails sent between Scott Silver regarding the Palmetto Bay Village Center property on Old Cutler Road and SW 177-184th Street and Ed Silva during last 7 days (3-12-18 to 3-19-18).		3/22/2018	3 days	n/a	E-mailed response to requestor on 3-22-18.	YES
3/20/2018	2018-086	Building	Lucas Borgs	<a href="mailto:permit.andallcorp@aol.com">permit.andallcorp@aol.com</a>	Copy of plans for the following property addresses: 9847 SW 184th Street and 9849 SW 184th Street.		3/29/2018	8 days	n/a	E-mailed response to requestor on 3-29-18.	YES
3/21/2018	2018-087	Building	Christopher Rodriguez	<a href="mailto:gerald101046@gmail.com">gerald101046@gmail.com</a>	Copy of elevation plans-North, East, South, West, plan and section drawing; also Copy of floor plan for property address: 16701 SW 72nd Avenue, Miami, FL 33157--Richmond Cottage on Deering Estate.		3/28/2018	7 days	n/a	E-mailed response to requestor on 3-29-18.	YES
3/22/2018	2018-088	Building/Code	Jose Deleon	<a href="mailto:rudvford9025@gmail.com">rudvford9025@gmail.com</a>	Copy of warnings or tickets on code violations on 9055 SW 158 Street from dates January 2008 to December 2013. Also, requesting copy of warnings or tickets on code violations for 15810 SW 90 Avenue and 15935 SW 90 Avenue for dates January 2015 to present.		4/9/2018	17 days	\$12.60	E-mailed invoice to requestor on 4-10-18. Requestor picked up response on 4-10-18.	YES
3/23/2018	2018-089	Building	Rodrigo Blasini	<a href="mailto:blasinir@gmail.com">blasinir@gmail.com</a>	Copy of floor plans for property address: 15230 SW 74th Court, Palmetto Bay, FL 33157.		3/28/2018	5 days	n/a	E-mailed response to requestor on 3-29-18.	YES
3/23/2018	2018-090	Building	Evgeniya Gradova	<a href="mailto:permits@305permits.com">permits@305permits.com</a>	Copy of 2012 previous Certificate of Use and floor plans-the previous use to include previous square footage.		4/13/2018	20 days	n/a	E-mailed response to requestor on 4-13-18.	YES
3/26/2018	2018-091	Human Resources/Communications	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Provide all names, emails, addresses, and phone numbers of recipients of Your Village at Work newsletter.		3/28/2018	2 days	n/a	E-mailed response to requestor on 3-28-18.	YES
3/27/2018	2018-092	Building	Lynne	<a href="mailto:trv@bellsouth.net">trv@bellsouth.net</a>	Was a roof permit pulled since November 1, 2013 at property address: 7391 SW 156 Street, Palmetto Bay, FL, Folio #33-5026-022-0420		4/9/2018	12 days	n/a	E-mailed response to requestor on 4-10-18.	YES
3/28/2018	2018-093	Building	Suyapa Vasquez	<a href="mailto:ldcpermitting@gmail.com">ldcpermitting@gmail.com</a>	Any available copies of floor plans (most recent) for property address 17002 SW 86 Avenue.		4/4/2018	7 days	n/a	E-mailed response to requestor on 4-4-18.	YES
3/29/2018	2018-094	Building/Zoning	Fermin F. Iduate	<a href="mailto:lduate@yahoo.com">lduate@yahoo.com</a>	For period of 1/1/2013 to 3/29/18, All Village of Palmetto Bay permits, zoning changes, approvals for commencement of land filling and construction, any presentation materials to the Village Council, and government, and notices to the public regarding the planned construction of housing on previously owned by FP&L property on behalf of RJR Land Filling LLC, (Robert Rieder) as well as Windsor Investments, LLC, (Sheri Loiacono & Lisa Bennett) through them directly or via their attorneys and/or representatives. All permits for land fill, any correspondence and/or agreements from Miami-Dade County. Folio #33-5023-000-0582.		4/9/2018	10 days	n/a	E-mailed response to requestor on 4-10-18.	YES
3/30/2018	2018-095	Building	Jolene Cooper	<a href="mailto:dashinfo@aol.com">dashinfo@aol.com</a>	Copy of permit for property address: 7765 SW 143 Street, Palmetto Bay, FL #B-2006-3917 - Folio 33-5022-020-0090		4/9/2018	9 days	n/a	E-mailed response to requestor on 4-10-18.	YES
<b>APRIL</b>											
4/2/2018	2018-096	Building	Alain G. Ferra	<a href="mailto:alainferra@msn.com">alainferra@msn.com</a>	9074 SW 181st Terrace					Cancelled request - needs background and fingerprinting thru the Police Department.	n/a
4/3/2018	2018-097	Human Resources	Al Crespo		Would like to review employee file of former employee, Efen Nunez		4/13/2018	10 days		Requestor is scheduled to review file on Friday, April 13, 2018 at 12:00 noon in Clerk's office with HR present. Requestor reviewed file on 4/13/18 in Clerk's office.	YES
4/3/2018	2018-098	Village Clerk	James Woodard	<a href="mailto:spamreject@aol.com">spamreject@aol.com</a>	Copy of David Singer's handout from Regular Council Meeting on April 2, 2018		4/3/2018	0 days	n/a	Village Clerk e-mailed the response to the requestor on 4-3-18.	YES
4/3/2018	2018-099	Village Clerk	Seth	<a href="mailto:seth@citydebate.com">seth@citydebate.com</a>	Copy of State of Florida Compilation of Election Laws and Village Charter		4/3/2018	0 days	n/a	E-mailed response to requestor on 4/3/18	YES
4/3/2018	2018-100	Manager	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Details of the closing on the Rosen property partial purchase. Request details of the deal and the survey and title/folio for the land described.		4/18/2018	14 days	\$2.85	E-mailed invoice to requestor on 4-19-18. Requestor picked up in person on 4-20-18.	YES
4/3/2018	2018-101	Manager	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Request an email copy of the opinion letter by John Herin regarding land use and/or zoning at the Palmetto Bay Village Center.		4/18/2018	14 days	n/a	E-mailed response to requestor on 4-18-18.	YES

Date Received	Log/Tracking Number	Assigned Department	Requestor Name	Requestor Email Address	Request:	Date Sent to Administration	Date Received from Administration	Timeliness	Invoice Amount	Comments/Notes	Provided to Requestor
4/5/2018	2018-102	Building/Manager	David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	All permit information related to site on 152nd street that is being filled in and all meeting information that Manager Silva and any council members had over the last 3 years with the filling in of the lake.		4/13/2018	8 days	n/a	Response e-mailed to requestor on 4-13-18.	YES
4/5/2018	2018-103	Building	Greg Goldstein	<a href="mailto:greg@ggbuilding.com">greg@ggbuilding.com</a>	Microfilm/Building plans for 7840 SW 173rd Terrace		4/13/2018	7 days	n/a	E-mailed response to requestor on 4/13/18	YES
4/10/2018	2018-104	Building	Greg Goldstein	<a href="mailto:greg@ggbuilding.com">greg@ggbuilding.com</a>	Microfilm/Building plans for 7840 SW 183rd Terrace		4/13/2018	2 days	n/a	E-mailed response to requestor on 4/13/18	YES
4/10/2018	2018-105	Finance	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Copy of official documents from the Village's bond rating company showing the bond rating for the Village of Palmetto Bay for the following years: 2018, 2017, 2016, 2015 and 2014.		4/13/2018	2 days	n/a	E-mailed response to requestor on 4/13/18	YES
4/11/2018	2018-106	Building	Darryl Rosenbaum	<a href="mailto:darryl@bfciami.com">darryl@bfciami.com</a>	Listing and copy of complete open permits, please include all permit cards and all plans for property address: 15445 SW 81 Avenue. Permit numbers: BLD-2016-9638, BLD-2017-0123, ELE-2017-2724, PLB-2017-2407, and PLB-2017-2475.		4/20/2018	9 days	\$45.65	E-mailed invoice to requestor on 4-23-18. Requestor picked up response in person on 4-24-18.	YES
4/11/2018	2018-107	Human Resources	Efren Nunez		Copy of his personnel file		4/20/18	9 days	\$3.00	Response is in Clerk's office, requestor was notified it's available for pick up.	
4/11/2018	2018-108	Human Resources/Communications	Caroline Doble	<a href="mailto:doblefamily@yahoo.com">doblefamily@yahoo.com</a>	Copy of the Palmetto Bay digital mailing list.		4/27/2018	16 days	n/a	E-mailed Response to requestor on 4-30-18.	YES
4/13/2018	2018-109	Building	Maryellen Abreu	<a href="mailto:maryellenabreu@gmail.com">maryellenabreu@gmail.com</a>	Request for permits prior to 2002: ELE-2012-0849, ZLG-2008-1881, ZLG-2008-2042, ZLG-2008-2029 for property address: 6977 SW 148 Terrace		4/20/2018	7 days	n/a	E-mailed response to requestor on 4-23-18.	YES
4/13/2018	2018-110	Human Resources/Communications	Pam Gorman	<a href="mailto:psgorman@aol.com">psgorman@aol.com</a>	Copy of the Village email list.		4/27/2018	14 days	n/a	E-mailed Response to requestor on 4-30-18.	YES
4/15/2018	2018-111	Village Clerk	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Copy of list of names with emails, addresses, and phone numbers of attendees at the April 5, 2018 community center workshop, held at Village Hall.		4/16/2018	1 day	n/a	E-mailed response to requestor on 4-16-18.	YES
4/15/2018	2018-112	Public Services	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Copy of list of streets scheduled to or proposed to receive speed bumps, speed humps, or any other traffic calming method. Please list the date each street will or is proposed to receive the traffic calming.		4/30/2018	15 days	n/a	E-mailed response to requestor on 5-2-18.	YES
4/16/2018	2018-113	Building	Peter Rodriguez	<a href="mailto:daderroofing@hotmail.com">daderroofing@hotmail.com</a>	copy of permit application and permit card for Permit #BRF-2018-3047 for property address: 8600 SW 155 Terrace.		4/30/2018	14 days	n/a	E-mailed response to requestor on 5-2-18.	YES
4/20/2018	2018-114	Manager	Andrew Malalto	<a href="mailto:andrew@metalroofmaster.com">andrew@metalroofmaster.com</a>	Roofing cost for current Village Hall roof (done 2010) and warranty, contractor information, metal specification and PDF Drawing (Plans)		4/30/2018	10 days	n/a	E-mailed response to requestor on 5-2-18.	YES
4/23/2018	2018-115	Procurement	Jacqueline Sessa	<a href="mailto:jacquelinesessa@deltek.com">jacquelinesessa@deltek.com</a>	Awarded contract document and bid tabulation if available for RFP-41908983 Design Plans for Thalatta Estate Park Pier and Shore Stabilization		4/30/2018	7 days	n/a	E-mailed response to requestor on 5-2-18.	YES
4/20/2018	2018-100-B	Finance	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Document that shows the loan terms, payment schedule, and interest charged on the purchase of the charter school property between Shores/Rosen and the Village.		4/25/2018	5 days	n/a	E-mailed response to requestor on 4-25-18 (no record in exists).	Yes
4/23/2018	2018-116	Finance/IT	Jeffrey Leary	<a href="mailto:mdcpr.il@gmail.com">mdcpr.il@gmail.com</a>	Access to or copies of any and all communication(s) by, between, including, to, or from any of the following individuals since March 19, 2018 regarding the Village of Palmetto Bay's acquisition of 2.34 +/- acres of vacant land at the intersection of 97th Avenue and 178th Street or any discussion of the same: a. Village of Palmetto Bay Manager Ed Silva, b. Village of Palmetto Bay Councilmember David Singer, c. Deidre Krause, d. Any employee/agent/representative of "The PR Company", e. Village of Palmetto Bay Councilmember Eugene Flinn		5/15/2018	22 days	\$39.00	Sent to Finance/IT/Received 50% deposit of \$18.00 on 4-27-18. E-mailed Administration to process request on 4-27-18. Response in Manager's office for approval - 5-10-18. Requestor paid final invoice and picked up response in person on 5-16-18.	YES
4/24/2018	2018-117	Building	Jorge Del Rey	<a href="mailto:delrevjorge55@gmail.com">delrevjorge55@gmail.com</a>	Floor plans for 14241 SW 78 Court, Palmetto Bay, FL 33158. Also, include permit history of open and closed permits on the property.		4/27/2018	3 days	n/a	E-mailed response to requestor on 4-30-18.	YES
4/24/2018	2018-118	Building	Diana Fonseca	<a href="mailto:dianafonsec87@gmail.com">dianafonsec87@gmail.com</a>	Copies of open violations for liens and code violations and listing of permits for plumbing work and electrical work		4/30/2018	6 days	n/a	E-mailed response to requestor on 5-1-18.	YES
4/24/2018	2018-119	Building	Chris Scheidt	<a href="mailto:chrisscheidt@gmail.com">chrisscheidt@gmail.com</a>	Copies of all open permits for 9319 SW 170th St., Palmetto Bay, FL 33157		5/4/2018	10 days	\$8.10	E-mailed invoice to requestor on 5-9-18.	
4/25/2018	2018-120		Robert Highbaugh	<a href="mailto:kriegerinvestigations@protonmail.com">kriegerinvestigations@protonmail.com</a>	Entire poll conducted by a "scientific poll by a very well respected firm"-David Singer, Facebook, April 16-17, 2018.					Village Attorney will respond to request. Village Clerk met with Village Attorney on 5/2/18. Village Attorney confirmed he is doing legal research to produce a response.	
4/25/2018	2018-121	Village Clerk	Robert Highbaugh	<a href="mailto:kriegerinvestigations@protonmail.com">kriegerinvestigations@protonmail.com</a>	All of the Campaign Treasurer's Report for Candidate David Singer in the November 2016 Village Election. I had requested this information in December 2017, but I did not receive reports that covered November 3, 2016 until the end of the election cycle.		4/26/2018	1 day	n/a	E-mailed response to requestor on 4-26-18. Requestor is asking for additional information related to response received. The termination report was submitted electronically to the requestor of 5/15/2018.	YES
4/26/2018	2018-122	Building	Greisy Valdez	<a href="mailto:intercontinentalcontracting@yahoo.com">intercontinentalcontracting@yahoo.com</a>	Property plans (floor plan) or other plans recent or when the house was built for property address: 7941 SW 176 Street.		5/4/2018	8 days	n/a	E-mailed response to requestor on 5-4-18.	YES
4/26/2018	2018-123	Building	Daniel Simons	<a href="mailto:danielesimonsh@gmail.com">danielesimonsh@gmail.com</a>	Permits, liens, and/or any outstanding debts for 9305 SW 178 Terrace		5/4/2018	8 days	n/a	E-mailed response to requestor on 5-4-18.	YES

Date Received	Log/Tracking Number	Assigned Department	Requestor Name	Requestor Email Address	Request:	Date Sent to Administration	Date Received from Administration	Timeliness	Invoice Amount	Comments/Notes	Provided to Requestor
4/27/2018	2018-124	IT	David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	All Councilwoman Karyn Cunningham and Vice Mayor John DuBois Palmetto Bay emails since January 1, 2017.					E-mailed Cost Estimate to requestor on 5-16-18.	
4/27/2018	2018-125	IT	David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	All Councilwoman Cunningham email address from her weekly newsletter and her Palmetto Bay tablet/laptop. Also, requesting a copy of her hard drive which I will bring a portable hard drive that can be downloaded to.					Sent to Administration 4/27/18. / Pending for Councilwoman Cunningham to provide us with her weekly newsletter distribution list.	
4/30/2018	2018-126	Building	Beth Klugerman	<a href="mailto:info@signarama-kendall.com">info@signarama-kendall.com</a>	Certified copy of plans for permits: BLD-2016-9603 and ELE-2016-2531. We need to repair the sign and need to pull appropriate plans for for Dairy Queen 14271 S. Dixie Highway, Folio: 33-5021-002-0110.		4 days	5/4/2018	n/a	E-mailed response to requestor on 5-4-18.	YES
<b>MAY</b>											
5/1/2018	2018-127	Building	Andres Perdomo	<a href="mailto:andybmon@bellsouth.net">andybmon@bellsouth.net</a>	Copies of final as-built construction drawings. Complete set of as-built drawings for house. Set to include architectural, structural, civil, survey, plumbing, electrical, mechanical (x 1/2 size or PDF). Property address: 9374 SW 173 Terrace, Folio: 33-5033-058-0080.		5/9/2018	8 days	\$11.35	Requestor picked up response in person on 5-10-18.	YES
5/3/2018	2018-128	Building	Marta Merlo	<a href="mailto:marta.e.merlo@gmail.com">marta.e.merlo@gmail.com</a>	Copies of drawings existing on microfilm (architecture, ME, structural, civil, etc.) for property address: 8240 SW 148 Drive, Palmetto Bay, FL 33158. Folio #33-5022-044-0050		5/9/2018	6 days	n/a	E-mailed response to requestor on 5-9-18. No records exist.	YES
5/3/2018	2018-129	Public Services	Nelly Navarro	<a href="mailto:Nelly.Navarro@wsp.com">Nelly.Navarro@wsp.com</a>	I-bus ridership numbers for the months of January thru March, 2018.		5/14/2018	11 days	n/a	E-mailed response to requestor on 5-15-18.	YES
5/3/2018	2018-130	Manager	David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	Costs of Senior Day event and how many people showed up at the event.		5/15/2018	12 days	n/a	E-mailed response to requestor on 5-16-18.	YES
5/3/2018	2018-131	IT	Gary Pastorella	<a href="mailto:garypastorella@gmail.com">garypastorella@gmail.com</a>	1) All email addresses used to send the document on April 30, 2018 titled "David Singer Speaks". 2) All email addresses provided to the Village by those who created an account, registered for any service or notification on the website or any other means since December 2016.					E-mailed Cost Estimate to Requestor on 5-16-18.	
5/4/2018	2018-132	Village Clerk	William Kestel	<a href="mailto:bill.kestel@yahoo.com">bill.kestel@yahoo.com</a>	Copy of campaign treasurer reports from the 2016 election.		5/4/2018	0 days	n/a	E-mailed response to requestor on 5-4-18	YES
5/4/2018	2018-133	Building	Jake Guso	<a href="mailto:jake@cerverarev.com">jake@cerverarev.com</a>	Plans (all) for interior of the above referenced address. Specify unit's (current) are bays B&C. Tenant name: Wellbeing Yoga, LLC. D/B/A Marce Salon and Spa.		5/9/2018	5 days	\$12.10	E-mailed invoice to requestor on 5-9-18 Requestor picked up response in person on 5-11-18.	YES
5/4/2018	2018-134	Communications	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Copy of email list for Village@Work, including names, address, phone numbers attached to the email. In landscape format fit to page and a copy in CSV format.		5/11/2018	7 days	n/a	E-mailed response to requestor on 5-11-18.	YES
5/7/2018	2018-135	Parks	Marsha Matson	<a href="mailto:x4m2h5@gmail.com">x4m2h5@gmail.com</a>	Email copy of sign-in sheet for Senior Game Day event on May 4, 2018 at the Feller Room in Ludovici Park		5/17/2018	10 days	n/a	E-mailed response to requestor on 5-17-18.	YES
5/8/2018	2018-136	Building	Janelle	<a href="mailto:jolivo@carltonfields.com">jolivo@carltonfields.com</a>	Copy of all permits, inspection reports, and renovation and/or demolition records pertaining to the following property: 18001 Old Cutler Road, Ste 476, Palmetto Bay, FL 33157-6437.		5/14/2018	6 days	\$20.10	E-mailed invoice to requestor on 5-16-18.	YES
5/9/2018	2018-137	Building	Katy Merino	<a href="mailto:kmerino@reddesigngroup.net">kmerino@reddesigngroup.net</a>	Copy of any plans for property address: 17615 SW 97th Avenue, Palmetto Bay, FL 33157	5/9/2018				Sent to Olga/Manager 5/9/18. In Manager's Office for Approval-5-22-18.	
5/9/2018	2018-138	Building	Margie Pacheco	<a href="mailto:margiee410@gmail.com">margiee410@gmail.com</a>	Copies of fire report and all documents regarding the Heritage Square community transformer explosion on 4/7/18. Also, any documents pertaining to my home unit 603 and the incident on 4/17/18. Please release all records and documents pertaining to the incident and pertaining to my home unit 603. Including all information regarding industrial electrical and the roofers working in the community. Any any documentation regarding the damages, permits and work being done in my unit 603 Caused by the incident on 4/17/18. Please send me all documents, reports and fines.	5/10/2018				Sent to Olga/Manager 5/10/18	
5/4/2018	2018-139	Administration	David Minsky	<a href="mailto:minskyda@gmail.com">minskyda@gmail.com</a>	Copies of all documents regarding Palantir Technologies and any prior public records request regarding Palantir Technologies. The documents I request include, but are not limited to paper, email, or otherwise electronic copies.	5/11/2018				Sent to Olga/Manager 5/11/18	
5/11/2018	2018-140	Village Clerk	Jeffrey Leary	<a href="mailto:mdcpr jr@gmail.com">mdcpr jr@gmail.com</a>	Copy of 2017 and 2018 Lobbyist Registrations	5/11/2018	5/11/2018	0 days	n/a	E-mailed response to requestor on 5-11-18.	YES
5/14/2018	2018-141	Building	Ernesto Ackerman	<a href="mailto:ernestoack@hillusa.com">ernestoack@hillusa.com</a>	copy of liens or fines for property address 9305 SW 178 Terrace. Also, include a listing of open permits for same address.	5/14/2018	5/16/2018	2 days	n/a	E-mailed response to requestor on 5/16/18.	YES
5/11/2018	2018-142	Village Clerk	Karyn Cunningham	<a href="mailto:kcunningham@palmettobay-fl.gov">kcunningham@palmettobay-fl.gov</a>	Copy of audio recording of the sunshine meeting that occurred between Mayor Flinn and Councilmember Singer on May 11, 2018.	5/11/2018	5/11/2018	0 days	n/a	E-mailed response to requestor on 5/11/18.	YES
5/14/2018	2018-143	Village Clerk	Eugene Flinn	<a href="mailto:eflinn@palmettobay-fl.gov">eflinn@palmettobay-fl.gov</a>	Copy of public record request 2018-102 and the response.	5/14/2018	5/14/2018	0 days	n/a	E-mailed response to requestor on 5/14/18.	YES
5/16/2018	2018-144	IT	David Singer	<a href="mailto:dsinger@palmettobay-fl.gov">dsinger@palmettobay-fl.gov</a>	Copy of all emails to any employee or councilmember from or to Marsha Matson for the last two years.	5/16/2018				Sent to Olga/Manager 5/16/18. E-mailed Cost Estimate to Requestor on 5-18-18.	

