



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: 9-20-18  
NAME: Carsten Dietz  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: carsten@skywhale.co

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

\* Please see attached email for a description of receipt.

\*\*\*\*\*

FOR USE BY VILLAGE STAFF ONLY      TRACKING NO.: 2018-299  
DATE FORWARDED: 9-21-18      ASSIGNED DEPT: Human Resources  
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:** Jessica Mak  
**Sent:** Thursday, September 20, 2018 12:53 PM  
**To:** Melissa Dodge  
**Cc:** Olga Cadaval  
**Subject:** FW: Public Records Request to Olga Cadaval for Contact Information

Good afternoon Melissa,

Please see public records request below for logging purposes. I will begin compiling the documents on my end in the meantime.

Thank you,

*Jessica Mak, SHRM-CP*

HR & Communications Department  
Village of Palmetto Bay  
9705 East Hibiscus Street  
Palmetto Bay, Florida 33157  
(P) 305-259-1234 – (F) 305-259-1293

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**From:** Olga Cadaval  
**Sent:** Tuesday, September 18, 2018 10:01 AM  
**To:** Jessica Mak  
**Subject:** Fwd: Public Records Request to Olga Cadaval for Contact Information

Good morning,  
Please route through the clerk's office and provide the record available.

Thank you.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Carsten Dietz <[carsten@skywhale.co](mailto:carsten@skywhale.co)>  
**Date:** 9/18/18 2:03 AM (GMT-06:00)  
**To:** Olga Cadaval <[ocadaval@palmettobay-fl.gov](mailto:ocadaval@palmettobay-fl.gov)>  
**Subject:** Public Records Request to Olga Cadaval for Contact Information

Dear Olga Cadaval or Custodian of Public Records,

\* My name is Carsten Dietz. I am submitting a public records request to Village of Palmetto Bay for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information being requested from your record keeping system is:

- 
1. First Name
  2. Last Name
  3. Position Title
  4. Department
  5. Employment Type ie: full-time, part-time, contractor
  6. General Office Phone Number
  7. Direct Office Phone Number
  8. Business Cell Phone (if provided by Village of Palmetto Bay)
  9. Office Fax
  10. Email Address
  11. Office Physical Address
  12. Office Mailing Address

Please email the information back to this address.

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information. If you have any questions, please feel free to respond to this email and I'll get back to you as soon as I can.

Thank you for your time,

Carsten Dietz  
[carsten@skywhale.co](mailto:carsten@skywhale.co)