



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: 11-28-18
NAME: Teri Skipper
COMPANY: City of Haines City
ADDRESS: 600 E. Main St., Haines City, FL 33844
PHONE: 863-421-3600 FAX: _____
EMAIL: teri.skipper@hainescity.com

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

* Please see attached on-line request.

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2018-397
DATE FORWARDED: 12-4-18 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

From: Missy Arocha
Sent: Tuesday, December 04, 2018 11:07 AM
To: Melissa Dodge
Subject: FW: Information for Classification Study

Importance: High

Please log, acknowledge, and process.



Missy Arocha

Village Clerk
MDCMCA Secretary

Village of Palmetto Bay

9705 East Hibiscus Street
Palmetto Bay, FL 33157
Phone: (305) 259-1234
www.palmettobay-fl.gov

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.



Please save a tree. Don't print this e-mail unless it's really necessary.

From: Teri Skipper [<mailto:teri.skipper@hainescity.com>]
Sent: Wednesday, November 28, 2018 11:11 AM
To: Missy Arocha
Subject: Information for Classification Study

Good morning Missy,

We are obtaining information for a classification study for our City Clerk's office. It would be very helpful if you could provide the following information for the City Clerk and Deputy City Clerk positions.

- Current Pay for both positions
- Pay Range for both positions
- The number of years you and your deputy have been in your positions

- Whether you are CMC or MMC designated (both positions)
- Your City's population
- Job Description for both positions

If you have any questions or concerns, please do not hesitate to contact me. Thank you in advance for your help in this matter.

Sincerely,

Teri Skipper

Executive Assistant
Human Resources



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620 E. Main Street
Haines City, FL 33844
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F. (863) 421-9953
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Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

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