



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: 5-7-19  
NAME: Jacqueline N. Fernandez Proenza  
COMPANY: Office of the Commission Auditor - Miami-Dade County  
ADDRESS: 111 NW First Street, Ste 1030, Miami, FL 33128  
PHONE: 305-878-7221 FAX: \_\_\_\_\_  
EMAIL: Jacqueline.Fernandez-Proenza@miamidade.gov

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

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

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FOR USE BY VILLAGE STAFF ONLY      TRACKING NO.: 2019-145  
DATE FORWARDED: 5-7-19      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:** Fernandez-Proenza, Jacqueline (OCA) <Jacqueline.Fernandez-Proenza@miamidade.gov>  
**Sent:** Tuesday, May 07, 2019 3:26 PM  
**To:** Melissa Dodge  
**Cc:** Missy Arocha; Edwards, Phillip G. (OCA); Eng, Lai (OCA)  
**Subject:** Miami-Dade County Office of the Commission Auditor - Public Records Request  
**Attachments:** Palmetto Bay Data.xlsx

Good afternoon,

Pursuant to Chapter 119 of the Florida Statutes, this email serves as a Public Records Request.

On behalf of a commission district, the Office of the Commission Auditor (OCA) is conducting research regarding the number of municipal government employees commuting from Monroe, Broward or Palm Beach counties. Accordingly, OCA is requesting that the Village of Palmetto Bay provide that data regarding its full-time employees, i.e., each employee's zip code. The scope of the research does not require the employee's full address, as a zip code, on its own, is sufficient for determining County of residence. In the event that the Village of Palmetto Bay opts to provide the full address, OCA will extract the address data so the final product reflects only employee zip codes.

To facilitate this request, kindly use the attached Excel sheet to input each employee's zip code under the corresponding county. Additionally, please indicate whether the addresses/zip codes provided are either a mailing address or physical address and which addresses, if any, are PO Boxes.

Please contact me if you have any questions or concerns. Thank you for your assistance with this request.

Best regards,

*Jacqueline N. Fernandez Proenza*  
RESEARCH ANALYST  
OFFICE OF THE COMMISSION AUDITOR  
BOARD OF COUNTY COMMISSIONERS  
MIAMI-DADE COUNTY  
111 NW FIRST STREET, SUITE 1030  
MIAMI, FL 33128  
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