



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: 12-23-19

NAME: Paul Frank

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: dolphiniskid59@gmail.com

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

* Please see attached email for a description of request

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2019-412

ASSIGNED DEPT: Administration

DATE FORWARDED: 12-26-19

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: Monday, December 23, 2019 1:28 PM
To: Melissa Dodge
Subject: FW: Public Records Request

Please log, acknowledge, and process.

Respectfully,



Missy Arocha

Village Clerk / Passport Acceptance Facility Manager

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: Paul Frank <dolphinskid59@gmail.com>
Sent: Monday, December 23, 2019 11:55 AM
To: Sandy Riffle <sriffle@edgewood-fl.gov>
Subject: Public Records Request

CAUTION: EXTERNAL SENDER -- Please avoid opening any unexpected attachments or clicking any strange links.

Good morning:

I would like to request the below information which can be provided by your Human Resources department. I am conducting research on two separate governmental professions with reference to salary and essential job duty functions. I appreciate your help with this matter in advance and wish you a very happy holiday season.

Purchasing/Procurement Department Related Questions:

1. Do you have a Procurement/Purchasing Department?
2. If so, how many staff work in this department?

3. If you have a procurement specialist, purchasing agent, buyer, contract administrator or same, currently on staff could you clarify as to which position specifically along with a copy of HR's starting salary and job description/functions for this position?

Social Media/Public Information Officer/Communications:

1. Do you have someone on staff who handles social media, press releases, tv/video recordings and such?
2. If so, how many staff work in this department?
3. If you have a Social Media/Public Information Officer or same, currently on staff could you clarify as to which position specifically along with a copy of HR's starting salary and job description/functions for this position?

Please note, if you are unable to provide the simple answers to these questions, then a copy of HR's salary and job description for these positions in question sent to my email will suffice.

Thank you!

Respectfully,

Paul Frank