



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: 1-3-19  
NAME: Eleana Reyes  
COMPANY: Hammer Construction Corp  
ADDRESS: 2990 NW 40 St, Miami, FL 33142  
PHONE: 305-635-1330 FAX: 305-635-9551  
EMAIL: hammer@hammercc.com

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

\* Please see attached  
on-line request.

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2019-003

DATE FORWARDED: 1-3-19

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:** Missy Arocha  
**Sent:** Thursday, January 03, 2019 3:25 PM  
**To:** Melissa Dodge  
**Subject:** FW: Public Records Request - Village of Palmetto Bay

Please log, acknowledge, and process the foregoing request.



*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](http://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.

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**From:** HAMMER CONSTRUCTION [mailto:hammer@hammercc.com]  
**Sent:** Thursday, January 03, 2019 2:34 PM  
**To:** Missy Arocha  
**Subject:** Public Records Request - Village of Palmetto Bay

Good afternoon Ms. Arocha,

Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., I am requesting copies of the following public records: a list of all current Village of Palmetto Bay employees; including names, titles, and the department in which they work. Please include employee identification numbers if they exist and do not consist of social security numbers or other private forms of identification. Electronic file format, .xls, .doc, .docx is preferable.

Please advise as to when fulfillment of this request can be expected, as well as whether any payment of any statutorily prescribed fees will be required. If you have any questions in the interim, you may contact me at [hammer@hammercc.com](mailto:hammer@hammercc.com)

Eleana Reyes  
Administrative Assistant



**hammer**  
construction corp

2990 NW 40 St, Miami, FL 33142  
Phone: 305-635-1330 • Fax: 305-635-9551  
hammer@hammercc.com



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS E-MAIL