



VILLAGE OF PALMETTO BAY  
9705 E. HIBISCUS STREET  
PALMETTO BAY, FLORIDA 33157  
(305) 259-1234 Fax: (305) 259-1290

Approved  
\_\_\_\_\_  
Gregory H. Truitt, Interim  
Village Manager  
\_\_\_\_\_  
Date

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 6/17/20  
NAME: David Singer  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: dsinger@palmetto-bay-fl.gov

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

*Verbal Request*

A list, a log, and/or calendar entries for all meeting (dates/times included) that have been held between individual Councilmembers and staff members under the purview of the Village Manager between the dates of January 1, 2020 to present.  
\*\*\*\*\*

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-165  
ASSIGNED DEPT: Administration

DATE FORWARDED: 6-17-20

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:** Wednesday, June 17, 2020 2:20 PM  
**To:** David Singer; Melissa Dodge; Greg Truitt; Yanara Modroño  
**Subject:** Public Records Request - Councilmember David Singer

Good afternoon.

Councilmember David Singer made a verbal request for: a list, a log, and/or calendar entries for the all meetings (dates/time included) that have been held between individual Councilmembers and staff members under the purview of the Village Manager between the dates of January 1, 2020 to present.

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](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.