



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: 7-21-20

NAME: Meg and Manny Lopez de Quintana

COMPANY: _____

ADDRESS: 18180 SW 83 Ct.

PHONE: _____ FAX: _____

EMAIL: marialopezdequintana@icloud.com

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

Copy of Village Manager's
Job Description and necessary
qualifications.

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-192

ASSIGNED DEPT: Human Resources

DATE FORWARDED: 7-21-20

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: Tuesday, July 21, 2020 3:04 PM
To: Melissa Dodge
Subject: FW: Village Manager

Please log, acknowledge, and process this public records request.

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.

-----Original Message-----

From: Marsha Matson <mmatson@palmettobay-fl.gov>
Sent: Tuesday, July 21, 2020 2:54 PM
To: Missy Arocha <marocha@palmettobay-fl.gov>
Subject: FW: Village Manager

Would you respond to this resident regarding her public records request? Thanks, Marsha

-----Original Message-----

From: Maria Lopez De Quintana <marialopezdequintana@icloud.com>
Sent: Tuesday, July 21, 2020 1:54 PM
To: Village Council <Council@palmettobay-fl.gov>
Subject: Village Manager

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

Good afternoon, could I have a copy of the village manager's job description and necessary qualifications?

Meg and Manny Lopez de Quintana
18180 SW 83 Ct

Sent from my iPhone