Approved

Gregory H. Truitt, Interim Village Manager

7/24/2020

Date

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

REQUEST FOR PUBLIC RECORDS

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

DATE: 7-23-20

NAME: Judy Miller

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: 305-866-4618

EMAIL: _____

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.: 2020-197

DATE FORWARDED: 7-23-20

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

From: Jessica Mak
Sent: Thursday, July 23, 2020 2:59 PM
To: Melissa Dodge; Idalmy Vidaurre
Cc: Missy Arocha; Olga Cadaval
Subject: Public Records Request - Resume of Arlene Weintraub

Good morning Melissa/Idalmy:

I received a phone call from for a public records request for a copy of Arelene Weintraub's resume from her personnel file. Please log for your records and I'll begin compiling documents in the meantime.

The requestor's name was Judy Miller, and she asked that we send the fulfilled request by fax, (305) 866-4618 to the attention of Paula Saltzman.

Thank you,

Jessica Mak, SHRM-CP
HR & Communications Department
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157
(P) 305-259-1234 – (F) 305-259-1293

Yanara Modroño

From: Jessica Mak
Sent: Friday, July 24, 2020 3:24 PM
To: Yanara Modroño
Cc: Olga Cadaval
Subject: RE: Public Record Request - 2020-197 (Miller)
Attachments: A. Weintraub - Resume.pdf

Hi Yani:

The attached is good to go. I have a hard copy already so I'll bring it over to you in a minute.

Please note that the requestor advised that she'd the document sent via e-mail (rather than fax), pwsicsw@gmail.com to the attention of Paula Saltzman.

Thank you,

Jessica Mak, SHRM-CP
HR & Communications Department
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157
(P) 305-259-1234 – (F) 305-259-1293

From: Jessica Mak
Sent: Friday, July 24, 2020 11:42 AM
To: John Dellagloria <jdellagloria@palmettobay-fl.gov>; Melissa Dodge <mdodge@palmettobay-fl.gov>; Yanara Modroño <ymodrono@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>
Cc: Missy Arocha <marocha@palmettobay-fl.gov>; Greg Truitt <gtruitt@palmettobay-fl.gov>
Subject: RE: Public Record Request - 2020-197 (Miller)

Thanks John. I think it's fine; resumes are public record, but any personal information on it (contact information) will be redacted.

Jessica Mak, SHRM-CP
HR & Communications Department
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157
(P) 305-259-1234 – (F) 305-259-1293

From: John Dellagloria <jdellagloria@palmettobay-fl.gov>
Sent: Friday, July 24, 2020 11:16 AM
To: Melissa Dodge <mdodge@palmettobay-fl.gov>; Yanara Modroño <ymodrono@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>; Jessica Mak <jmak@palmettobay-fl.gov>
Cc: Missy Arocha <marocha@palmettobay-fl.gov>; Greg Truitt <gtruitt@palmettobay-fl.gov>
Subject: RE: Public Record Request - 2020-197 (Miller)

Jessica, I'm sure you don't need my advise as about exempt matters from disclosure

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From: Melissa Dodge <mdodge@palmettobay-fl.gov>
Sent: Thursday, July 23, 2020 6:57 PM
To: Yanara Modroño <ymodrono@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>
Cc: Missy Arocha <marocha@palmettobay-fl.gov>; Greg Truitt <gtruitt@palmettobay-fl.gov>; John Dellagloria <jdellagloria@palmettobay-fl.gov>
Subject: Public Record Request - 2020-197 (Miller)

Good Evening,

Attached is Public Record Request No. 2020-197 received from Ms. Judy Miller. Please forward to the appropriate department.

Sincerely,

Melissa Dodge
Administrative Assistant/Passport Acceptance Agent
Office of the Village Clerk
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Ph: 305-259-1234
Fax: 305-259-1290

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.

From: Jessica Mak <jmak@palmettobay-fl.gov>
Sent: Thursday, July 23, 2020 2:59 PM
To: Melissa Dodge <mdodge@palmettobay-fl.gov>; Idalmy Vidaurre <ividaurre@palmettobay-fl.gov>
Cc: Missy Arocha <marocha@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>
Subject: Public Records Request - Resume of Arlene Weintraub

Good morning Melissa/Idalmy:

I received a phone call from for a public records request for a copy of Arelene Weintraub's resume from her personnel file. Please log for your records and I'll begin compiling documents in the meantime.

The requestor's name was Judy Miller, and she asked that we send the fulfilled request by fax, (305) 866-4618 to the attention of Paula Saltzman.

Thank you,

Jessica Mak, SHRM-CP
HR & Communications Department
Village of Palmetto Bay

9705 East Hibiscus Street
Palmetto Bay, Florida 33157
(P) 305-259-1234 – (F) 305-259-1293

ARLEEN R. WEINTRAUB, AICP

Phone:
Cellular:

email:

EDUCATION:

Master of Arts in Urban and Regional Planning, College of Architecture, University of Florida, June 1980.

Bachelor of Arts in Sociology, College of Liberal Arts and Sciences, University of Florida, December 1977.

PROFESSIONAL EXPERIENCE:

DIRECTOR, *Department of Development Services, City of Coral Springs, October 2002 to date. Primary responsibilities include:*

Administration of the planning and zoning, building, code enforcement, occupational licensing, and project management divisions for the City, serving as the first director of department created in 2001 to consolidate planning and development functions with a $3.3 million annual budget and a 61-member staff.

Participation in management practices that resulted in the City receiving the State of Florida Governor's Sterling Award in May 2003.

Development of new performance measures for code enforcement and building divisions to assess appropriate staffing levels, plan review cycle times, deployment strategies and priority focus areas.

Development and implementation of a Public Art Program that assesses an art fee on both public and private development at time of building permit issuance (ordinance adopted by City Commission on November 18th, 2003).

Project management of City development projects initiated in FY'03.

DIRECTOR, *Department of Real Estate & Economic Development, City of Miami, July 2000 to October 2002.* Primary responsibilities included:

Preparation and monitoring of a $1.2 million annual departmental budget, coordination of annual work program, supervision of a 12-member staff, preparation and monitoring of capital project budgets and construction activities for projects managed by department totaling approximately $6 million.

Coordination and monitoring of planning, design, and construction activities of significant projects on Watson Island including the $47.5 Parrot Jungle & Gardens botanical garden/destination visitor attraction, the $12 million Aviation and Regional Visitors Center, the $8 million Miami Children's Museum, the Japanese Garden, and associated capital improvement projects furthering the redevelopment of the island and its roadways, parks and open spaces.

Implementation of the unified development process, the competitive process designed to attract private development interest to City-owned properties.

Coordination of a range of consultant selection processes supporting joint venture projects and economic development initiatives.

Identification of grant opportunities and preparation of grant applications in support of development projects which resulted in the City obtaining $4 million in grant funds during FY'02 solely related to projects managed by the department.

ASSISTANT DIRECTOR, *Department of Real Estate & Economic Development (formerly named Community Planning & Revitalization through 1998), City of Miami, January 1996 to July 2000.* Primary responsibilities included:

Assisting the Director in administration of the real estate development, community planning and economic development divisions including preparation of the annual budget; supervision of a 12-member staff; and coordination of annual work program.

Implementation and monitoring of all aspects of the development process including site acquisition, preparation of bidding documents for competitive developer and/or consultant selection, design development review, construction management of joint venture unified development projects, and negotiation and monitoring of complex development and lease agreements for public/private development projects.

Coordination and preparation of planning and development grant applications, preparation of project legislation.

DIRECTOR, *Department of Off-Street Parking, Planning & Development Division, City of Miami, May 1995 to January 1996.* Responsibilities included management of the planning and development functions related to municipal parking facilities; preparation of bid documents for the selection of professional consultants to plan, design and construct new parking facilities; management of the customer service division; coordination of sales and marketing for the agency; and supervision of staff employed in these divisions.

ARLEEN R. WEINTRAUB, AICP

***ADMINISTRATOR**, Downtown NET, City of Miami, April 1992 to May 1995.* As one of the original administrators selected by the City Manager to implement the Neighborhood Enhancement Team (NET) concept, responsibilities included management of the daily operations and supervision of staff at the Downtown service center; coordination of strategic planning activities, code enforcement, inspections, community policing and solid waste pickup; implementation of special projects; and City liaison to business and community organizations.

***ASSISTANT DIRECTOR**, Department of Development & Housing Conservation, City of Miami, October 1988 to April 1992.* Responsibilities included administration of department reporting directly to an Assistant City Manager, including preparation and management of annual budget; preparation of annual work program; Project Manager for the Federal Law Enforcement Building, a $43.5 million Federal office and courts complex in downtown Miami; implementation and monitoring of all aspects of the unified development process for public/private joint venture projects from planning through design and construction phases; and supervision of 11 employees.

***PLANNER,** City of Miami, Department of Development, July 1987 to October 1988; City Manager's Office/Special Projects Task Force, July 1984 to July 1987; Planning Department, July 1980 to July 1984.* Responsibilities included coordination and implementation of public/private unified development activities for designated City-owned properties with concentration on waterfront development opportunities; preparation of Requests for Proposals for procurement of integrated development packages that included planning, design, construction, leasing and management for private sector development of City-owned properties; participation in special area master plans; Project Manager of the Capital Improvement Program that prioritized infrastructure improvements within the City.

MEMBERSHIPS:

American Institute of Certified Planners (AICP), since 1984
American Planning Association
Urban Land Institute

COMPUTER SKILLS:

Proficient in Microsoft Word, Outlook, Excel, PowerPoint, QuickBooks

REFERENCES:

Supplied upon request.