



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: 10/16/19

NAME: David Singer

COMPANY: _____

ADDRESS: _____

PHONE: 305-903-3700 FAX: _____

EMAIL: dsinger@palmettobay-fl.gov

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

Would like Palmetto Bay
procedures required to be
followed to terminate a Village
employee

FOR USE BY VILLAGE STAFF ONLY	TRACKING NO.: <u>2019-317</u>
DATE FORWARDED: <u>10-7-19</u>	ASSIGNED DEPT: <u>Human Resources</u>
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, October 7, 2019 11:10 AM
To: Melissa Dodge
Subject: FW: Public info request

Please log, process, and acknowledge.

Respectfully,

Missy Arocha
Village Clerk / Passport Acceptance Facility Manager MDCMCA Secretary

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: David Singer <dsinger@palmettobay-fl.gov>
Sent: Sunday, October 6, 2019 10:13 AM
To: Edward Silva <esilva@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>; Missy Arocha <marocha@palmettobay-fl.gov>
Subject: Public info request

Please provide me this morning with any PB procedures required to be followed to terminate a Village employee.

Thank you

David Singer
Council Seat 2
Village of Palmetto Bay
(305) 903-3700