



To: Maria C. Cruz, Chairperson of the Anti-Crime Committee

From: Craig E. Leen, City Attorney for the City of Coral Gables

A handwritten signature in blue ink, appearing to be "C. Leen", is written over the "From:" line.

RE: Legal Opinion Requests for information and documents by City board chair and members in official capacity

Date: August 7, 2017

The process is as follows:

- (1) Reasonable requests for information and documents may be made by the Chair and board members within the jurisdiction of the anti-crime committee;
- (2) The request should be made at a meeting, or by an email related to an agenda item that will be reviewed by the committee;
- (3) The request should be made to Jason Plemmons, with a copy to the City Clerk and Stephanie Throckmorton;
- (4) If there is disagreement regarding the request (such as to the scope of the request or whether it is within the board's jurisdiction), the request would be brought to the full board, and my office may become involved as well as parliamentarian;
- (5) The Mayor may also be conferred with in regards to procedural matters pursuant to the Mayoral ordinance;
- (6) The Commission retains final jurisdiction over all boards and any disagreements related thereto.

Please note, this process is separate from the public records process, which would apply to requests made within your individual capacity, including requests regarding matters outside the jurisdiction of the anti-crime committee.

Also, I plan to discuss the issue of board-related information and document requests at the upcoming Boards & Committees Ethics Training this Autumn.

From: [Leen, Craig](#)
To: [Paulk, Enga](#)
Subject: Fwd: Please advise
Date: Monday, August 07, 2017 10:33:50 AM

Please publish.

Sent from my iPhone

Begin forwarded message:

From: "Leen, Craig" <cleen@coralgables.com>
Date: August 1, 2017 at 1:47:13 PM EDT
To: "Maria C. Cruz" <thebeachcruzy@aol.com>
Cc: "Foeman, Walter" <wfoeman@coralgables.com>, "Ramos, Miriam" <mramos@coralgables.com>, "Throckmorton, Stephanie" <sthrockmorton@coralgables.com>, "Plemmons, Jason" <jplemmons@coralgables.com>
Subject: Re: Please advise

Madam Chair,

The process is as follows:

- (1) Reasonable requests for information and documents may be made by the Chair and board members within the jurisdiction of the anti-crime committee;
- (2) The request should be made at a meeting, or by an email related to an agenda item that will be reviewed by the committee;
- (3) The request should be made to Jason Plemmons, with a copy to the City Clerk and Stephanie Throckmorton;
- (4) If there is disagreement regarding the request (such as to the scope of the request or whether it is within the board's jurisdiction), the request would be brought to the full board, and my office may become involved as well as parliamentarian;
- (5) The Mayor may also be conferred with in regards to procedural matters pursuant to the Mayoral ordinance;
- (6) The Commission retains final jurisdiction over all boards and any disagreements related thereto.

Please note, this process is separate from the public records process, which would apply to requests made within your individual capacity, including requests regarding matters outside the jurisdiction of the anti-crime committee.

Also, I plan to discuss the issue of board-related information and document

requests at the upcoming Boards & Committees Ethics Training this Autumn.

Please let me know if you have any questions.

Craig E. Leen
Coral Gables City Attorney

Sent from my iPhone

On Jul 31, 2017, at 11:58 PM, Leen, Craig <cleen@coralgables.com> wrote:

Good evening, Ms. Cruz. I will call you on Tuesday to obtain more information and then put into an email so that everyone is aware of the process.

Sent from my iPhone

On Jul 31, 2017, at 6:13 AM, Maria C. Cruz
<thebeachcruzy@aol.com> wrote:

Good Morning, Mr Leen,

Please advise as to the proper way to request information,
and/or documents for the committee's use.

Thanks!

Maria

Maria C. Cruz
Chairperson
Anti-Crime Committee
City of Coral Gables