



Cover Memorandum/Staff Report

File #: 23-1192

Agenda Date: 9/5/2023

Item #: 7.F.

TO: Mayor and Commissioners
FROM: Lynn Gelin, City Attorney
DATE: September 5, 2023

APPOINTMENT OF STAFF ASSISTANT CITY ATTORNEY

Recommended Action:

Motion to Approve the Appointment of Daniela Vega as a Staff Assistant City Attorney for the City of Delray Beach.

Background:

Pursuant to Section 4.08(A) of the City Charter, the City Attorney's Office requests the appointment of Daniela Vega to the position of Staff Assistant City Attorney.

This position will assist the City Attorney on various legal matters including representing the City in litigation and other claims against the City, the review and drafting of agreements, bid documents and legislative matters, advising City Boards and employees and providing legal guidance on a wide range of legal issues including public records requests.

A notice of the job opening was posted on both the City's and the Florida Bar's website and the City Attorney conducted interviews of qualified applicants. As a result of this process, the City Attorney is recommending the appointment of Daniela Vega for the position of Staff Assistant City Attorney. Ms. Vega is currently employed as a Law Clerk with the 15th Judicial Circuit's Office of the General Counsel. In this role, she assists with drafting memoranda of law for the administrative appeals division and provides general research and writing assistance for judges. Ms. Vega is a graduate of the University of Florida and Florida International University College of Law. She has previously interned for the NAACP as well as the Palm Beach County Attorney's Office.

If approved by the City Commission, Ms. Vega is expected to start employment with the City within the next 30 days.

City Attorney Review:

City Attorney recommends approval.