



## City of Sunny Isles Beach

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*City Commission*  
George "Bud" Scholl, *Mayor*  
Larisa Svecchin, *Vice Mayor*  
Dana Goldman, *Commissioner*  
Alex Lama, *Commissioner*  
Jennifer Viscarra, *Commissioner*

Christopher J. Russo *City Manager*  
Hans Ottinot, *City Attorney*  
Mauricio Betancur, CMC, *City Clerk*

### MEMORANDUM

**TO:** Christopher J. Russo, *City Manager*  
Stan Morris, *Deputy City Manager*  
Yael Londono, *HR/Risk Manager Director*

**FROM:** Hans Ottinot, *City Attorney* 

**DATE:** January 9, 2019

**RE:** Title Changes for Lotoya Brown and Julia Grachova to Become Effective Immediately

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I write to inform you that I am changing the position title of Lotoya Brown from Senior Law Clerk to Assistant City Attorney. The reason is to provide sufficient back-up and support for the Office of the City Attorney upon my departure. If Julia is sick or absent, Lotoya will be able to provide the necessary support. Lotoya is a licensed member of the Florida Bar. In her current capacity, Lotoya primarily handles all procurement and contract related matters for the City. Over the last year, she has gained a vast knowledge base in regards to the state and federal procurement models through training and certification. Lotoya has also gained experience in internal governmental areas such as drafting ordinances and resolutions, employment and workers compensation matters, and has researched an assortment of issues in which she has become intimately familiar with City matters. She has saved the City significant dollars in researching a vacation sick leave matter.

Additionally, I am changing the title of Julia Grachova from Assistant City Attorney to Senior Assistant City Attorney. These title changes will become effective immediately. These title changes have no fiscal impact. Please direct the Human Resources Department to file the appropriate paper work in their employment file.

Thank you for your prompt attention to this matter.

Cc: The Honorable Mayor and City Commission  
Employment file of Julia Grachova  
Employment file of Lotoya Brown  
Julia Grachova, Assistant City Attorney  
Lotoya Brown, Senior Law Clerk