



City Council Staff Report

From: City Attorney
Report Type: CONSENT CALENDAR
Lead Department: City Attorney

Meeting Date: September 18, 2023
Report #:2309-1988

TITLE

Approve the Appointment of Caio A. Arellano to the Position of Chief Assistant City Attorney;
CEQA Status- not a project.

RECOMMENDATION

The City Attorney recommends that the Council approve the appointment of Caio A. Arellano to the position of Chief Assistant City Attorney.

BACKGROUND

The City Attorney makes appointments to positions in the City Attorney's Office. The City Attorney's appointment to the Chief Assistant position is subject to approval of the Council. (Palo Alto Municipal Code § 2.08.120(4).)

The Chief Assistant City Attorney is the City Attorney's Office "second in command." The Chief Assistant advises key departments with respect to complex and high-risk matters while also managing the day-to-day operations of the City Attorney's Office and supporting legal team members. The Chief Assistant stands in for the City Attorney in her absence and supports the City Manager and the Council on selected matters.

ANALYSIS

The City Attorney requests approval of the appointment of Caio A. Arellano to the position of Chief Assistant City Attorney.

Mr. Arellano has been providing legal services to cities for 15 years. He joined the Palo Alto City Attorney's Office in February 2022 in the role of Assistant City Attorney, advising on complex projects such as the Regional Water Quality Control Plant reconstruction and Fiber to the Premises. In March 2023, Mr. Arellano began serving as Interim Chief Assistant City Attorney.

Prior to his service in Palo Alto, Mr. Arellano advised the cities of Santa Clara, San Mateo, Santa

Cruz and Half Moon Bay, where he provided legal services to support planning and community development, public works, utilities, finance and public safety. Mr. Arellano earned his Juris Doctor from the University of San Francisco School of Law and holds a Bachelor of Arts in Political Science from University of Michigan, Ann Arbor.

The Chief Assistant is an at-will employee serving at the pleasure of the City Attorney. Mr. Arellano's appointment will begin September 23, 2023, with an annual salary of \$258,648, which is within the Council-approved range for the position as provided in the December 31, 2022 Management and Professional Personnel Compensation Plan. Benefits will be as provided in the Council-approved Compensation Plan for Management and Professional Personnel.

FISCAL/RESOURCE IMPACT

There are no new resource impacts from this appointment. The Chief Assistant position is budgeted within the City Attorney's Office's FY 24 budget.

STAKEHOLDER ENGAGEMENT

During the interim appointment period, key City staff have had an opportunity to work with the candidate and provide input on the appointment.

ENVIRONMENTAL REVIEW

Approval of the appointment is not a project subject to environmental review. (CEQA Guidelines § 15378(b)(2).)

APPROVED BY:

Molly Stump, City Attorney