



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 21

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Human Resources Department  
**MEETING DATE:** April 5, 2021

**SUBJECT:**  
Interim City Attorney – Appointment

**RECOMMENDATION:**  
Adopt a Resolution to approve the appointment of Gabrielle Whelan as the Interim City Attorney.

**BACKGROUND:**  
City Attorney Shawn Mason is retiring effective April 18, 2021 and his last official day of employment is scheduled for April 17, 2021. Following an extensive recruitment process, the City Council determined to appoint Prasanna Rasiah as the next City Attorney. Mr. Rasiah accepted the terms of an offer and contract with a start date of May 17, 2021.

Because the City Attorney position is expected to remain vacant from April 18, 2021 until Mr. Rasiah's start date, the City Council is appointing Assistant City Attorney Gabrielle Whelan as Interim City Attorney from April 18, 2021 through May 16, 2021. Ms. Whelan meets the minimum qualifications for the position of City Attorney. Pursuant to city council policy applicable to temporary assignments to a higher classification, the monthly salary for the Interim City Attorney is the payment for the higher classification, or \$20,149.98.

**BUDGET IMPACT:**  
The associated salary and benefits for the interim assignment can be absorbed within the City Attorney's operating budget, and no supplemental budget appropriation is required.

**ENVIRONMENTAL DETERMINATION:**  
This activity is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**  
All meeting noticing requirements were met.

**ATTACHMENTS**  
Att 1 – Proposed Resolution

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