



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 23, 2026**

FROM: MAYOR PRO TEM ROBILLARD **WARDS: ALL**

SUBJECT: CONSIDER ADDING A CLOSED SESSION MATTER TO THE AGENDA TO DISCUSS AND ESTABLISH A PROCESS FOR APPOINTING AN INTERIM CITY MANAGER, PURSUANT TO CODE SECTION 54954.2(b)(2).

ISSUE:

Consider adding a closed session item to the agenda to discuss and establish a process for the appointment of an Interim City Manager and determine whether there is a need to take immediate action pursuant to Government Code Section 54954.2(b)(2).

RECOMMENDATION:

That the City Council consider adding a closed session matter to the agenda establishing a process for appointing an Interim City Manager by two-thirds vote of the members present, or a unanimous vote if less than two-thirds of the members are present, together with a finding that there is a need for immediate action and that the matter came to the attention of the City subsequent to the posting of the agenda.

BACKGROUND:

Pursuant to Riverside Municipal Code Chapter 4.05 (Sunshine Ordinance), closed session matters are exempt from the Ordinance's enhanced agenda posting and reporting requirements and are governed by the provisions of the Ralph M. Brown Act. Accordingly, notice, agenda descriptions, and procedural requirements applicable to closed session items are controlled by the Brown Act and applicable provisions of state law.

In addition, Government Code Section 54957 authorizes the City Council to meet in closed session to consider matters relating to the appointment, employment, evaluation of performance, discipline, dismissal, or release of a public employee.

DISCUSSION:

Subsequent to the posting of the agenda for this meeting, the need arose for the City Council to discuss the process associated with the potential appointment of an Interim City Manager. Because this matter came to the attention of the City after the agenda was posted, the Mayor Pro Tem is requesting that the City Council determine, pursuant to Government Code Section 54954.2(b)(2), that there is a need for immediate action and that the matter came to the attention of the City subsequent to the posting of the agenda.

The purpose of the discussion is limited to receiving direction regarding the process and timing for consideration of an Interim City Manager appointment. The Mayor Pro Tem anticipates returning to the City Council on July 14, 2026, with a formally agendized item regarding the appointment of an Interim City Manager and any related actions deemed appropriate by the City Council.

Approval of the motion to add the item to the agenda will require a two-thirds vote of the members present, or a unanimous vote if less than two-thirds of the members are present, together with the findings required by Government Code Section 54954.2(b)(2).

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:

A handwritten signature in black ink, appearing to read 'Steven Robillard', is written over a horizontal line.

STEVEN ROBILLARD
Mayor Pro Tem