



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JULY 28, 2026

FROM: COUNCIL MEMBER STEVEN ROBILLARD WARDS: ALL

SUBJECT: APPOINTMENT AND APPROVAL OF AN EMPLOYMENT AGREEMENT WITH
RETIREE NAME TO SERVE AS INTERIM CITY MANAGER

ISSUE:

The issue for City Council consideration is to approve an Employment Agreement between the City of Riverside and RETIREE NAME, setting forth the terms and conditions of his or her employment as the Interim City Manager and adopt a Resolution appointing RETIREE NAME.

RECOMMENDATIONS:

That the City Council:

1. Approve and authorize the Mayor Pro Tem to execute the attached Interim City Manager Agreement with RETIREE NAME to begin on July 31, 2026, at the hourly rate of pay will be \$195.05 for all hours worked as Interim City Manager; and
2. Adopt the Resolution appointing an Interim City Manager pursuant to Government Code Section 21221(h) and approving the Interim City Manager Agreement.

BACKGROUND:

The City is actively recruiting for a full-time City Manager to fill the existing vacancy. The City Council understands that the recruitment process for a permanent City Manager will take several months. While the recruitment process is underway, the City Council has a need to identify and appoint an experienced interim City Manager to ensure that the business of the City continues to be performed until a new City Manager is appointed. This will also enable Assistant City Manager Edward Enriquez, the current Interim City manager, to return to his full-time duties as Assistant City Manager, Chief Financial Officer/Treasurer. The City has determined that RETIREE NAME is highly qualified to serve as interim City Manager for the City, as he/she is an experienced city manager with prior successful interim city manager assignments in other Southern California agencies.

FISCAL IMPACT:

The total fiscal impact of this agreement will be up to approximately \$187,245 at the full 960 hours. This cost will either be absorbed by other personnel savings, if any, in the City Manager's Office budget or will be added as a supplemental appropriation in a future FY 2026-27 quarterly report.

Prepared by:

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

Steven Robillard
Council Member

Certified as to availability
of funds:

Julie Nemes, Finance Director

Approved as to form:

Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Interim City Manager Agreement
2. Resolution