# Agenda Report

November 17, 2026

**TO:** City Council

**FROM:** Mayor Victor M. Gordo

**SUBJECT:** **APPROVE A COMPENSATION ADJUSTMENT FOR INTERIM CITY MANAGER**

**RECOMMENDATION**:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report is exempt from the California Public Resources Code Section 21065 and within the meaning of California Environmental Quality Act ("CEQA") Guidelines Section 15378(b); and

2. Approve a compensation adjustment for Interim City Manager Matthew Hawkesworth to provide an increase to salary and Management Time Off hours.

**BACKGROUND**:

The City Council appointed Matthew Hawkesworth, Assistant City Manager, to the role of Interim City Manager on May 18, 2026. In recognition of Mr. Hawkesworth's performance and to provide compensation commensurate with his scope of responsibilities, the Council recommends approving the following compensation enhancements:

1. Compensation/Salary – Effective July 13, 2026, the Interim City Manager will be provided an additional 7% salary adjustment to increase his total salary to $380,000 for the duration of his term as Interim City Manager.

2. Bonus Pay – The Interim City Manager will receive a one-time, lump sum payment of approximately $16,241 (5% of salary based on Assistant City Manager pay) in recognition of his superior performance and accomplishments during his tenure as Assistant City Manager for the 2025 – 2026 evaluation year.

3. Management Time Off (MTO) Hours – The Interim City Manager will receive a one-time allotment of 80 hours in addition to the Interim City Manager's regular MTO allotment.

## COUNCIL POLICY CONSIDERATION:

Approval of the compensation adjustment supports the City Council's strategic goals of maintaining fiscal responsibility and stability by periodically reviewing and updating the salaries of City employees.

## ENVIRONMENTAL ANALYSIS:

The proposed action is not a "project" subject to the California Public Resources Code Section 21065 and within the meaning of California Environmental Quality Act ("CEQA") Guidelines Section 15378(b). The proposed action constitutes a continuing administrative or organizational activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment.

## FISCAL IMPACT:

The fully burdened fiscal impact of the recommended compensation adjustments for the Interim City Manager is estimated at $41,200 in FY 2027 (pro-rated). One hundred percent (100%) of the costs will impact the General Fund. The costs will be absorbed within the City Manager Department's FY 2027 Operating Budget. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully Submitted,

VICTOR M. GORDO
Mayor

Prepared by:

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