



Council Agenda Report

From: Elizabeth Hull, City Attorney

Subject: Appointment of Chris Huot as City Manager and Approval of the City Manager Employment Agreement and Master Pay Schedule

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: May 6, 2025

Facts

1. Chris Huot was appointed as the City's Assistant City Manager on January 3, 2022.
2. Mr. Huot was appointed and served as Interim City Manager from August 12, 2024, through November 19, 2024, during a leave of absence of former City Manager Ty Lewis.
3. Former City Manager Ty Lewis separated from City employment as of January 26, 2025.
4. On January 27, 2025, Mr. Huot was appointed as Interim City Manager and, since then, has been fulfilling that role.
5. The City has carefully evaluated its options for filling the vacant City Manager position.
6. Based on its analysis and Mr. Huot's performance to date, including his performance as Interim City Manager during the periods identified above, the City has determined it would be in the City's best interests to formally select and appoint Mr. Huot as City Manager.
7. City staff have prepared the attached City Manager Employment Agreement (Attachment 1, Exhibit A) and resolution approving the City Manager Employment Agreement between the City of Paso Robles and Chris Huot, as required by Government Code section 36506.
8. Pursuant to California Code of Regulations Title 2, Section 570.5, the City is required to maintain a master pay schedule for all employee classifications covered by a compensation plan in one publicly available document approved by the governing body in accordance with public meeting laws. The pay schedule (Attachment 1, Exhibit B), inclusive of all city positions and wage ranges, has been revised.

Options

1. Take no action;
2. Appoint Chris Huot as City Manager effective April 15, 2025; authorize the Mayor to execute the employment agreement between the City of Paso Robles and Chris Huot; approve the revised master pay schedule; and direct the City Clerk administer the Oath of Office.
3. Provide alternative direction to staff.

Analysis and Conclusions

It is in the best interests of the City to appoint Chris Huot as City Manager to ensure continuity and maintain the efficiency of City operations. Assistant City Manager Chris Huot has been performing the duties of City Manager to the satisfaction of the City since his appointment on January 27, 2025 (and prior

to that during the period of August 12, 2024, through November 20, 2024). During that time, Mr. Huot has demonstrated that he is competent and qualified to be selected for and appointed to the position. Based on this assessment, the City Council has made a conditional offer of employment to Mr. Huot, and he has expressed his interest in serving as the City Manager subject to the terms of the proposed employment agreement. A summary of the terms included in the proposed employment agreement is as follows:

- An annual base salary of \$269,000
- Any annual COLA adjustments provided to the City's Unrepresented Confidential, Professional and Management Group
- Automobile allowance of \$230.77 per completed pay period
- 457 deferred compensation plan contribution of \$346.15 per completed pay period
- An additional payment of 5% salary for maintaining status as a Credentialed Manager with the ICMA
- Severance of 6 months' salary and health benefits unless the agreement is terminated for cause (as defined in the Agreement) plus an additional one month of severance for every completed 12 months of service (subject to the maximum cap on severance set forth in California Government Code sections 53260-53261)
- 80 hours of administrative leave annually
- A term of 4 years with provisions for annual reviews

The attached Resolution and City Manager Employment Agreement appoints Chris Huot as City Manager and provides compensation and terms of employment as outlined in the Agreement.

Fiscal Impact

Mr. Huot will be an at-will employee serving at the pleasure of the City Council. The employment agreement proposed for Mr. Huot includes a four year term and an annual salary of \$269,000 and health benefits consistent with the Wage and Benefit Summary for the Unrepresented Confidential, Professional, and Management Group. The adopted annual budget for FY 2024-25 includes baseline assumptions for this position as well as a vacant Assistant City Manager position. Taken together, there are no additional appropriations needed, however, baseline assumptions for FY 25-26 will be updated during the Mid-Cycle Budget Report presented to City Council in June 2025.

CEQA

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Recommendation (Option 2)

Approve Resolution 25-XXX, appointing Chris Huot as City Manager effective April 15, 2025, authorizing the Mayor to execute the employment agreement between the City of Paso Robles and Chris Huot, approving the revised master pay schedule, and direct the City Clerk to administer the Oath of Office.

Attachments

1. Resolution 25-XXX- Approving CM Appointment
 - a. Exhibit A – City Manager Employment Agreement
 - b. Exhibit B – Master Pay Schedule
2. Draft Oath of Office – Chris Huot