

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: August 1, 2025

CAO File No. 0111-31501-0012

Council File No. 25-0660

Council District: All

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **STATUS OF ELIMINATED FILLED POSITIONS AS OF JULY 31, 2025**

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### RECOMMENDATION

That the Council note and file this report, as it is provided for informational purposes only.

### SUMMARY

The 2025-26 Adopted Budget included the elimination of 1,575 positions because of the City's budgetary constraints. Of the 1,575 eliminated positions, 614 were filled based on the data available at the time of the budget adoption. The 2025-26 Adopted Budget therefore also assumed the layoff of 614 employees across various City departments. This Office has been working closely with the Personnel Department to coordinate efforts to remove as many employees from eliminated filled positions as possible, in order to reduce the number of required layoffs. The Personnel Department implemented the Expedited Transfer Process (ETP) with the goal of transferring employees out of eliminated filled positions into vacant, funded positions in other City departments. This Office has been working with City departments to help identify any existing vacancies within departments to move employees currently in eliminated positions to.

At the start of the new Fiscal Year on July 1, 2025, this Office extracted the current status of the eliminated positions in the City's human resources and payroll application, Workday, and determined that 595 of the eliminated positions were still filled. As the employees were still occupying positions in Workday that were eliminated as of July 1, this Office issued substitute authority for 595 positions to provide employment authority for the employees while the City completes the layoff process. This Office again extracted data from Workday as of July 17, 2025, and determined that 448 civilian employees remain in the substitute authority positions issued pending layoff processing.

The most recent data extract from Workday, as of July 31, 2025, determined that 394 civilian employees remain in the substitute authority positions issued pending layoff processing. Therefore, the current number of anticipated layoffs is 394 as of July 31, 2025. Attachment 1 provides a summary of the eliminated filled positions by department. The Personnel Department has indicated it anticipates beginning the layoff seniority calculation process on August 1, 2025, using the filled substitute authority data from the CAO's July 31, 2025 Workday extract.

## **FISCAL IMPACT STATEMENT**

There is no fiscal impact associated with approval of the recommendation to note and file this report.

## **FINANCIAL POLICIES STATEMENT**

This report is in compliance with the City's Financial Policies.

*MWS:MAV:11260004*

Attachment 1: Eliminated Filled Positions by Department

### Eliminated Filled Positions by Department

<b>Department</b>	<b>2025-26 Budget Adoption</b>	<b>July 1, 2025</b>	<b>July 17, 2025</b>	<b>July 31, 2025</b>
Aging	1	1	-	-
Animal Services	-	5	5	5
Building and Safety	9	9	-	-
City Administrative Officer	10	10	9	2
City Clerk	4	2	-	-
City Planning	14	12	8	-
Civil, Human Rights and Equity	7	5	4	4
Community Investment for Families	4	2	2	1
Disability	4	4	4	4
Economic and Workforce Development	2	3	-	-
Fire - Sworn*	41	44	-	-
General Services	33	38	37	28
Information Technology Agency	34	34	34	34
Neighborhood Empowerment	4	4	4	4
Personnel	57	55	53	50
Police	248	236	230	226
PW Board	2	2	2	2
PW Contract Administration	4	8	-	-
PW Engineering	23	7	-	-
PW Sanitation	44	49	35	22
PW Street Lighting	8	8	7	8
PW Street Services	24	13	2	1
Recreation and Parks	-	1	-	-
Transportation	29	34	7	-
Youth Development	8	8	5	3
Zoo	-	1	-	-
<b>Total</b>	<b>614</b>	<b>595</b>	<b>448</b>	<b>394</b>

\*Fire - Sworn: On July 17, 2025, 11 sworn Fire department employees remained in Workday in positions eliminated in the 2025-26 Adopted Budget. On July 31, 2025, one sworn employee remained in a position eliminated. However, as Fire sworn employees will not be subject to layoffs, they have been removed from this list as of the July 17, 2025 update.