



**MEETING DATE:** January 21, 2025

**AGENDA ITEM:** 9. Reduction in Force and Employee Handbook Updates

**FROM:** Adam Cox / Jon Kennedy

**RE:** Reduction in Force and Employee Handbook Updates

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## **BACKGROUND:**

A Reduction in Force ("RIF") of city personnel is required in order to preserve resources to keep the city's infrastructure functional as well as make progress on the debt/financial crisis.

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## **EXECUTIVE SUMMARY:**

Although it is unclear exactly which positions and job classifications have been approved and funded by the City Council (as required under California Government Code Section 37206), the city has nonetheless been hiring and paying employees. In order to preserve cash resources while also protecting public infrastructure, the city's payroll expenses must be modified.

The Interim Co-City Managers are recommending that the following positions be subject to a Reduction in Force (layoff), in accordance with Chapter 9.5 of the 2014 version of the Employee Handbook. Affected employees are entitled to a payment of two weeks worth of wages upon the RIF.

Reduction in Force:

- All paid fire department staff
- Assistant City Manager
- Accounts Payable Clerk
- Building Inspector

City Hall may need to be closed every day, including Wednesdays, for up to a month while we work to stabilize the city. Fire protection services will immediately be provided by River Delta Fire Protection District on an interim basis while a longer-term contract for fire protection is negotiated.

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## **RECOMMENDATION:**

It is recommended that the City Council approve the Reduction in Force according to the provided list.

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**FISCAL IMPACT:**

Estimated savings of up to \$400,000 on an annual basis.

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