



PROFESSIONAL & TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO  
*An Organization of Professional, Technical, and Administrative Employees*

January 22, 2026

Sender's Email: [kdelatorre@ifpte21.org](mailto:kdelatorre@ifpte21.org)

*Sent Via Email*

Director, Office of Employee Relations  
Director, Office of Human Resources  
City of San Jose  
200 E Santa Clara St  
San Jose, CA 95113

**Re: Request for Information – Department Hiring Freeze, Anticipated Budget Reductions, and Potential Layoffs**

Dear Mr. Aram Kouyoumdjian,

IFPTE Local 21 has been informed of directives issued to departments to implement hiring freezes as part of the City's early preparation for the FY 2026–2027 General Fund shortfall. This follows recent communications from the City Manager on December 19, 2025, outlining:

- The issuance of two memoranda directing departments to (1) modestly reduce spending for the remainder of the current fiscal year and (2) develop proposals to address a preliminarily projected \$55–\$65 million General Fund shortfall for FY 2026–2027, with additional updates forthcoming after the release of the 2025–2026 Mid-Year Budget Review.
- Department-level identification of potential budget reductions that may affect service delivery, staffing, and workforce stability.

Despite the projected fiscal challenges, the City has historically maintained significant reserves and consistently ended fiscal years with surpluses. Over the past decade:

- The General Fund has ended each year with an average surplus of \$32.2 million, driven by recurring expenditure savings that have averaged \$149 million per year, even in years when the Five-Year Forecast projected deficits in Year 1 or Year 2.
- The City regularly maintains substantial balances in multiple reserves and has historically over-estimated expenses, resulting in year-end savings and increases to fund balances.
- Given this historical financial performance, the City's reserve posture, and the potential for workforce impacts — including layoffs, frozen positions, and reassignments — this

situation warrants clarification to ensure transparency, accountability, and compliance with the City's bargaining obligations.

IFPTE Local 21 is submitting the following Request for Information pursuant to the MMBA, the California Public Records Act, and all applicable local laws governing information requests. We request that the City provide the following within 10 business days:

### **I. Budget, Staffing, and Hiring Freeze Information**

- A. A list of all budgeted positions by department and classification, including:
  - number filled
  - number vacant
  - budgeted salary/benefit cost
  - funding source (General Fund vs. Non-General Fund, please specify the fund if Non-General Fund)
  - indication of which classifications/positions have been frozen pursuant to the most recent directive.
- B. A list of proposed or approved departmental General Fund expense reductions and any corresponding memos, reports, or analyses submitted to the City Manager or Budget Office.
- C. The analysis and data used to develop the City's sales tax revenue forecast, including any models assessing potential revenue impacts associated with the 2026 FIFA World Cup scheduled to arrive in San José near the end of FY 2025–2026.

### **II. Revenue, Tax Programs, and Incentives**

- A. Total amount paid to eBay Inc. under the revenue-capture agreement since 2019.

### **III. Information Related to Layoff Planning, Bumping, Redeployment, and Employee Protections**

- A. Given the City's stated need to identify reductions and the potential for workforce impacts, please also provide:
  - The most current citywide seniority list for all IFPTE Local 21-represented classifications (departmental and citywide), used for layoff and bumping determinations.
  - All draft, proposed, or final lists of classifications or positions under consideration for elimination, reduction, consolidation, reorganization, or defunding.
  - All departmental reduction proposals submitted to the City Manager, including drafts, attachments, spreadsheets, impact statements, and supporting documents.
  - Any criteria, scoring tools, ranking models, or decision frameworks used by departments to identify positions or classifications for potential reduction.
  - A list of all unfunded or "held vacant" positions, including those intentionally kept vacant for budgetary savings, by department and classification.
  - Any analysis conducted by departments or the Budget Office regarding redeployment, reassignment, or alternative placement options to avoid layoffs.
  - All projections of attrition, retirements, vacancy savings, or turnover assumptions used to inform FY 2026–2027 shortfall estimates or reduction strategies.
  - Any communications, guidance, or instructions issued by HR or the City Manager's Budget Office to departments regarding:

- layoff procedures
  - sequencing
  - displacement (bumping) rights
  - treatment of Limited-Date, Temporary, Overstrength, or grant-funded positions
  - impacts to employees in reclassified or alternate job series
- B. Identification of all Limited-Date, Temporary, Overstrength, and grant-funded positions that may be impacted before permanent positions under established layoff sequences.
- C. Any departmental assessments of workload impacts, duty changes, safety implications, and service level reductions associated with proposed staffing cuts, consolidations, or realignments.
- D. Any analysis comparing consultant or contractor-performed work to work performed by Local 21-represented classifications in areas targeted for reductions.

Thank you.

Sincerely,  
Krista De La Torre  
Representative/Organizer  
IFPTE Local 21