



## **CITY COUNCIL STAFF REPORT**

**ITEM NO. 6.1**

**DATE:** June 9, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Tina Olson, Administrative Services Director

**SUBJECT:** Public Hearing to receive information regarding the City's job vacancies, recruitment, and retention efforts in accordance with Assembly Bill 2561, and as required by Government Code section 3502.3.

### **RECOMMENDED ACTION**

Staff recommends that the City Council receive the presentation only for information purposes during the public hearing at which staff will report on the City's job vacancies, recruitment, and retention efforts as required by AB 2561.

### **SUMMARY**

California State Assembly Bill 2561 was approved on September 22, 2024. Effective January 1, 2025, AB 2561 added Government Code §3502.3 to the Meyers Milius Brown Act (MMBA) to create a new obligation for public agencies to address the status of job vacancies publicly. As a basis for the new requirements, the California Legislature determined that vacancies are a widespread and significant problem in the public sector, which negatively impacts the delivery of public service.

In compliance with the new obligations under AB 2561, the City is required to do the following:

1. Hold a public hearing to present the status of vacancies to the City Council at least once per fiscal year. The presentation must be made prior to the adoption of a final budget for the fiscal year. The report must also address the recruitment and retention efforts currently employed by the City, and identify any changes to policies, procedures, or recruitment activities that may lead to obstacles in the hiring process.
2. If the vacancy rate in a bargaining unit is 20% or more, the City shall include the following information in the presentation upon request of the recognized employee organization:
  - a. The total number of job vacancies with the bargaining unit;
  - b. The total number of applicants for vacant positions in the bargaining unit;
  - c. The average number of days to complete the hiring process from when a position is posted; and
  - d. Opportunities to improve compensation and other working conditions.

3. Allow recognized employee organizations to make a presentation at the same public hearing at which the City makes its annual presentation on vacancies.

## **DISCUSSION**

The City is providing the following information pursuant to requirements of AB 2561.

In 2024, there were 444 authorized regular full and part time positions (435.375 full-time equivalents (FTE)) in the City. Please see the breakdown by bargaining unit below.

**Table 1:** Count of Regular and Part-Time Positions by Bargaining Unit as of December 31, 2024

<b>Bargaining Unit</b>	<b>Position Count</b>
Association of Livermore Employees (ALE)	237
Livermore Management Group (LMG)	76
Police Officer's Association (POA)	89
Police Management Group	9

As of December 31, 2024, there were 33 unrepresented regular and part-time positions in Management Confidential, Confidential, and Executive Management categories.

### **Status of Vacancies**

Vacancies are created by a number of factors, including when newly budgeted positions are created, internal movement such as promotions or transfers occurs, or when an employee leaves the organization due to retirement, voluntary, or involuntary resignation. As of December 31, 2024, the vacancy rate for the City of Livermore was 12%. Please see vacancy rates specific to bargaining units below.

**Table 2:** Vacancy Rate by Bargaining Unit as of December 31, 2024

<b>Bargaining Unit</b>	<b>Vacancy Rate as of December 31, 2024</b>
Association of Livermore Employees (ALE)	13%
Livermore Management Group (LMG)	13%
Police Officer's Association (POA)	11%
Police Management Group	11%

The vacancy rate for the unrepresented positions in Management Confidential, Confidential, and Executive Management as of December 31, 2024, was 9%. Since no bargaining unit's vacancy rate exceeded 20%, no additional information is required to be provided in this report.

### **Recruitment and Retention Efforts**

The City recognizes that strategic recruitment and retention are essential to maintaining a high-performing workplace. Recruitment entails identifying, attracting, and hiring qualified individuals, while retention focuses on keeping employees engaged, satisfied, and committed to the organization over the long term. Both are critical to the City's continued success, particularly in today's competitive labor market. In alignment with these priorities, the Human Resources Division increased the number of new

hires, including temporary employees, and promotions by 53.3% from FY 2022-23 to FY 2023-24. As of May 20, 2025, the Division has further increased this number by 6% for FY 2024-25.

To assist with recruitment and retention efforts, the City has undertaken the following initiatives:

- Streamlined Hiring Processes: Improved recruitment timelines to reduce delays and enhance the candidate's experience.
- Competitive Compensation: Conducted a compensation study and made targeted adjustments to classifications experiencing recruitment and retention challenges to ensure competitiveness. Negotiated a successor Memorandum of Understanding (MOU) with the Police Officer's Association (POA) with a term of four years to provide labor stability and wage increases for employees to remain competitive in the market. Actively participating in labor negotiations for successor MOUs with the City's remaining three bargaining groups.
- Recruitment Incentive Policy: On March 27, 2023, the City Council adopted a resolution that authorized the City Manager to offer recruitment incentives for hard to fill Executive, Manager, and Confidential City positions.
- Formal Onboarding Program: Starting in the summer of 2025, Human Resources will launch a formal onboarding program for new employees to help integrate them into the City more effectively, understand organizational culture and expectations, and accelerate their engagement and productivity.
- Employee Development Opportunities: In 2024, Human Resources launched a Management Training Academy to support leadership development and enhance management skills for management employees. In 2025, training opportunities were expanded to include all City employees, promoting professional development across the organization.
- Flexible Work Options: Flexible scheduling and remote work arrangements are available to City staff where appropriate.

The City's proactive approach to recruitment and retention demonstrates a strong commitment to building and sustaining a high-performing workforce. By implementing strategic initiatives, the City is positioning itself as a competitive and attractive employer. These ongoing efforts lay a strong foundation for organizational stability, growth, and long-term success.

## **FISCAL AND ADMINISTRATIVE IMPACTS**

There is no fiscal impact associated with this staff report.

## **COMMUNITY PILLAR**

### **5. A City That Works**

## **GOAL**

8. Attract, develop, engage, and retain a diverse and highly skilled workforce across the organization.

## **ATTACHMENTS**

Prepared by: Kristen Hilton  
Human Resource Manager

Approved by:



---

Marianna A. Burch  
City Manager

Fiscal Review by:



---

Tina Olson  
Administrative Services Director