



CITY COUNCIL STAFF REPORT

ITEM NO. 7.2

DATE: April 27, 2026

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, 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.

DECISION TYPE

Administrative

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 Miliias 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 2025, there were 452 authorized regular full and part time positions equaling 445.375 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, 2025

Bargaining Unit	Position Count
Association of Livermore Employees (ALE)	245
Livermore Management Group (LMG)	77
Police Officer's Association (POA)	90
Police Management Group	9

As of December 31, 2025, there were 34 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, 2025, 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, 2025

Bargaining Unit	Vacancy Rate as of December 31, 2025
Association of Livermore Employees (ALE)	15%
Livermore Management Group (LMG)	8%
Police Officer's Association (POA)	12%
Police Management Group	0%

The vacancy rate for the unrepresented positions in Management Confidential, Confidential, and Executive Management as of December 31, 2025, was 3%. Since no bargaining unit's vacancy rate exceeded 20%, no additional information is required to be provided in this report.

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 all of the City's bargaining units in 2025 for four-year terms to provide labor stability and wage increases for employees to remain competitive in the market.
- Formal Onboarding Program: In July 2025 the City launched a formal onboarding program for new employees to help integrate them more effectively, understand organizational culture and expectations, and accelerate their engagement and productivity.
- Employee Development Opportunities: In 2024, Human Resources established the Management Training Academy to advance leadership capabilities and strengthen management competencies among supervisory staff. In 2025, training opportunities were expanded to all City employees, fostering a culture of continuous learning and professional growth across the organization. In 2026, an additional program was introduced to further enhance core professional skills critical to effective service delivery, including project management, negotiation, presentation skills, and business writing.
- Flexible Work Options: Flexible scheduling and remote work arrangements where appropriate.

The City's proactive approach to recruitment and retention demonstrates a strong commitment to building and sustaining a high-performance workforce. 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