



City Council Staff Report

Subject: City Personnel Vacancies

Date: June 23, 2026

Submitted By: Meagan Bushey, Administrative Services Manager
Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

Receive a presentation for information purposes in compliance with California Assembly Bill 2561.

Background:

AB 2561 mandates that public agencies conduct a public presentation to present the status of vacancies, recruitment, and retention efforts during a public meeting before the agency's governing body at least once per fiscal year prior to the adoption of the next fiscal year's budget and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. The bill was enacted into law and is codified as Government Code section 3502.3, effective January 1, 2025. The requirements of the law are as follows:

- Public Presentation – Report on Vacancies: For calendar year 2025, the City's annual average vacancy rate (i.e., regular, full-time equivalent) is 15.4%
- Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public meeting concerning vacancies and recruitment and retention efforts. The Human Resources Division notified the four (4) represented bargaining units at the City of the opportunity to present. (Gov. Code § 3502.3(b).)
- Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following:
 1. the total number of vacancies within the bargaining unit;
 2. the number of applicants;
 3. the average number of days to fill positions; and
 4. opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).

For calendar year 2025, three of the four City bargaining units with recognized employee organizations were under the 20% vacancy rate. The Public Services Employees (AFSCME) bargaining unit was above the 20% threshold (see attached Table 1).

Fiscal Impact:

There is no direct fiscal impact resulting from the staff presentation.

ATTACHMENTS:

1. [Table - CY2025 Vacancy Rate by Bargaining Unit](#)