



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: MAY 19, 2025
FROM: AARON WOLCOTT, CITY CLERK
SUBJECT: PUBLIC HEARING ON VACANCIES AND RECRUITMENT EFFORTS
TO COMPLY WITH ASSEMBLY BILL 2561

RECOMMENDATION:

- 1) Open the public hearing and take public testimony.
- 2) Receive and file the annual report on employee vacancies, recruitment, and retention efforts as required by AB 2561.

BACKGROUND:

Effective January 1, 2025, Assembly Bill 2561 (AB 2561) requires public agencies to present an annual report on employee vacancies, recruitment, and retention efforts at a public hearing before adopting the final budget for the new fiscal year. AB 2561 amended the Meyers-Milias-Brown Act by adding Government Code Section 3502.3, which requires local public agencies to enhance transparency and accountability in public sector staffing. The full text of the bill is available at: [AB 2561 Bill Text](#). The purpose of AB 2561 is to address growing concerns over staffing shortages in public agencies, which can lead to increased workloads, employee burnout, lower morale, and reduced service delivery to citizens. To mitigate these impacts, the law requires agencies to:

- Report annually on vacancies, recruitment activity, and retention strategies;
- Identify any policies or practices that may hinder hiring or retention;
- Provide recognized bargaining groups an opportunity to present during the public hearing;
- If any bargaining group vacancy rate reaches or exceeds 20% of authorized positions, provide additional data upon request, including applicant volume, hiring timelines, and efforts to improve compensation, benefits, and working conditions.

DISCUSSION:

Workforce Overview

As of May 1, 2025, the City of Sutter Creek has 17.92 full-time equivalent (FTE) budgeted positions. Of the FTE's, 12.44 are represented by bargaining groups (POA or SEIU). Currently only the POA employee bargaining group meets the 20% vacancy threshold set by AB 2561 for additional review. The City's overall vacancy rate is currently 5.6%, which is considered low. The following table summarizes the City's vacancy rate by employee group as of May 1, 2025:

Employee Group	FTE's Budgeted	Vacancies	Vacancy Rate
Non-represented	5.48	0	0%
POA – Police	5	1	20%
SEIU – Public Works	7.44	0	0%
City Overall	17.92	1	5.6%

Retention and Recruitment Efforts

Vacancies within the City arise for various reasons including retirements, resignations, and terminations. In 2024-25 so far, the City has filled 2 full-time positions and hired 1 part time role. 4 jobs were posted to our website for recruitment, with 1 role (Police Officer) still un-filled as of May 1, 2025.

A brief synopsis of retention and recruitment can be found in the tables below:

Roles Vacated	Reason	Job Posted	Job Filled	Time to Hire
Administrative Services Supervisor	Resignation	Nov 2024	Mar 2025	5 months
Police Officer (POA)	Resignation	Mar 2025	-	2+ months
Account Clerk	Retirement	Feb 2025	Mar 2025	1 month
Deputy Finance Supervisor	Retirement	-	July 2024	0

# of roles at start of 24/25	# of staff turnover	Retention Rate
16.92	2.48	88%

Staff Positions Hired 24/25	Job Posted	Hire Date
City Clerk	January 2025	March 2025
Administrative Project Manager	January 2025	March 2025
Account Clerk (full time)	-	July 2024
Account Clerk (part time)	February 2025	March 2025
Police Officer (POA)	March 2025	-

BUDGET IMPACT:

The job vacancies and recruitment of new roles has had varying impacts on the budget for fiscal year 24/25:

- City Clerk: The longer recruitment for the City Clerk resulted in staff taking on additional duties to cover the role during the vacancy, leading to some salary savings for the City.
- Administrative Project Manager: This role was a redefined role, replacing the former administrative supervisor role. It was budgeted for the full year but was not recruited until March 2025, resulting in salary savings for the city.
- Police Officer: The vacant Police Officer role means more overtime hours for other officers, increasing their workload. Financially, it is generally breakeven though costs may increase depending on availability of reserve officers and other scheduling factors.
- Account Clerk: The new Account Clerk was hired quickly after the retirement of the previous clerk resulting in no budget impact overall.

ATTACHMENT:

- Presentation on vacancies and recruitment efforts by the City of Sutter Creek