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## STAFF REPORT

**TO:** CITY COUNCIL  
**MEETING DATE:** JUNE 1, 2026  
**FROM:** PAM CARONONGAN, CITY CLERK  
**SUBJECT:** HOLD A PUBLIC HEARING AND RECEIVE ANNUAL INFORMATIONAL REPORT REGARDING CITY WORKFORCE VACANCIES AND RECRUITMENT (AB 2561 COMPLIANCE)

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### 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, 2026, 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, none of the 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 still considered low given that the percentage was caused by one vacancy.

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
<b>Non-represented</b>	<b>5.48</b>	<b>1</b>	<b>18.3%</b>
<b>POA – Police</b>	<b>5</b>	<b>0</b>	<b>0%</b>
<b>SEIU – Public Works</b>	<b>7.44</b>	<b>0</b>	<b>0%</b>
<b>City Overall</b>	<b>17.92</b>	<b>1</b>	<b>5.6%</b>

**Retention and Recruitment Efforts**

Vacancies within the City arise for various reasons including retirements, resignations, and terminations.

In 2025-26 so far, the City filled 2 full-time positions and currently one vacancy to date. Two jobs were posted to our website for recruitment and published in the newspaper, with two roles filled - one in November 10, 2025 (City Clerk), and another role (Police Officer) filled as of February 9, 2026. We have not started recruiting for the project manager replacement as we are reconsidering how to structure the role - we can definitely use additional help but want to make sure we use this opening in the most effective manner.

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

Roles Vacated	Reason	Job Posted	Job Filled	Time to Hire
City Clerk	Resignation	October 2025	November 2025	1 month
Project Manager	Resignation	January 2026	-	-

# of roles at start of 25/26	# of staff turnover	Retention Rate
17.92	2.00	88.8%

Staff Positions Hired 25/26	Job Posted	Hire Date
City Clerk	October 2025	November 2025
Police Officer (POA)	March 2025	February 2026

**BUDGET IMPACT**

The job vacancies and recruitment of new roles has had varying impacts on the budget for fiscal year 25/26:

- Administrative Project Manager: This role was budgeted for the full year, but has been vacant since early January 2026 thus resulting in salary savings for the city.
- Police Officer: The vacant Police Officer role meant more overtime hours for other officers, increasing their workload. Costs associated with this position have normalized since the position had been permanently filled in February 2026. Financially, it is generally break-even.