



## CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: June 3, 2025

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**To:** Honorable Mayor and City Councilmembers

**From:** Ana Kwong – Administrative Services Director  
Deborah Muchmore – Human Resources Consultant, MTC

**Subject:** 2025 Presentation of the status of vacancies in the City of Sebastopol

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**RECOMMENDATION(S):**

That the City Council Receive the presentation of City Vacancies for 2025 in a public hearing to fulfill the requirements of the new Government Code Section 3502.3 (AB 2561).

**EXECUTIVE SUMMARY:**

This item satisfies the requirements of Assembly Bill 2561 (California Government Code Section 3502.3), which mandates that public entities annually present the status of their vacancies prior to adopting an annual budget. The City of Sebastopol will present its current vacancy status during a public hearing on June 3, 2025, at or after 6:00 PM. As of May 24, 2025, the City has the following ratio of vacancies across any recognized representation units.

Employee Unit	Total City Positions	Total Vacancies	Vacancy Rate
<b>Bargaining Units</b>			
SPOA	20	3	15%
SEIU	18	4	22%
<b>Non-Represented Units</b>			
Mid-Mgt-Prof-Tech	7	1	14%
Dept Head	7	0	0%
Executive	1	1	100%
<b>City Total</b>	<b>53</b>	<b>9</b>	<b>17%</b>

**BACKGROUND:**

In accordance with Assembly Bill 2561 (California Government Code § 3502.3), public agencies are required to present an annual report on staffing vacancies and recruitment and retention efforts during a public hearing held prior to the adoption of the annual budget. This presentation must include an assessment of any policies, procedures, or recruitment practices that may be contributing to hiring challenges, along with proposed changes to address those obstacles.

Additionally, the law mandates that recognized labor organizations be given the opportunity to present information during the vacancy hearing for positions within their respective bargaining units. In any fiscal year where a vacancy rate is equal to or exceeds 20% within a recognized bargaining unit, and upon request by the labor organization, the agency must include the following in its report:

1. The total number of vacancies within the bargaining unit.
2. The total number of applicants for those vacancies.
3. The average number of days required to complete the hiring process from the date a position is posted.
4. Identified opportunities to improve compensation and working conditions.



Regardless of vacancy levels, agencies must provide advance notice of the hearing and the vacancy presentation to all recognized labor organizations, ensuring they have a meaningful opportunity to respond. Through collaborative efforts between the City and its recognized labor organizations, the City of Sebastopol has implemented a range of strategies to improve recruitment and retention. These include broad and inclusive outreach campaigns, a cost-of-living adjustment, and a comprehensive benefits package that fully covers employee health care premiums. As a result, vacancy rates have been reduced Citywide. However, the vacancy rate within the Service Employees International Union (SEIU) bargaining group remains above 20%.

#### **DISCUSSION & ANALYSIS:**

As of May 24, 2025, the City of Sebastopol has a total of 9 vacancies out of 53 budgeted positions. This places the City's overall vacancy rate at 17%. The current vacant positions are:

	<b>Classification</b>	<b>Bargaining Group</b>	<b>Department</b>	<b>Status of Recruitment</b>
1	Associate Planner	SEIU	Community Development	An offer is being prepared
2	Planning Technician	SEIU	Community Development	An offer is being prepared
3	Laborer	SEIU	Public Works/Engineering	Frozen position FY 25-26
4	Management Analyst	SEIU	Public Works/Engineering	In Review for Reclassification
5	Police Officer	SPOA	Police	In Recruitment
6	Police Officer	SPOA	Police	Frozen position FY 25-26
7	Support Services Manager	SPOA	Police	Amending Class and Range
8	Police Captain	Not Represented	Police	Reclassify to Lieutenant, in selection
9	City Manager	Not Represented	Administration	Discussing Recruitment Process

#### **Recently Filled Positions:**

The City has made progress in reducing vacancies through recent hires, including:

- 2 Police Officers (one of whom is an Academy Recruit, the other is an officer in background checks)
- 1 Accountant (Employment begins on: June 11, 2025)
- 2 Fire Captains (are currently undergoing final background and medical checks)

These positions are now considered filled, as the selected candidates have formally accepted their offers and are currently progressing through the required post-offer examination and onboarding procedures.

#### **Bargaining Unit Breakdown:**

The City has two recognized bargaining units:

1. **Service Employees International Union (SEIU), Local 1021**
  - Total Members: 18
  - Current Vacancies: 4
  - Vacancy Rate: 22%
2. **Sebastopol Police Officers Association (SPOA)**
  - Total Members: 20
  - Current Vacancies: 3
  - Vacancy Rate: 15%

SEIU's vacancy rate exceeds the threshold set by AB 2561 and therefore, the following additional information is offered related to the vacancies in this unit.



Vacancies within the SEIU bargaining unit are:

**1. Associate Planner**

There is currently one vacancy for the Associate Planner position within the Community Development Department. The recruitment process is active, with a total of 28 applicants received to date. Staff are currently engaged in the selection process and are working toward identifying a qualified candidate to fill the role.

**2. Planning Technician (Reclassified as Permit Technician)**

In alignment with the City's initiative to streamline permitting services and enhance service delivery through co-location, the Planning Technician position has been reclassified as a Permit Technician. This reclassification does not affect the compensation level. One vacancy exists in the Community Development Department. Recruitment is ongoing, with 53 applications received. Interviews are currently underway, and selection activities are expected to continue over the next several weeks.

**3. Laborer**

This position is not currently under recruitment, and no applications have been received. There are no plans to fill this vacancy during the current fiscal year.

**4. Management Analyst (Proposed Reclassification)**

As part of the Fiscal Year 2025–26 budget process, the Management Analyst position is proposed to be reclassified to an Administrative Technician. This change is intended to broaden the technical scope of the role and provide cross-functional flexibility across departments. Recruitment for this position will commence following formal approval of the reclassification in the FY25–26 budget.

The average number of days to fill positions in this bargaining unit is 70.

Earlier this year, the City received a classification and compensation study and a staffing study which they are using to adjust classification specifications and titles and inform compensation and staffing profiles to better attract and retain qualified applicants deliver services.

**Recruitment and Policy Review:**

At this time, the City has not identified any policies, procedures, or recruitment activities that are contributing to hiring challenges and need to be changed. The City continues to actively recruit for all vacant, budgeted positions and remains committed to maintaining a fair, inclusive, and efficient hiring process.

**CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals/priorities as follows:

Goal 4 – High Performance Organization

Action Plan 1 - Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management

This agenda item represents the City Council General Plan Consistency (if applicable): Not Applicable

**FISCAL IMPACT:**

There is no funding impact for this item.

**COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items. A legal notice of the public hearing was advertised in the Press Democrat on May 22, 2025.

As of the writing of this agenda item report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

**RESTATED RECOMMENDATION:**

That the City Council Receive the presentation of City Vacancies for 2025 in a public hearing. to fulfill the requirements of the new Government Code Section 3502.3 (AB 2561).

**CITY COUNCIL OPTIONS:**

No other options

**ATTACHMENTS:**

None

**APPROVALS:**

Department Head Approval: Approval Date: 5/19/25

CEQA Determination (Planning): Approval Date: 5/19/25

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 5/19/25

Costs authorized in City Approved Budget: ☐ Yes ☐ No ☒ N/A

Account Code (if applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: 5/28/25

Acting City Manager Approval: Approval Date: 5/28/25