



**CITY OF SEBASTOPOL CITY COUNCIL  
 AGENDA ITEM REPORT FOR MEETING OF: June 16, 2026**

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**To:** Honorable Mayor and City Councilmembers  
**From:** Ana Kwong – Administrative Services Director  
 Deborah Muchmore – Human Resources Consultant, MTC  
**Responsible Department:** Administrative Services  
**Subject:** 2026 Presentation of the Status of Vacancies in the City of Sebastopol

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**RECOMMENDATIONS:**

That the City Council receive the presentation of City Vacancies for 2026 in a public hearing to fulfill the requirements of Government Code Section 3502.3 (AB 2561).

**PROCESS OF AGENDA ITEM:**

- a. Presentation of the agenda item by the department
- b. Introduction of Consultant
- c. Optional labor unit presentation(s)
- d. Questions and Discussion from Councilmembers
- e. Public Comment Period
- f. Council Deliberation and Motion

**EXECUTIVE SUMMARY:**

This item satisfies the requirements of California Government Code Section 3502.3, which requires public agencies to present the status of employee vacancies prior to adoption of the annual budget.

As of May 31, 2026, the City’s overall vacancy rate across all departments and recognized bargaining units is as follows. This reflects a significant improvement from 2025, when the City reported an overall vacancy rate of 17 percent, including 22 percent for positions represented by the Service Employees International Union (SEIU).

Employee Unit	Total City Positions	Total Vacancies	Vacancy Rate
<b>Bargaining Units</b>			
SPOA	21	3	14%
SEIU	18	2	11%
<b>Non-Represented Units</b>			
Executive	1	-	0%
Department Heads	6	2	33%
Mid-Management-Prof Tech	3	-	100%
<b>City Total</b>	<b>49</b>	<b>7</b>	<b>14%</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. The City is below 20% in all represented employee units.

**DISCUSSION & ANALYSIS:**

As of May 31, 2026, the City of Sebastopol has 7 vacant positions out of 49 budgeted positions, resulting in an overall vacancy rate of 14 percent. The current vacant positions are as follows:

	Classification	Bargaining Group	Department	Status of Recruitment
1	Asst CM / City Clerk	DH	City Clerk	Staff will bring to Council for direction
2	Planning Director	DH	Planning	Recruiting, In selection
3	Associate Planner	SEIU	Planning	Recruiting, In selection
4	Maintenance Assistant	SEIU	Public Works	Frozen position FY 25-26
5	Police Officer	SPOA	Police	Actively recruiting, selection activities
6	Police Officer	SPOA	Police	Actively recruiting, selection activities
7	Police Officer	SPOA	Police	Frozen position FY 25-27

This reflects a marked improvement from 2025. At that time, the City had four vacant positions within the Service Employees International Union (SEIU), resulting in a 22 percent vacancy rate. As of this year, the SEIU vacancy rate has decreased to 11 percent, with two vacant positions.

The Sebastopol Police Officers Association (SPOA) currently has three vacant positions, representing a 14 percent vacancy rate, which is consistent with the same period last year.

During the year, staff implemented streamlined recruitment processes to reduce the time between a conditional offer and employee placement.

**Recruitment and Policy Review:**

At this time, City staff have not identified any policies, procedures, or recruitment activities that are contributing to hiring challenges and require change. The City continues to actively recruit for all vacant and approved, budgeted positions and remains committed to maintaining a fair, inclusive, and efficient hiring process.

**Budget Committee Review:**

Not Applicable.

**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. A legal notice of the public hearing will be published 10 days



before the City Council meeting date.

**FISCAL IMPACT:**

Staff time to prepare this report is covered within existing budgeted salaries and there is no other funding impact for this item.

**RESTATED RECOMMENDATION:**

That the City Council receive the presentation of City Vacancies for 2026 in a public hearing. to fulfill the requirements of the new Government Code Section 3502.3.

**CITY COUNCIL OPTIONS:**

No other options

**ATTACHMENTS:**

Powerpoint Presentation

APPROVALS:

Department Head Approval: Approval Date: 5/31/26

CEQA Determination (Planning): Approval Date: N/A

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

Administrative Services/Financial Approval: Approval Date: 5/31/26

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

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

City Attorney Approval: Approval Date: 6/2/26

Acting City Manager Approval: Approval Date: 6/2/26

# Hearing on the Status of Vacancies

Sebastopol City Council, Item 15

# Agenda

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- What and Why
- City Vacancies
- Labor Partner Data
- Labor Partner Presentations (if desired by labor partners)
- Councilmember questions/comments
- Public comment

# What and Why?

1. AB 2561
2. Legislature Findings

# What and Why

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- Signed into Law September 24, 2024, GC 3502.3
- Took effect January 1, 2025
- Provides labor organizations opportunity to be heard
- Legislative Findings
  - Vacancies, positions unfilled
  - compensation less than ideal
  - slow to hire/cumbersome

# City Vacancies

# City Vacancies

Total positions: 49

Total city-wide vacancies: 7

Total city-wide percentage: 14%

	Total City Positions	Total Vacancies	Vacancy Rate
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# Collaboration with Labor Organizations

Better hiring and retention

# LABOR PARTNERS

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The City has two recognized bargaining units:

## Service Employees International Union (SEIU), Local 1021

- Total Members: 18
- Current Vacancies: 2
- Vacancy Rate: **11%**

## Sebastopol Police Officers Association (SPOA)

- Total Members: 21
- Current Vacancies: 3
- Vacancy Rate: **14%**

A group of people in a meeting, with a whiteboard in the background. The whiteboard has handwritten notes: "hotel", "alcohol", "pool", and "Shopping". The people are looking towards the left side of the frame.

# LABOR PRESENTATIONS

# COUNCIL QUESTIONS AND PUBLIC COMMENTS

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1. Council Questions/Comments
2. Public Comments

Is it filled or empty





# Thank you

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