



STAFF REPORT

AGENDA NO: 10a

MEETING DATE: June 2, 2025

To: Honorable Mayor and City Council

Date: June 2, 2025

From: Maria Saguisag-Sid, Human Resources Director – (650) 558-7209

Subject: Receipt of a Report on Vacancies, Recruitment and Retention Efforts in Compliance with Assembly Bill 2561/Government Code 3502.3

RECOMMENDATION

Staff recommends that the City Council receive this report on vacancies, recruitment, and retention efforts to be in compliance with Assembly Bill 2561/Government Code 3502.3. This report is for information only. The City's recognized employee organizations will be provided with an opportunity to make a presentation on this information along with staff.

BACKGROUND

AB 2561 is intended to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. The bill requires public agencies to conduct a public hearing to present the status of vacancies, recruitment, and retention efforts during a public hearing before the agency's governing body at least once per fiscal year before the adoption of the next fiscal year's budget. The bill also requires agencies to identify any changes to policies, procedures, and recruitment activities necessary to remove obstacles in the hiring process. The bill was enacted into law, is codified as Government Code section 3502.3, and became effective January 1, 2025.

DISCUSSION

To comply with the Government Code section 3502.3 obligations, the City is required to do the following:

1. Public Hearing – Report on Vacancies: The City is required to report annually on the status of vacancies prior to the adoption of the fiscal year's budget.

For calendar year 2024, the City's average vacancy rate was 6.4%. The highest vacancy rate was during the month of June 2024, at 9.6%. The City had 50 vacancies in 2024. These vacancies were created by 24 voluntary separations, seven involuntary separations, five promotions, one new position added at the beginning of the new fiscal year, and 13 retirements.

Table 1: Vacancy Rate by Month (January 1, 2024 – December 31, 2024)

Month/Year	# of Vacancies Created	# of Vacancies Filled	# of Remaining Vacancies	# of Budgeted FTEs	Vacancy Rate %
Jan-24	4	0	4	228.65	1.7%
Feb-24	4	0	8	228.65	3.5%
Mar-24	3	1	10	228.65	4.4%
Apr-24	5	3	12	228.65	5.2%
May-24	12	3	21	228.65	9.2%
Jun-24	3	2	22	228.65	9.6%
Jul-24	1	2	21	231.4	9.1%
Aug-24	1	7	15	231.4	6.5%
Sep-24	3	3	15	231.4	6.5%
Oct-24	3	4	14	231.4	6.1%
Nov-24	3	3	14	231.4	6.1%
Dec-24	8	2	20	231.4	8.6%
				Average	6.4%

- Employee Organization Participation: The City must allow the recognized employee organizations from each bargaining unit to make a presentation during the public hearing concerning vacancies and recruitment efforts. The Human Resources Department notified the seven represented bargaining units at the City of the opportunity to present. This includes AFSCME Administrative Unit, AFSCME Maintenance Unit, Burlingame Association of Middle Managers (BAMM), the Association of Police Administrators, the Burlingame Police Officers Association (POA), the Burlingame Police Sergeants Association (PSA), and the Teamsters Unit.
- 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.

At this time, there are no units that meet or exceed the 20% threshold for additional reporting.

Table 2: Vacancy Rate by Bargaining Unit as of May 16, 2025.

Bargaining Unit	# of Authorized FTE	# of Vacant Positions	Vacancy Rate %
AFSCME Administrative, Local 829	73	2	2.7%
AFSCME Maintenance, Local 829	62	4	6.5%
AFSCME Burlingame Association of Middle Managers (BAMM), Local 829	24	0	0.0%
Burlingame Police Officers Association	30	2	6.7%
Burlingame Police Sergeants Association	6	0	0.0%
Association of Police Administrators	3	0	0.0%

Teamsters, Local 856	7	1	14.3%
Department Heads/Unrepresented Employees	24	2	8.3%

Recruitment Efforts

The Human Resources Department continues to help the various departments fill their vacancies. The City's recruitment efforts include using CalOpps.org, a public agency-specific job and applicant tracking website that specifically attracts job candidates looking for government jobs. In addition, positions are also posted online on Careers In Government, LinkedIn, and the City eNews. Staff also conducts outreach to local schools and universities, as well as professional associations, for targeted recruitment. For high level positions, the City contracts with Teri Black & Company, a professional recruitment firm. Over the past year, they have assisted with the recruitments for the Community Development Director, Chief Building Official, Assistant City Attorney, and Chief of Police.

Retention Efforts

Calendar year 2024 was a particularly challenging year for the organization with a high amount of recruitment activity alongside difficult labor negotiations. The City currently has closed contracts with all of the bargaining units. In anticipation of upcoming negotiations in the later part of 2025, staff will conduct periodic compensation surveys with comparable cities to review the City's compensation and benefits with the goal of remaining competitive.

In addition, the Quality Work Life Committee (QWL) is working hard to improve employee engagement and morale with the support of the City Manager and Department Heads. QWL meets monthly to plan social activities for employees, including all-employee luncheons, informal gatherings, and holiday celebrations. In addition, the City hosts employee recognition luncheons for employees who reach significant milestones in their employment tenure, and a new employee lunch with the City Manager to welcome staff to the organization. The City continues to promote professional development and participates with the Regional Training and Development Consortium to provide excellent academies and workshops, as well as networking opportunities.

Staff will continue to monitor vacancies, enhance recruitment and retention efforts, and provide updates to the City Council as necessary.

FISCAL IMPACT

This report is informational only; there is no fiscal impact.