



# STAFF REPORT

AGENDA NO: 10b

MEETING DATE: May 18, 2026

**To: Honorable Mayor and City Council**

**Date: May 18, 2026**

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

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

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

## **DISCUSSION**

In compliance with this new legal obligation, 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 2025, the City's average vacancy rate was 6.9%. The highest vacancy rate, 11.2%, was during the month of February 2025. The City had a total of 56 vacancies in 2025. These were made up of 14 voluntary separations, seven involuntary separations, 27 internal promotions and transfers, four new positions at the beginning of the new fiscal year, and four retirements.

**Table 1: Vacancy Rate by Month (January 1, 2025 – December 31, 2025)**

Month/Year	# of Vacancies Created	# of Vacancies Filled	# of Remaining Vacancies	# of Budgeted FTEs	Vacancy Rate %
Jan-25	3	2	22	231.4	9.5%
Feb-25	9	5	26	231.4	11.2%
Mar-25	2	9	19	231.4	8.2%
Apr-25	3	11	11	231.4	4.8%
May-25	3	2	12	231.4	5.2%
Jun-25	2	3	11	231.4	4.8%
Jul-25	6	2	15	235.4	6.4%
Aug-25	7	5	17	235.4	7.2%
Sep-25	4	9	12	235.4	5.1%
Oct-25	11	8	15	235.4	6.4%
Nov-25	3	2	16	235.4	6.8%
Dec-25	3	3	16	235.4	6.8%
				Average	6.9%

- Employee Organization Participation:** The City is required to 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 the AFSCME Administrative Unit, the AFSCME Maintenance Unit, the 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. For 2025, there were no units that met or exceeded the 20% threshold for additional reporting.

**Table 2: Vacancy Rate by Bargaining Unit for 2025**

Bargaining Unit	# of Authorized FTE	# of Vacant Positions	Vacancy Rate %
AFSCME Administrative, Local 829	75	6	8.0%
AFSCME Maintenance, Local 829	63	6	9.5%
AFSCME Burlingame Association of Middle Managers (BAMM), Local 829	24	0	0.0%

Burlingame Police Officers Association	30	1	3.3%
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	1	8.3%

**Recruitment Efforts**

The Human Resources Department continues to support the various departments to fill their vacancies. Staff’s recruitment efforts include using CalOpps.org, a public agency-specific job and applicant tracking website that specifically attracts job candidates looking for local government jobs. In addition, positions are also posted online on Careers In Government, Handshake, LinkedIn, and the City eNews. Staff also conducts outreach to local schools and universities, as well as professional associations, for targeted recruitments. For high-level positions, the City contracts with Teri Black & Company, a professional recruitment firm. They helped us recently with the recruitment of the Chief of Police and Director of Public Works.

**Retention Efforts**

Calendar year 2025 was focused on more employee engagement and staff development. A pilot program to engage a professional coach for newly promoted managers was initiated to support employees moving into new levels of leadership. A consultant was brought in to help departments wishing to improve department and division dynamics, providing ways of discussing issues and addressing conflict in the organization. The Quality Work Life Committee worked hard to improve employee engagement and morale with the support of the City Manager and Department Heads, hosting regularly scheduled events such as the spring and winter luncheons but also new events such as bocce ball, after-hour mixers, and costume contests. 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. Staff continues to encourage development and promote training through the Regional Training and Development Consortium, which provides 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. A funding request to enhance outreach and job fair participation will be made during the budget study session.