



STAFF REPORT

June 25, 2025

TO: Honorable Mayor and City Council

FROM: Yolanda Lopez, Department of Human Resources

SUBJECT: Public Hearing and Reporting on Vacancies, Recruitment and Retention Efforts

STAFF RECOMMENDATION

Staff recommends that the City Council:

1. Conduct a Public Hearing pursuant to AB 2561; and
2. Receive the status update report on vacancies.

DISCUSSION/ANALYSIS

California State Assembly Bill (AB) 2561 was approved on September 22, 2024, and added §3502.3 to the Government Code. This law requires public agencies to present the status of their vacancies in a public hearing before their governing body at least once per fiscal year. The presentation must be made prior to the adoption of a final budget for the fiscal year.

AB 2561 also provides that if vacancy rates in any recognized employee bargaining unit exceed 20% of positions, agencies must provide further specified information if requested by the bargaining unit. Further, AB 2561 requires agencies to provide an opportunity to bargaining units and the public to present their perspectives.

Vacancies

Position vacancies may occur for various reasons throughout any given year, including internal promotion or transfer of a staff member, retirements, resignations, terminations, or due to the approval of a new position. When vacancies occur, the City's Department of Human Resources works with the affected department to fill the position(s) to maintain operations; ensure continued quality, efficient services to the community; and reduce the need for overtime.

At the present time, the City only has one management vacancy in the position of Director of Finance.

Recruitment and Retention of Staff

The City employs various recruitment strategies, including posting vacancies on the City's website and recruitment portal as well as industry-specific job boards, reaching out to known

potential candidates in the area, and advertising open positions on the City's social media platforms and government jobs websites.

In 2024, the City recruited for 14 positions. The City also employs various strategies for retaining existing staff, including maintaining competitive compensation, investing in staff training and development, counseling staff on promotional avenues available at the City, and regular engagement with and recognition of staff. The City prioritizes making staff feel appreciated, supported, and valued in the organization.

The City's retention rate for 2024 was approximately 89%.

Public Notification

The agenda was posted in accordance with the Brown Act. The City's recognized bargaining groups were notified in advance of this hearing and informed that they may provide a presentation at the conclusion of this report.

FISCAL IMPACT

Except for staff time, there is no fiscal impact.

ATTACHMENTS:

None.