



# CITY OF DEL REY OAKS

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## Staff Report

**DATE:** June 23<sup>rd</sup>, 2026

**TO:** Honorable Mayor and Members of City Council

**FROM:** Chris Bourquin, Chief of Police

**SUBJECT:** Annual AB 2561 Staffing Vacancies Report

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### RECOMMENDATION

Staff recommends that the City Council:

1. Conduct the Public Hearing for compliance with New Legal Obligations related to AB 2561.
2. After the public hearing adopt Resolution No. 2026-20, to comply with Government Code Section 3502.3

### SUMMARY

In September 2024, Assembly Bill (AB) 2561 (Gov. Code § 3502.3) was signed by the governor of California. AB 2561 requires a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, allowing recognized employee organizations to present at the hearing. This report outlines the City of Del Rey Oaks legal obligation under the new law, effective January 01, 2025.

The proposed resolution adopts the administrative policy titled “Reporting on staff vacancies, and the city’s recruitment and retention efforts.” This policy establishes the framework and requirements for holding public hearings and reporting on the City’s workforce vacancies, and recruitment and retention efforts in compliance with AB 2561. (Gov. Code § 3502.3).

### BACKGROUND

The passage of AB 2561 recognizes the following challenges in local government employment:

- Job vacancies in local government are widespread and significantly impact public sector service delivery.
- High vacancy rates contribute to increased workloads for existing employees, leading to burnout and higher turnover.
- There is a statewide interest in ensuring that public agencies are adequately staffed to support public service functions.

## **DISCUSSION**

In compliance with AB 2561, the City of Del Rey Oaks is required to undertake the following actions:

1. **Public Hearing:** At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the City Council adopts an annual budget during the fiscal year, the presentation must occur before the adoption of the final budget. (Gov. Code § 3502.3(a)(2)).

2. **Employee Organization Participation:** Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts.

\* There are no represented bargaining units at the City. (Gov. Code § 3502.3(b)).

3. **Additional Reporting for High Vacancy Rates:** If vacancies in a single bargaining unit meet or exceed 20% of authorized full-time positions, the City must provide additional reporting at the request of the employee organization, including:

- Total number of vacancies
- Number of applicants
- Average time to fill positions
- Opportunities to improve compensation and working conditions (Gov. Code § 3502.3(c)).

### **Policy Implications:**

The administrative policy for the public hearing on City vacancies and recruitment and retention efforts (“Policy”) establish protocol for the City’s public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The Policy sets forth specific requirements concerning matters such as the provision of notice to recognized employee organizations regarding the public hearing and their right to make a presentation at the hearing, the length and order of the City's and the employee organizations' presentations, and the standards of discourse during the public hearing.

### **Position Data:**

In FY25/26, the City of Del Rey Oaks was budgeted for 14 full-time employees.

- The City currently has 2 vacant Police Officer positions. One position is unfunded.
- No full-time employees were hired in FY 2025-26.

As of the start of FY 2026-27, the City of Del Rey Oaks will have three (3) vacant Police Officer positions, representing an overall 21% vacancy rate for the City. One of the Police Officer positions has been unfunded since the department merger with the Airport District due to the Covid pandemic and continued budget constraints.

In October 2025, the Police Department hired a new reserve police officer. It is anticipated that this reserve will transition to one of the vacant full-time position in FY 2026-27 once training is completed. An additional reserve police officer was hired in January 2026. This person will remain at reserve status. The City has year around, open recruitment for part-time "reserve" officers.

In April 2026, efforts began to recruit for a full-time position. We currently have one person in backgrounds. The background process is moving efficiently, and we expect to be able to make a hiring decision by July 2026.

### **Recruitment Efforts:**

As part of the FY25/26 budget, the City of Del Rey Oaks recruitment efforts included:

- Reserve officers to be paid at top-step patrol starting July 2025.
- 5% raise for police department employees.

The City continues to reach out to recruits who they feel would be successful working in a small-town environment. Current salaries for this department no doubt hurt recruitment efforts. We continue to emphasize quantity of life as well as longevity of career which are both constants in our department and small town departments as a whole.

### **Retention Efforts:**

The City also implemented strategies to improve retention, including:

- Providing continuing education and training opportunities.

- Enhancing employee wellness programs, including mental health resources.
- Offering tuition reimbursement programs to support employee career development.
- Increasing opportunities for internal promotions and career path planning.
- Recognizing employee contributions through employee appreciation events and award programs.
- Espousing benefits of small-town policing to include quality of life issues, career longevity, peninsula-wide special events, and accelerated learning in investigative techniques.
- Ability to work in airport police operations

The adoption of this policy aligns the City of Del Rey Oaks with the new legal requirements under AB 2561. By enhancing recruitment and retention efforts and ensuring transparent reporting, the City is committed to maintaining a strong and effective workforce.

### **FISCAL IMPACT**

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget considerations, which will be presented to the City Council as necessary.

### Report Approval Details

Document Title: STAFFREPORT\_HR\_VACANCYREPORT  
Attachments: - Attachment A - AB 2561  
Attachment B - Resolution 2026-20

**PURPOSE:**

Effective January 1, 2025, Government Code Section 3502.3 requires City of Del Rey Oaks to present information on the status of staff vacancies of each bargaining unit and the City’s recruitment and retention efforts at a public hearing before the City Council of the City of Del Rey Oaks at least once per fiscal year.

**DEFINITIONS:**

Public Hearing – A formal meeting that is open to the public, where City of Del Rey Oaks representatives present information and accept public comments on specific topics, as required by law.

Vacancies – Unfilled full-time positions within the City of Del Rey Oaks’s workforce that require recruitment.

Recruitment – The process of attracting, screening, and selecting qualified candidates for employment with the City of Del Rey Oaks.

Retention – The process of maintaining a stable and satisfied workforce within the City of Del Rey Oaks.

**PROCEDURE:**

**I. POLICY STATEMENT**

- A. In accordance with Gov. Code § 3502.3, the City of Del Rey Oaks is committed to holding a public hearing on vacancies, recruitment and retention efforts, and any issues with the City of Del Rey Oaks’s policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
- B. The City of Del Rey Oaks will hold a public hearing at least once each fiscal year prior to the adoption of the annual budget and provide reports on vacancies, recruitment, and retention efforts for the prior calendar year.

**II. POLICY PROVISIONS**

- A. Public Hearing Requirements
  - 1. The City of Del Rey Oaks shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts, and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
  - 2. Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.
  - 3. The City will notify in writing each recognized employee organization that represents City employees of the date, time and place of the hearing at least ten (10) calendar days in advance of the hearing.

- a. In the notice, the City will inquire whether the employee organization intends to make a presentation to the City Council at the public hearing. The City will request that, for planning purposes, the employee organization provides written notice to the Human Resources Department at least five (5) working days in advance of the public hearing indicating whether the employee organization intends to make a presentation at the public hearing.
  - b. The notice will also inform the employee organization for each bargaining unit they will be allotted ten (10) minutes for their presentation at the public hearing.
  - c. Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
4. Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.
5. The City Clerk shall ensure that each public hearing is adequately documented, with minutes and recordings made publicly available.
6. The City of Del Rey Oaks presentation will be limited to 10 minutes for each bargaining unit. The City may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.
7. Following the agency presentation, each recognized employee organization will have the opportunity to make a presentation. The recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing regarding staff vacancies and the City's recruitment and retention efforts. The presentation will be limited to 10 minutes. If the employee organization is engaged in bargaining, the employee organization shall not present bargaining proposals during the presentation to the City Council on matters that have been or have not been presented in bargaining.
8. City Council may ask questions of the City and the employee organization presenters.
9. Final City of Del Rey Oaks comments will be limited to three minutes per bargaining unit.
10. Final employee organization comments will be limited to three minutes per bargaining unit.
11. Public comment regarding the hearing will be limited to two minutes per person.

B. Reporting Requirements.

1. The City of Del Rey Oaks shall present information on the following at the public hearing:
  - a. The status of vacancies at the City of Del Rey Oaks.
  - b. Information on the City of Del Rey Oaks's recruitment and retention efforts.
  - c. Identification of any obstacles in the City of Del Rey Oaks's policies, procedures, and recruitment activities that may create challenges in the hiring process.

C. Special Reporting Requirements for High Vacancy Rates

1. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City of Del Rey Oaks shall, upon request of the recognized employee organization, include the following information during the public hearing:
  - a. The total number of job vacancies within the bargaining unit.
  - b. The total number of applicants for vacant positions within the bargaining unit.

- c. The average number of days to complete the hiring process from when a position is posted.
- d. Opportunities to improve compensation and other working conditions.

### **III MONITORING AND REVIEW**

- A. The Human Resources Director or designee may review the effectiveness of this policy and make revisions as necessary to ensure ongoing compliance with Gov. Code § 3502.3 (AB 2561) and alignment with best practices in public transparency.

### **IV COMPLIANCE AND ENFORCEMENT**

- A. The City of Del Rey Oaks will maintain records of all public hearings, reports, and related documents in compliance with public records requirements.

**RESOLUTION NO. 2026-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS, CALIFORNIA, TO ADOPT A POLICY TO BE IN COMPLIANCE WITH GOVERNMENT CODE SECTION 3502.3 AND HOLD AN ANNUAL PUBLIC HEARING REGARDING STAFF VACANCIES**

**WHEREAS**, Government Code 3502.3 (California Assembly Bill 2561) requires public agencies to hold at least one (1) public hearing per fiscal year to discuss vacancies in City positions and the recruitment and retention efforts of the City to maintain filled positions to carry out services to the Del Rey Oaks community; and

**WHEREAS**, Government Code 3502.3 contains specific requirements to be shared at the public hearing which includes the vacancies of each bargaining unit, the City's recruitment and retention efforts, and any issues with the City's policies, procedures, and recruitment activities which may contribute to obstacles in the hiring process; and

**WHEREAS**, the City seeks to be in full compliance with the law while creating parameters to help administratively guide the public hearing in order to ensure a fair, orderly and efficient hearing process.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DEL REY OAKS, CALIFORNIA, DOES HEREBY RESOLVED**, the City seeks to be in full compliance with the law while creating parameters to help administratively guide the public hearing in order to ensure a fair, orderly and efficient hearing process.

**INTRODUCED, APPROVED, AND ADOPTED** by the City Council of the City of Del Rey Oaks, California, at its regular meeting held on the 23<sup>rd</sup> day of, June, 2026, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Scott Donaldson, Mayor

ATTEST:

\_\_\_\_\_  
Karen Minami, City Clerk