



City of Grass Valley City Council Agenda Action Sheet

Title: Consider Adoption of Resolution No. 2025-10, which Adopts Procedures for Holding Public Hearings and Reporting on the City of Grass Valley’s Workforce Vacancies, and Recruitment and Retention Efforts in Compliance with Assembly Bill (“Ab”) 2561 (Gov. Code § 3502.3).

CEQA: Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

Recommendation: The City Council adopt Resolution No. 2025-10, which adopts procedures for holding public hearings and reporting on the City of Grass Valley’s workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill (“AB”) 2561 (Gov. Code § 3502.3).

Prepared by: Tim Kiser, City Manager

Council Meeting Date: 5/13/2025

Date Prepared: 05/07/2025

Agenda: Administrative

Background Information:

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. AB 2561 requires public agencies to hold at least one public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the City’s legal obligations under the new law, which took effect on January 1, 2025. This report recommends the adoption of measures intended to ensure compliance with such legal obligations.

In compliance with the new legal obligations, the City of Grass Valley is required to do the following:

1. **Public Hearing:** At least once each fiscal year, at a public hearing before the Grass Valley 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 of Grass Valley adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the City of Grass Valley's adoption of the final budget for the City of Grass Valley (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City of Grass Valley to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. (Gov. Code § 3502.3(b).)
3. 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 of Grass Valley must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

The Procedures for the Public Hearing on City of Grass Valley Vacancies and Recruitment and Retention Efforts ("Procedures"), attached hereto as Attachment 2, establish protocol for the City's public hearings on vacancies in order to ensure a fair, orderly, and efficient hearing process.

The Procedures set 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 of Grass Valley's and the employee organizations' presentations, and the standards of discourse during the public hearing.

Council Goals/Objectives: This item executes portions of work tasks towards achieving/maintaining the Strategic Plan - High Performance Government & Quality Service and Productive and Efficient Workforce.

Fiscal Impact: There is no impact associated with this item.

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments:

1. AB 2561 Legislative Text
2. Resolution No. 2025-10
3. City of Grass Valley Procedures for Public Hearing Regarding AB 2561