

CITY OF GRASS VALLEY  
PROCEDURES FOR AB 2561 PUBLIC HEARINGS

**Introduction and Scope:**

Effective January 1, 2025, Government Code section 3502.3 requires the City of Grass Valley to present information on the status of vacancies at the City and the City's recruitment and retention efforts at a public hearing before City Council at least once per fiscal year.

Government Code section 3502.3 also requires the City of Grass Valley to identify during the public hearing any necessary changes to City policies, procedures, and recruitment activities that may contribute to obstacles in our hiring process.

At the public hearing, a recognized employee organization for a bargaining unit is entitled to make a presentation to the City Council addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The purpose of these procedures is to establish protocol for the City of Grass Valley's public hearings on vacancies in order to ensure a fair, orderly, and efficient hearing process.

The City reserves the right to schedule separate public hearings for different bargaining units, and is not limited to one public hearing to address all vacancies and recruitment and retention efforts within the City.

**Notice Requirements:**

1. When the City schedules a City Council hearing pursuant to the obligations set forth under Government Code section 3502.3 ("AB 2561 Hearing" or "Hearing"), the City of Grass Valley will notify in writing each recognized employee organization ("Employee Organization") about which the Hearing is being held that the City Council will hold an AB 2561 Hearing (the City and Employee Organization may hereafter be referred to collectively as "Parties"). The notice will provide each Employee Organization the opportunity to identify any negotiable impacts/effects regarding the City's compliance with Government Code section 3502.3 and the City's policy.
2. The City of Grass Valley will notify in writing each Employee Organization of the date, time and place of the Hearing at least 10 calendar days in advance of the Hearing, if the Hearing is regarding a bargaining unit represented by that Employee Organization. In the notice, the City of Grass Valley will inquire whether the Employee Organization intends to make a presentation to the City Council at the Hearing. The City will request that, for planning purposes, the Employee Organization provide written notice to the Human Resources Department at least 5

calendar days in advance of the Hearing indicating whether the Employee Organization intends to make a presentation at the Hearing.

The notice will also include information about the amount of time that the City Council has allotted to the Employee Organization(s) for the Employee Organization(s) presentation at the Hearing.

3. In the event the vacancy rate for a City bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, the Employee Organization that represents the bargaining unit may request that the City present “additional information” related to the vacancies as permitted by Government Code section 3502.3, subd. (c). The City will request that the Employee Organization submit its request for the City’s presentation of such information to the Human Resources Department in writing at least 5 calendar days in advance of the Hearing. The “additional information” constitutes the following: (1) the total number of job vacancies within the bargaining unit; (2) the total number of applicants for vacant positions within the bargaining unit; (3) the average number of days to complete the hiring process from when a position is posted; and (4) opportunities to improve compensation and other working conditions.
4. The City will provide notice of the Hearing to the public in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
5. A staff report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the Hearing.
6. The City of Grass Valley and applicable Employee Organization(s) may agree to exchange presentation materials in advance of the Hearing.

### **Order of the Hearing:**

The Hearing will proceed in the following order:

1. City of Grass Valley Presentation: The City of Grass Valley will present to the City Council information pursuant to the City’s obligations set forth under Government Code section 3502.3. The City’s presentation will be limited to 10 minutes for each bargaining unit about which the AB 2561 Hearing is held. The City of Grass Valley may choose to 1) present data on all applicable bargaining unit(s) at once, after which consolidated presentation, the applicable Employee Organization(s) will present; or 2) to present data for each applicable bargaining unit individually followed by the corresponding Employee Organization presentation.
2. Employee Organization Presentation: Following the City’s presentation, each applicable Employee Organization will have the opportunity to make a presentation for each of the applicable bargaining units that the Employee Organization represents. For each bargaining unit, the Employee Organization presentation will

be limited to 10 minutes and should not contain bargaining proposals to the City of Grass Valley on matters that have not been presented in bargaining.

3. Governing Body Questions: The City Council may ask questions of the City of Grass Valley and the Employee Organization presenter(s). The time spent for City Council questions and the Parties' responses to City Council questions will not be included in the Parties' 10 minute presentations.
4. Final City of Grass Valley Comments: Final City of Grass Valley comments will be limited to 3 minutes per bargaining unit and will take place following the Employee Organization presentation. The City may choose to 1) present final comments on all applicable bargaining unit(s) at once, after which consolidated presentation, the applicable Employee Organization(s) will present its final comments; or 2) to present final comments for each applicable bargaining unit individually followed by the corresponding Employee Organization final comments.
5. Final Employee Organization Comments: Following the City's final comments, each applicable Employee Organization will have the opportunity to make final comments for each of the applicable bargaining units that the Employee Organization represents. For each bargaining unit, the Employee Organization's final comments will be limited to 3 minutes per bargaining unit and should not contain bargaining proposals to the City of Grass Valley on matters that have not been presented in bargaining.
6. Public Comment: Public comment regarding the AB 2561 Hearing will be limited to 3 minutes per person and any other lawful restrictions on public comments that the City Council may impose.

### **Standards of Discourse:**

The City Council should recognize that engaging with diverse perspectives is vital for effective governance and a vibrant community. To ensure full expression of such diverse perspectives, the City Council should provide that participants follow the principles of respectful and civil discourse.