



Report to City Council

TO: Mayor and City Council

FROM: Robert Cardenas, Human Resources Director

AGENDA DATE: April 15, 2025

TITLE: ANNUAL AB 2561 STAFFING VACANCIES REPORT
(REPORT OF: HUMAN RESOURCES)

TITLE SUMMARY: Annual AB 2561 Staffing Vacancies Report

Recommendation(s)

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. 2025-XX, 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 Moreno Valley's 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.

As of December 2024, the City of Moreno Valley had twenty-seven (27) staff vacancies, representing a 7% vacancy rate.

- In 2024, the MVCEA had a 2.1% vacancy rate.
- In 2024, the MVMA had an 8.2% vacancy rate.
- In 2024, the MVMCE had a 4.8% vacancy rate.

DISCUSSION

In compliance with AB 2561, the City of Moreno Valley 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 three (3) 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 2024, the City of Moreno Valley was budgeted for 402 full-time employees.

- 54 full-time employees separated from employment.
- 46 full-time employees were hired.

As of April 2025, the City is currently recruiting for 33 full-time positions.

Recruitment Efforts

In 2024, the City of Moreno Valley enhanced recruitment efforts, including:

- Adopting a recruitment framework for the City of Moreno Valley titled, *The Guide to Building, Nurturing, and Maintaining the Workforce of the Future*.
- Utilizing NEOGOV to manage and attract applicants.
- Prioritizing recruitments by training hiring managers on NEOGOV.
- Leveraging LinkedIn to market and attract applicants to the City’s job postings.
- Implementing a new onboarding process developed by the newly formed Human Resources team, providing a structured introduction to the City’s mission and operations.
- Creating a mentorship program to support employee development and career growth.
- Developing a benefits summary program to educate prospective employees on the City’s offerings.
- Increasing knowledge through lunch and learn sessions to engage employees in professional development.
- Expanding leadership training initiatives to build internal talent pipelines.

Retention Efforts

The City also implemented strategies to improve retention, including:

- Establishing an onboarding program that introduces new employees to the City's mission and customer service standards, emphasizing collaboration, innovation, and customer service standards (CICS).
- Providing continuing education and training opportunities.
- Expanding mentorship programs and increasing internships.
- Enhancing employee wellness programs, including mental health resources and fitness incentives.
- 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.
- Implementing flexible work arrangements where feasible to improve work-life balance.

The adoption of this policy aligns the City of Moreno Valley 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 and bargaining considerations, which will be presented to the City Council as necessary.

PREPARATION OF STAFF REPORT

Prepared By:
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Department Head Approval:
Robert Cardenas
Human Resources Director

CITY COUNCIL GOALS

Community Image, Neighborhood Pride and Cleanliness: Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

CITY COUNCIL STRATEGIC PRIORITIES

1. Economic Development
2. Public Safety
3. Library
4. Infrastructure
5. Beautification, Community Engagement, and Quality of Life
6. Youth Programs

Report Approval Details

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|----------------------|---|
| Document Title: | STAFFREPORT_HR_VACANCYREPORT2025.docx |
| Attachments: | - Attachment A - AB 2561.pdf - Attachment B - Resolution 2025-XX.docx - Attachment C - Administrative Policy.docx |
| Final Approval Date: | Apr 10, 2025 |

This report and all of its attachments were approved and signed as outlined below:

Robert Cardenas

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