



Staff Report

Agenda Item #: {{section.number}}A

Yountville Town Council Staff Report

DATE: May 6, 2025

TO: Mayor and Town Council

FROM: Ashley Ray, Human Resources Analyst

PREPARED BY: Ashley Ray, Human Resources Analyst

RECOMMENDATION

Adopt Resolution Number 25-4354 adopting procedures for holding public hearings and reporting on the Town of Yountville's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561 (Gov. Code § 3502.3).

DISCUSSION/BACKGROUND

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 (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the Town's legal obligations under the new law, which took effect 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 Town of Yountville is required to do the following:

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

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the Town of Yountville to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There are 2 bargaining units in the Town of Yountville. (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 Town of Yountville 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).)

Procedures for the Public Hearing on Town of Yountville Vacancies and Recruitment and Retention Efforts:

The Procedures for the Public Hearing on Town of Yountville Vacancies and Recruitment and Retention Efforts ("Procedures"), attached hereto as Attachment 3, establish protocol for the Town'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 Town of Yountville's and the employee organizations' presentations, and the standards of discourse during the public hearing.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

Is there a Fiscal Impact? No

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Mandatory

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

Briefly Explain Relationship to Strategic Plan Goal and Objective.

ATTACHMENTS

1. Resolution No 25-4354
2. AB2561 Legislative Text
3. Town of Yountville Procedures for the Public Hearing Regarding AB2561