

Agenda Item No.

C-1

DATE SUBMITTED

05/27/2025

SUBMITTED BY

Human Resources

DATE ACTION REQUIRED

06/04/2025

COUNCIL ACTION

(X)

PUBLIC HEARING REQUIRED

(X)

RESOLUTION

()

ORDINANCE 1ST READING

()

ORDINANCE 2ND READING

()

CITY CLERK'S INITIALS

()

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT:

DISCUSSION/ACTION:

1. Receive and File Report for Public Hearing on Vacancies to Comply with AB 2561.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

The City of Imperial is requesting the Council's consideration to receive and file this report for public hearing on vacancies to comply with AB 2561 which requires one public hearing each fiscal year before the adoption of the budget to report on vacancy levels, recruitment and retention efforts. This report includes information for the 2024 calendar year.

The City's bargaining groups are below the 20% vacancy threshold that would trigger additional reporting under AB 2561.

FISCAL IMPACT: NOT TO EXCEED

There is no fiscal impact associated with receiving and filing this report.

FINANCE
INITIALS

JMS

STAFF RECOMMENDATION:

Recommendation to receive and file this report.

DEPT. INITIALS

KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY
MANAGER'S
INITIALS

JHM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()



CITY OF IMPERIAL AB 2561 2025 ANNUAL REPORTING

Presented by **Kristen Smith, Human Resources Manager**

Date: **June 4, 2025**



AGENDA

- AB 2561 Overview
- City-Wide Information
 - Workforce Overview
 - Vacancy Information
 - Recruitment Information
 - Hiring Issues
 - Retention Information
- Bargaining Unit Specific Information
 - Vacancy Information
- Current Vacancy Update
 - Current Vacancy Status
- Conclusion
- Labor Presentations
- City Council Questions & Discussion
- Final Comments
- Public Comment



WHAT IS AB 2561?

- Effective January 1, 2025
- Government Code Section 3502.3 was added to the Meyer-Milias-Brown Act (MMBA), imposing new obligations on public sector agencies related to tracking and presenting information on job vacancies.
- AB 2561 declares that job vacancies are a widespread and significant problem for the public sector.
- MMBA, authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations.
- There is statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee relations.
- CA Legislature found that high employee vacancy rates contribute to:
 - Negative impacts on public service delivery to citizens
 - Increased workloads for public sector staff leading to burnout and increased turnover



PURPOSE OF AB 2561

- Requires annual public hearing before budget adoption
 - Invites input from recognized bargaining units during the public hearing
 - The City has two recognized bargaining groups
 - Teamsters Local Union #542
 - Imperial Police Officer's Association (IPOA)
-
- Public Hearing Notice was provided to bargaining groups on May 21, 2025
 - Public Hearing Notice was advertised on the City of Imperial website and at City Hall on May 21, 2025



CITY'S AB 2561 OBLIGATION

The City shall present information on the following during a public hearing before the governing board at least once per fiscal year.

- The status of vacancies
 - Recruitment and retention efforts
 - Any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
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- The presentation shall be made prior to the adoption of the final budget.
 - If the vacancy rate is at least 20% in any bargaining unit, additional obligations apply.
 - For the City of Imperial, no bargaining unit meets that threshold.



PURPOSE OF PUBLIC HEARING

- To increase transparency on staffing shortages in a public setting.
- To address recruitment and retention challenges
 - Provides an avenue to discuss challenges to maintaining a stable workforce.
- The obligations under the law apply to all public agencies (cities, counties and special districts) that are subject to the MMBA.
- This presentation satisfies the obligations of Assembly Bill (“AB”) 2561 that are codified in Government Code section 3502.3 of the Meyers-Milias-Brown Act (“MMBA”)

WORKFORCE OVERVIEW

Positions reviewed for calendar year 2024
(January 1, 2024 - December 31, 2024)

- Total Budgeted/Authorized Full-Time Positions: **124**
- **Overall Vacancy Rate: 6.7%**
- **IPOA Vacancy Rate: 3.6%**
- **Teamsters Vacancy Rate: 13.6%**
- **MSPC Unrepresented: 9.7%**

No groups meet or exceed the 20% vacancy threshold

**Represented Employees with
MOU Labor Contracts = 87
Teamsters = 59 IPOA = 28**



VACANCY INFORMATION CITYWIDE

Calendar Year 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Vacancies Created	3	2	3	1	0	2	8	2	2	4	3	1
# of Vacancies Filled	1	1	4	5	0	1	1	2	3	2	4	0
# of Remaining Vacancies	7	8	7	3	3	4	11	11	10	12	11	12
# of Budgeted FTEs	120	120	120	120	120	120	124	124	124	124	124	124
% of Vacancies	5.8%	6.7%	5.8%	2.5%	2.5%	3.3%	8.9%	8.9%	8.1%	9.7%	8.9%	9.7%

- Average % of Vacancies at the End of Each Month: **6.7%**
- Highest % of Vacancies at the End of a Month: **9.7%**
- Lowest % of Vacancies at the End of a Month: **2.5%**

RECRUITMENT PROCESS

Recruitment/Hiring Process Step	Description
Vacancy Created	Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position
Recruitment Review	Department Head submits a request to fill the vacancy to HR
Determine Recruitment Activity Type	Utilize existing eligibility list/ongoing recruitment, recruit external & internal, or recruit internal only
Job Posting	Advertise job openings and recruitment on websites and the City's social media. The City uses NeoGov to track and store recruitments and applications to ensure a systematic process.
Applicant Screening	HR conducts an initial screening of the applications and passes applicants who meet minimum qualifications. Department Heads have an opportunity to complete an SME review of the passed applicants.
Candidate Oral Exam	Determine the level of the oral exam for the position. The Department Head selects the panel and rating questions. HR reviews and approves the panel and questions.
Eligibility List	Applicants are placed on an eligibility list based on their oral exam scores. Department Heads can choose to select from an eligibility list for up to one year.
Candidate Selection	HR recommends hiring the top candidate on the eligibility list to the Department Head, but the Department Head has the discretion to select from the top three applicants.
Conditional Job Offer	Conditional offer is made to the applicant selected by the Department Head
Pre-Placement Process	Selected candidate accepts conditional job offer, HR processes all applicable background check and physical requirements for the position.
Job Placement	Selected candidate passes background check and physical, selected candidate is given an employment start date

2024 RECRUITMENT STATISTICS

Total # of Full-Time Vacancies Filled During 2024	24
# of Vacancies Filled by Existing Eligibility List/Ongoing Recruitment:	1
Average # of Calendar Days to Fill Vacancies:	71 Days
# of Vacancies Filled by New External/Internal Recruitment:	22
Average # of Calendar Days to Fill Vacancies:	101 Days
# of Vacancies Filled by New Internal Only Recruitment:	1
Average # of Calendar Days to Fill Vacancies:	39 Days

2024 Recruitment Activity from January 1 – December 31, 2024

- 28 Full-Time and 9 Part-Time/Seasonal recruitments were held
- 1485 Applications for Employment Received
 - 1351 Applications for Full-Time Employment Opportunities
 - 134 Applications for Part-Time and Seasonal Employment Opportunities



HIRING CHALLENGES

The City reviewed applicable policies, procedures, and recruitment activities to identify any potential obstacles in hiring processes.

The City identified the following potential obstacles:

- **Salary Expectations:** Misalignment between applicant salary demands and available compensation for some positions.

Strategic Solutions:

- The City hired a third-party consultant to complete a comprehensive Classification and Compensation Study, which concluded in December 2024.
- The City is currently in discussions with labor groups to review study recommendations and next steps for implementation.



RETENTION EFFORTS

THE CITY OFFERS:

- Competitive Benefit Package
 - (Medical, Dental, Vision, Life Insurance, EAP, Supplemental Benefits)
- Three-Year Contracts with Labor with COLA increases of 15% over three years
 - FY 23-24 -10%, FY 24-25 - 2.5%, FY 25-26 - 2.5%
- Opportunity for Annual Merit Increase
- Competitive Pension Plan with Contributions to both CalPERS and Social Security
- Competitive Assignment Pay, Certificate Pay (Teamsters)
- Competitive Specialty Assignment Pay and Education Pay (IPOA)
- Bilingual Pay
- Voluntary 9/80 Work Schedule
- 14 Holidays Observed
- Generous Paid Time Off
- Vacation Cash-Out
- Tuition Reimbursement
- Gym Reimbursement
- Employee Training and Development
- Promote a positive workplace culture with the Employee Engagement Committee Activities, Teambuilding Events, and Employee Recognition Programs

2024 RETENTION STATISTICS

Total # of Vacancies Created in 2024	31
Annual Staffing Turnover Rate:	8%
# of Vacancies Created by Newly Budgeted Positions :	4
% of Vacancies Resulting From Staffing Growth :	13%
# of Vacancies Created by Internal Promotion :	8
# of Vacancies Created by Internal Transfer :	6
% of Vacancies Resulting From Internal Opportunity :	45%
# of Vacancies Created by Retirement :	0
# of Vacancies Created by Involuntary Separation :	3
% of Vacancies Resulting From Attrition :	10%
# of Vacancies Created by Voluntary Separation :	10
% of Vacancies Resulting From Turnover :	32%

VACANCY INFORMATION BARGAINING UNITS

12/31/2024	# of Vacancies	# of Budgeted FTEs	% of Vacancies
IPOA	1	28	3.6%
Teamsters	8	59	13.6%
MSPC (Unrepresented)	3	31	9.7%
Contracted Employees	0	2	0%

- Bargaining Units at or exceeding 20% vacancy rate:
 - **None**



CURRENT VACANCY DATA

JUNE 4, 2025

Employee Group	FTE's Budgeted	Vacancies	Vacancy Rate
IPOA	28	2	7.1%
Teamsters	59	2	3.3%
Management, Supervisory, Professional, Confidential (Unrepresented)	35	2	5.7%
Contracted Employees	2	0	0%
City Overall	124	6	4.8%



CURRENT STATUS OF VACANCIES

- Police Officer – 1 Vacancy (**IPOA**)
 - Vacated April 11, 2025, open recruitment held, interviews conducted, and applicant selected, pending clearance process.
- Police Services Officer I – 1 Vacancy (**IPOA**)
 - Vacated May 30, 2025, recruitment on hold for position review.
- Crew Leader (Parks) – 1 Vacancy (**Teamsters**)
 - Vacated February 20, 2025, recruitment on hold for position review.
- Information Technology Technician III – 1 Vacancy (**Teamsters**)
 - Vacated May 12, 2025, Eligibility List, interviews conducted, and applicant selected, clearance process complete, and start date scheduled for June 23, 2025.
- Public Services Supervisor – 1 Vacancy (**MSPC**)
 - Job Description and Allocation approved by City Council on May 7, 2025, internal recruitment held, interviews conducted, and applicant selected, start date scheduled for June 9, 2025.
- Fleet and Facilities Supervisor – 1 Vacancy (**MSPC**)
 - Vacated May 26, 2025, recruitment on hold for position review.



CONCLUSION

- This presentation satisfies the obligations of Assembly Bill (“AB”) 2561 that are codified in Government Code section 3502.3 of the Meyers-Milias-Brown Act (“MMBA”)
- All groups are under the 20% vacancy threshold, with the overall vacancy rate for 2024 at 6.7%.
- No Council action is needed at this time.
- We will now offer the opportunity for employee organization presentations.

The background features abstract, flowing waves in shades of red, orange, and yellow, creating a dynamic and energetic feel. The waves are layered, with some appearing more prominent than others, giving a sense of depth and movement.


IPOA PRESENTATION

The background features abstract, flowing waves in shades of red, orange, and yellow, creating a dynamic and energetic feel. The waves are layered, with some appearing more prominent than others, and they flow across the frame from left to right.

TEAMSTERS PRESENTATION

The background of the slide features abstract, flowing wavy lines in shades of red and yellow, creating a dynamic and modern aesthetic. The lines are layered and curved, with some appearing more prominent than others, giving a sense of movement and depth.

GOVERNING BODY QUESTIONS & DISCUSSION

The background features abstract, flowing waves in shades of red, orange, and yellow, creating a dynamic and energetic feel. The waves are layered, with some appearing more prominent than others, giving a sense of depth and movement.

FINAL CITY COMMENTS

The background of the slide features abstract, flowing waves in shades of red and yellow. These waves originate from the top and bottom edges, curving upwards and outwards to frame the central text. The colors transition from deep red on the left to bright yellow on the right, with some areas showing a gradient. The overall effect is dynamic and modern.

FINAL COMMENTS FROM EMPLOYEE ORGANIZATIONS

The image features a white background with decorative wavy lines in red and yellow. These lines are positioned at the top and bottom of the frame, creating a sense of movement and framing the central text. The lines are smooth and flowing, with a gradient of colors from deep red to bright yellow.

PUBLIC COMMENT

The background features abstract, flowing waves in shades of red, orange, and yellow, creating a dynamic and energetic feel. The waves are layered, with some appearing more prominent than others, and they curve across the frame.

THANK YOU