

RESOLUTION NO. 245-40

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA
TO ADOPT A POLICY TO BE IN COMPLIANCE WITH GOVERNMENT CODE SECTION 3502.3
AND HOLD AN ANNUAL PUBLIC HEARING REGARDING STAFF VACANCIES**

WHEREAS, Government Code 3502.3 (California Assembly Bill 2561) requires public agencies to hold at least one (1) public hearing per fiscal year to discuss vacancies in City positions and the recruitment and retention efforts of the City to maintain filled positions to carry out services to the Arcata community; and

WHEREAS, Government Code 3502.3 contains specific requirements to be shared at the public hearing which includes the vacancies of each bargaining unit, the City's recruitment and retention efforts, and any issues with the City's policies, procedures, and recruitment activities which may contribute to obstacles in the hiring process; and

WHEREAS, the City seeks to be in full compliance with the law while creating parameters to help administratively guide the public hearing in order to ensure a fair, orderly and efficient hearing process.

NOW, THEREFORE, BE IT RESOLVED, that the City Council adopts the attached City of Arcata Administrative Policy on the requirements of Government Code Section 3502.3, Public Hearing and Reporting on City of Arcata Staff Vacancies, and the City of Arcata's Recruitment and Retention Efforts.

DATED:

ATTEST:

APPROVED:

City Clerk, City of Arcata

Mayor, City of Arcata

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No.245-40, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 2nd day of April, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

City Clerk, City of Arcata

City of Arcata

Administrative Policies and Procedures

Subject: Public Hearing and Reporting on City of Arcata Staff Vacancies, and the City of Arcata’s Recruitment and Retention Efforts

Effective Date: April 2, 2025

Originating Department: Human Resources

1. INTRODUCTION:

1.1 Effective January 1, 2025, Government Code Section 3502.3 requires City of Arcata to present information on the status of staff vacancies of each bargaining unit and the City’s recruitment and retention efforts at a public hearing before the City Council of the City of Arcata at least once per fiscal year.

2. DEFINITIONS:

- 2.1 Public Hearing: A formal meeting that is open to the public, where a City of Arcata representatives present information and accept public comments on specific topics, as required by law.
- 2.2 Vacancies: Unfilled full-time positions within the City of Arcata's workforce that require recruitment.
- 2.3 Recruitment: The process of attracting, screening, and selecting qualified candidates for employment with the City of Arcata.
- 2.4 Retention: The process of maintaining a stable and satisfied workforce within the City of Arcata.

3. POLICY STATEMENT:

- 3.1 In accordance with Gov. Code § 3502.3, the City of Arcata is committed to holding a public hearing on vacancies, recruitment and retention efforts, and any issues with the City of Arcata’s policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
- 3.2 The City of Arcata will hold a public hearing at least once each fiscal year prior to the adoption of the annual budget and provide reports on vacancies, recruitment, and retention efforts for the prior calendar year.

4. POLICY PROVISIONS:

- 4.1 Public Hearing Requirements
 - 4.1.1 The City of Arcata shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts, and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
 - 4.1.2 Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.
 - 4.1.3 The City will notify in writing each recognized employee organization that represents City employees of the date, time and place of the hearing at least ten (10) calendar days in advance of the hearing.
 - 4.1.3.1 In the notice, the City will inquire whether the employee organization intends to make a presentation to the City Council at the public hearing. The City will request that, for planning purposes, the employee organization provides written notice to the Human Resources Department at least five (5) working days in advance of the

public hearing indicating whether the employee organization intends to make a presentation at the public hearing.

- 4.1.3.2 The notice will also inform the employee organization for each bargaining unit they will be allotted ten (10) minutes for their presentation at the public hearing.
- 4.1.3.3 Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
- 4.1.4 Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.
- 4.1.5 The City Clerk shall ensure that each public hearing is adequately documented, with minutes and recordings made publicly available.
- 4.1.6 The City of Arcata presentation will be limited to 10 minutes for each bargaining unit. The City may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.
- 4.1.7 Following the agency presentation, each recognized employee organization will have the opportunity to make a presentation. The recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing regarding staff vacancies and the City's recruitment and retention efforts. The presentation will be limited to 10 minutes. If the employee organization is engaged in bargaining, the employee organization shall not present bargaining proposals during the presentation to the City Council on matters that have been or have not been presented in bargaining.
- 4.1.8 City Council may ask questions of the City and the employee organization presenters.
- 4.1.9 Final City of Arcata comments will be limited to three minutes per bargaining unit.
- 4.1.10 Final employee organization comments will be limited to three minutes per bargaining unit.
- 4.1.11 Public comment regarding the hearing will be limited to two minutes per person.

4.2 Reporting Requirements.

- 4.2.1 The City of Arcata shall present information on the following at the public hearing:
 - 4.2.1.1 The status of vacancies at the City of Arcata.
 - 4.2.1.2 Information on the City of Arcata's recruitment and retention efforts.
 - 4.2.1.3 Identification of any obstacles in the City of Arcata's policies, procedures, and recruitment activities that may create challenges in the hiring process.

4.3 Special Reporting Requirements for High Vacancy Rates

- 4.3.1 If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City of Arcata shall, upon request of the recognized employee organization, include the following information during the public hearing:
 - 4.3.1.1 The total number of job vacancies within the bargaining unit.
 - 4.3.1.2 The total number of applicants for vacant positions within the bargaining unit.
 - 4.3.1.3 The average number of days to complete the hiring process from when a position is posted.
 - 4.3.1.4 Opportunities to improve compensation and other working conditions.
- 4.3.2 If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City of Arcata shall, upon request of the recognized employee organization, include the following information during the public hearing:
 - 4.3.2.1 The total number of job vacancies within the bargaining unit.
 - 4.3.2.2 The total number of applicants for vacant positions within the bargaining unit.

4.3.2.3 The average number of days to complete the hiring process from when a position is posted.

4.3.2.4 Opportunities to improve compensation and other working conditions.

5 MONITORING AND REVIEW

5.1 The Human Resources and Administrative Services Director or designee may review the effectiveness of this policy and make revisions as necessary to ensure ongoing compliance with Gov. Code § 3502.3 (AB 2561) and alignment with best practices in public transparency.

6 COMPLIANCE AND ENFORCEMENT

6.1 The City of Arcata will maintain records of all public hearings, reports, and related documents in compliance with public records requirements.