



Meeting Date: May 13, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Katie Bruner, Administrative Services Director Beth Walker, Administrative Services Technician

Subject: Annual Report on Employee Vacancies, Recruitment and Retention Efforts (AB 2561 Compliance)

RECOMMENDATION

Hold a public hearing to receive a report on the Town's vacancies, recruitment, and retention efforts.

BACKGROUND

California Assembly Bill (AB) 2561 was enacted into law and is codified as Government Code section 3502.3, effective January 1, 2025. Among other requirements, this new State law mandates that public agencies, including cities and towns, conduct a public hearing to present the status of vacancies, recruitment, and retention efforts during a public hearing before the agency's governing body at least once per fiscal year prior to the adoption of the next fiscal year's budget and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. This agenda item complies with this new legal requirement.

DISCUSSION

In compliance with the AB2561, staff will present the following required information at the public hearing:

1. Status of Town vacant positions.
2. Information on Town's recruitment and retention efforts.
3. Obstacles in Town's policies, procedures, and recruitment activities that may create challenges in the hiring process.

Per this AB2561, if the number of vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time equivalent (FTE) positions, the public agency

must also, upon request of the employee organization, needs to include the following information during the public hearing:

1. Total number of vacancies within the bargaining unit.
2. Total number of applicants for vacant positions within the bargaining unit.
3. Average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

Recognized employee organizations for each bargaining unit are allowed to make presentations during the public hearing, and representatives from each of the bargaining units were notified of the opportunity to present.

For the 2025 calendar year, the Town's annual average percentage of vacancies (for regular, full-time equivalent positions) was 3.95%. The vacancy rate for each bargaining unit remained under the 20% in each month of the year. Attachment A shows Town vacancies by month and summarizes the vacancy rate for each bargaining unit.

FISCAL IMPACT

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3.

CEQA COMPLIANCE

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment or is otherwise not considered a project as defined by CEQA Statute §21065 and CEQA State Guidelines §15060(c)(3) and §15378. The public hearing and reporting on vacancy rates, recruitment and retention efforts meets the above criteria and is not subject to CEQA. No additional environmental review is required.

ALTERNATIVES

Receive the report and provide alternative direction to staff.

NEXT STEPS

Staff will continue to monitor and report to Town Council the workforce vacancies, recruitment, and retention efforts in compliance with AB 2561 requirements.

ATTACHMENTS

[Attachment A - Vacancy Data 2025](#)