



## **CITY OF MENIFEE**

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SUBJECT: 2025 Annual Report for Citywide Vacancies, and Recruitment and Retention Efforts

MEETING DATE: May 21, 2025

TO: Mayor and City Council

PREPARED BY: Rita Reddy, Human Resources Analyst

REVIEWED BY: Angela Rivera, Human Resources Director

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Receive and file the annual report on citywide vacancy rates, recruitment, and retention efforts for the City of Meniffee's six bargaining units as required by Government Code Section 3502.3.

### **DISCUSSION**

#### **Background**

Assembly Bill (AB) 2561 went into effect as of January 1, 2025, and added Section 3502.3 to the Government Code ("Code"). This Code requires all local public agencies to hold an annual public hearing to present a report to their governing body detailing the status of employee vacancies, recruitment and retention efforts, and to evaluate whether any updates to hiring policies, procedures, or recruitment activities are necessary. Additionally, as required by the Code, the public hearing must be held prior to the governing board adopting an annual or multiyear budget and employee organizations for each bargaining unit are entitled to present on the topics noted above during the course of the public hearing.

Per AB2561, if the number of job vacancies within a single bargaining unit equaled or exceeded 20 percent of the total authorized full-time positions, the public agency would be required (upon request by the recognized employee organization) to include the following information during the annual public hearing:

- The total number of job vacancies within the affected bargaining unit.
- The total number of applicants for those vacant positions.
- The average number of days it takes to complete the hiring process from the date a position is posted.
- Identified opportunities to improve compensation and overall working conditions.

### **City of Menifee 2025 AB2561 Compliance Summary**

This agenda item satisfies the requirement to hold a public hearing before the City Council during the fiscal year. During the hearing, staff will present data regarding: (i) the number and percentage of vacancies by bargaining unit; (ii) ongoing and planned recruitment activities; and (iii) retention strategies and any obstacles identified in the hiring process. This hearing is occurring prior to adoption of the City's Biennial 2025/2026 and 2026/2027 Budget, as required.

The City of Menifee currently recognizes six bargaining units: the Menifee City Employees' Association (MCEA) General, Professional, and Mid-Management Units; the Menifee Miscellaneous Police Employees Association (MMPEA); the Menifee Police Officers Association (MPOA); and the Menifee Police Management Association (MPMA). The City has notified and invited all six recognized employee organizations to attend and present during the public hearing.

As noted previously, additional reporting would be required if any single bargaining unit had a vacancy rate of 20 percent or higher. As of the date of this hearing, no bargaining unit has reached or exceeded the 20 percent vacancy threshold that would trigger additional reporting obligations. As of January 2024, the City had 18 full-time represented vacancies, reflecting an average vacancy rate of six percent. Table 1 below outlines the vacancy rates per bargaining unit.

**TABLE 1: VACANCY RATES BY BARGAINING UNIT**

<b>Bargaining Unit</b>	<b>Vacancy Rate</b>
The Menifee City Employees' Association (MCEA) General Unit	5.0%
The Menifee City Employees' Association (MCEA) Professional Unit	5.0%
The Menifee City Employees' Association (MCEA) Mid-Management Unit	5.6%
The Menifee Miscellaneous Police Employees Association (MMPEA)	9.5%
The Menifee Police Officers Association (MPOA)	10.8%
The Menifee Police Management Association (MPMA)	0%

### **STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community

**FISCAL IMPACT**

There is no direct fiscal impact associated with this hearing; however, future staffing decisions or policy adjustments may carry future budget implications.

**ATTACHMENTS**

1. AB 2561 Text
2. Summary of Citywide Vacancy Rates by Bargaining Unit