

## NOTICE OF PUBLIC HEARING

The **City Council or Board** of **NAME OF PUBLIC AGENCY** will conduct a Public Hearing to consider the following:

In accordance with GC Section 3502.3 (Assembly Bill 2561), a public agency must once per fiscal year present the status of vacancies, recruitment and retentions efforts at a Public Hearing before the adoption of an annual budget.

LOCATION: **"Citywide" or "Agency-wide"**

APPLICANT: **NAME OF AGENCY**

ENVIRONMENTAL REVIEW: The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA).

The Public Hearing will be held as follows: **DATE**

Time: **TIME**

Location: **ADDRESS**

Members of the public may attend the Hearing in person or **name other ways to participate, e.g., email comments before the meeting , Zoom**

For further information concerning this matter, please contact **Name, Title, Phone and email.**

Dated: **Date**

Published: **Publication Date**

## AB 2561 PUBLIC HEARING SCRIPT

- Announcement of the Item
- Open Public Hearing

Meeting Chair: This item is heard in accordance with AB 2561 which mandates public agencies conduct a noticed public hearing each fiscal year prior to budget adoption to present information on the status of their job vacancies, recruitment, and retention efforts. Staff will present information to comply and provide transparency related to these considerations. The public will be afforded an opportunity to speak and provide their testimony and comments during the comment period of this hearing.

- Presentation by Staff
- Council or Board Discussion
- Open Public Comment: Members of the Public are invited to provide their testimony as relates to this item, as part of the Public Hearing process.
- Close Public Comment
- Continued Council or Board Discussion
- Close Public Hearing: Thank you to the public who have given their testimony related to this item. The Public Hearing and discussion period have concluded. We will now proceed, and so I ask now if we have a motion?
- Proceed to take the vote
- Thank you, we move on to the next item.