



STAFF REPORT – CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Keira A. Vink, Human Resources and Administrative Services Director

PREPARER: Keira A. Vink, Human Resources and Administrative Services Director

DATE: May 6, 2026

TITLE: **Adopt Resolution No. 256-56, A Resolution of the City Council of the City of Arcata Approving the City of Arcata’s Administrative Policy Regarding Ethics and Financial Training; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Adopt Resolution No. 256-56, A Resolution of the City Council of the City of Arcata Approving the City of Arcata Administrative Policy for ethics and financial training; and
- 2) Authorize the City Manager to execute all applicable documents.

INTRODUCTION:

California Government Code Title 5 Division 2 Sections 53234, 53235.1, 53235.2 and 53238, outlines requirements for Local Agency Employees and Officials to complete Ethics and Financial Training during the course of their employment or appointment.

DISCUSSION:

To comply with this legal mandate, the City of Arcata is implementing a formal policy regarding the mandated Ethics and Financial Training required of certain local agency officials and employees. The policy defines who in the City of Arcata is required to take the training but also allows Department Directors to make an executive decision requiring additional employees and/or local agency officials within their Department or Committee to take the trainings. The Policy also gives clear guidance on when the trainings must be completed and how often. The general content of the training is also defined in the policy, and the policy establishes the recordkeeping responsibilities for the City of Arcata.

POLICY IMPLICATIONS:

Adoption of the Administrative Policy on Ethics and Financial Training will help ensure consistent assignment of training for identified local agency employees and officials and outlines the recordkeeping practices.

BUDGET/FISCAL IMPACT:

The Policy has no financial impact to the City of Arcata.

RECOMMENDED COUNCIL ACTION:

Motion to:

- 1) Adopt Resolution 256-56, A Resolution of the City Council of the City of Arcata Approving the City of Arcata Administrative Policy Regarding Ethics and Financial Training; and
- 2) Authorize the City Manager to execute all applicable documents.

Consent Calendar vote.

ATTACHMENTS:

- A. Resolution 256-56 Administrative Policies and Procedures Ethics and Financial Awareness Training