

RESOLUTION NO. 256-56

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA
APPROVING THE CITY OF ARCATA ADMINISTRATIVE POLICY AND PROCEDURES
FOR ETHICS AND FINANCIAL TRAINING**

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

WHEREAS, the City of Arcata will use the administrative policy to create clear guidelines on who must complete the required training, when it must be completed, how the individuals will complete the training, what content must be included in the training, and who will maintain the records of completion; and,

WHEREAS, the Ethics and Financial Training policy is applicable to all City Council Members and Planning Commission Members as well as Department Directors and other designated City of Arcata employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arcata does hereby establish the attached Administrative Policy and Procedure for Ethics and Financial Training, effective upon adoption.

DATED: May 6, 2026

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 256-56, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 6th of May in the year 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Rhea Varley, City Clerk

**City of Arcata
Administrative Policies and Procedures**

Subject: Ethics and Financial Training

Effective Date: May 6, 2026

Originating Department: City Manager’s Office

I. PURPOSE

To establish a policy and procedures for the completion of required Ethics and Financial training for City Council Members, Planning Commission Members, Department Directors, and certain other designated City of Arcata positions.

II. Definitions

For the purposes of this policy, the following terms will be used:

- 2.1 “City Council” is the legislative body that provides governance for the City of Arcata. Five City Council members make up the City Council.
- 2.2 “City Planning Commission” serve in an advisory capacity to the City Council and City staff on all matters related to City planning and the physical development of Arcata and its surrounding areas. Seven members make up the Planning Commission.
- 2.3 “Department Directors” are those individuals who are appointed by the City Manager to be the Director of a Department by contractual agreement approved by the City Council.
- 2.4 “Other Designated Employees” are leadership positions within the City who act for the Department Director in their absence or are specifically named in this policy.
- 2.5 “Ethics Training” shall encompass but is not limited to; the laws related to personal financial gain by public servants, laws prohibiting bribery and conflict of interest, laws regarding claiming gifts, laws regarding travel restrictions, laws prohibiting use of public funds for personal or political purposes, laws regarding the prohibition against gifts of public funds and mass mailings, laws regarding the prohibitions against the acceptance of free and discounted transportation; government transparency laws and financial interest disclosure requirements and open government laws, laws relating to fair processes including common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public constructions projects, and disqualification

from participating in decision making affecting family members.

- 2.6 “Financial Training” shall encompass and is not limited to laws and principles relating to financial administration and short and long term fiscal management, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, financial reporting and auditing, capital financing and debt management, mechanisms for local agency revenues, pensions, and other post-employment benefits, cash management and investments, the prudent investor standard, and the ethics of safeguarding public resources, general fiscal and financial planning principles and any pertinent laws relevant to the local agency official’s public service and role in overseeing the local agency’s operations, and relevant to the local agency’s procurement and contracting practices and responsibilities.
- 2.7 “Proof of Participation” is verification of Ethics or Financial training has been completed by an individual which must include the date the local agency official completed the training and the name of the entity which provided the training.
- 2.8 “FPPC” is the Fair Political Practice Commission which is an office of the State of California.

III. GENERAL

This policy is established to:

- 3.1 Comply with the California Government Code Title 5, Division 2, Sections 53234, 53235.1, 53235.2, and 53238. This is the section of California laws which outlines the Ethics and Financial training requirements for local agency officials.
- 3.2 Outline procedures and responsibilities for the completion of the required training.

IV. POLICY

- 4.1 The following City employees (classifications) and officials must complete both Ethics Training and Financial Training; City Council Members, Planning Commission Members, City Manager, Assistant City Manager, Department Directors, Chief of Police, City Engineer, Assistant City Engineer, Deputy Directors, Building Official, Contracts and Special Projects Manager, Finance Manager, and City Clerk.
- 4.2 Ethics Training must be completed every two years.
- 4.3 Financial Training must be completed every two years.
- 4.4 Employees and officials who are hired or begin their term before January 1, 2026, must complete Financial Training no later than January 1, 2028. In addition, these individuals must continue to meet the current requirement to complete Ethics Training every two years.

- 4.5 For employees or Officials who are hired after January 1, 2026, must complete both trainings, Ethics and Financial Training, within six months of their start date. Thereafter, they shall receive the training once every two years.
- 4.6 Department Directors may designate employees in their department who are not specifically listed in this policy to take either Ethics or Financial training or both. In this case, departments are responsible for the coordination of the training and record keeping.

V. PROCEDURES:

- 5.1 Community Development will notify the City Clerk when a new Planning Commissioner is appointed. For all other individuals, Human Resources will notify the City Clerk when a new individual is entering any of the designated positions which require Ethics and Financial Training. The City Clerk will be responsible for tracking when new City Council members and new Planning Commissioners are elected or appointed to office.
- 5.2 City Clerk will notify the designated individual by way of email of the requirement, including the deadline by which it must be completed.
- 5.3 In the email notification, the City Clerk will provide instructions on how the individual shall take the training.
- 5.4 The individual shall complete the full two hours of required training per training requirement. They will be required to download and print the Proof of Participation showing completion of the training requirement, sign the certificate, and file it with the City Clerk.
- 5.5 City Clerk will maintain a log for each year tracking completion of Ethics and Financial Training for designated individuals.
- 5.6 City Clerk will maintain the file for records of Proof of Participation for Ethics and Financial Training, retaining these records for the statutory retention period.
- 5.7 City of Arcata will include instructions on its public website on how the public may request records of training completion under the Public Record Act through contacting the City Clerk.

Revised:
5/6/2026