

**RESOLUTION NO. 256-71**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA  
ESTABLISHING A TEMPORARY HIRING FREEZE FOR VACANT POSITIONS TO  
ADDRESS FISCAL CONDITIONS, REDUCE THE CURRENT BUDGET DEFICIT  
AND PRESERVE GENERAL FUND RESERVES**

**WHEREAS**, the City Council of the City of Arcata is responsible for adopting the annual Fiscal Year (FY) budget before July 1<sup>st</sup> each year; and

**WHEREAS**, maintaining the fiscal stability and long-term financial sustainability of the City is a priority and goal of the City Council; and

**WHEREAS**, the City Council finds it necessary to implement temporary expenditure controls in order to protect essential public services, maintain adequate reserve levels, and reduce projected budget deficits; and

**WHEREAS**, the Arcata is currently preparing and considering the Fiscal Year 2026–27 Operating Budget; and

**WHEREAS**, the City is experiencing increasing fiscal pressures resulting from inflationary impacts, increased costs for salaries and benefits, rising insurance premiums, escalating costs for goods and services, infrastructure needs, and slowing or uncertain revenue growth; and

**WHEREAS**, the City Council finds that prudent fiscal management requires the implementation of temporary expenditure controls in order to preserve essential public services, maintain fiscal stability, and protect the long-term financial health of the City; and

**WHEREAS**, personnel costs represent the City’s largest General Fund expenditure and temporary vacancy controls can assist the City in reducing projected deficit spending while allowing the City Manager and City Council additional time to evaluate long-term staffing and service level needs; and

**WHEREAS**, the City Council recognizes the need to maintain staffing for critical public safety, legally mandated, revenue-supported, and operationally essential services; and

**WHEREAS**, the City Council desires to implement a temporary hiring freeze applicable to vacant positions while allowing limited exemptions where necessary to protect public health, safety, welfare, and continuity of essential City operations.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Arcata as follows:

## **Section 1. Purpose**

The purpose of this Resolution is to implement a temporary hiring freeze for vacant positions in order to reduce expenditures and preserve fiscal stability during the current budget period.

## **Section 2. Hiring Freeze Established**

Effective immediately upon adoption of this Resolution, all recruitment, hiring, and filling of vacant full-time, part-time, temporary, seasonal, and retired-annuitant positions are suspended unless specifically exempted under this Resolution.

## **Section 3. Exempt Positions**

The following positions or categories may be exempt from the hiring freeze upon approval by the City Manager:

1. Positions necessary for public health and safety;
2. Positions required to maintain minimum staffing levels for emergency response;
3. Positions necessary to comply with federal or state law, court order, permit requirement, or regulatory mandate;
4. Positions funded entirely by restricted grants or external funding sources;
5. Positions determined by the City Manager to be critical to essential City operations or revenue generation;
6. Internal promotions or reassignments that do not increase overall staffing levels or budgeted costs.

## **Section 4. Review of Vacancies**

All currently vacant positions shall be reviewed by the City Manager, Assistant City Manager/Finance Director, and HR/Administrative Services Director to determine:

- Whether the position is essential;
- Whether duties may be reassigned;
- Whether the position should remain vacant; and/or
- Whether the position should be eliminated through a future budget process.

## **Section 5. Duration**

This hiring freeze shall remain in effect until rescinded by the City Council.

**Section 6. Reporting**

The City Manager shall periodically report to the City Council regarding:

- Positions held vacant;
- Estimated salary and benefit savings;
- Operational impacts resulting from the hiring freeze;
- Any exemptions approved under this Resolution.

**Section 7. Implementation Authority**

The City Manager is authorized to implement administrative procedures necessary to carry out this Resolution.

**Section 8. Severability**

If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

**SECTION 9.** This Resolution shall become effective upon its adoption.

DATED:

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 No.256-71, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the \_\_\_\_ day of June 3, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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City Clerk, City of Arcata