



## CITY COUNCIL WORK SESSION MEETING

Tuesday, February 07, 2023, at 5:30 PM  
Court Room/Council Chambers (2nd Floor) and Online  
275 W. Main Street, Santaquin, UT 84655

### MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – Meetings are held on the 2<sup>nd</sup> floor in the Court Room/Council Chambers at City Hall
- **YouTube Live** – Public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://bit.ly/2P7ICfQ> or by searching for Santaquin City Channel on YouTube.

### ADA NOTICE

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

## AGENDA

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### INVOCATION/INSPIRATIONAL THOUGHT

### DISCUSSION ITEMS


1. Conflict of Interest Disclosures
2. Orchard Days Magazine Printing
3. "Healthy Utah" Initiative City Implementation
4. April 19-21, 2023 ULCT Conference Attendance
5. Upcoming Agenda Items
6. Other Business

### ADJOURNMENT

## CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was posted on [www.santaquin.org](http://www.santaquin.org), Santaquin City Social Media sites, posted in three physical locations (Santaquin City Public Safety Building, Zions Bank, Santaquin Post Office), and posted on the State of Utah's Public Notice Website.

BY:

  
Amalie R. Ottley, City Recorder





**SANTAQUIN CITY CORPORATION**

275 West Main Street  
Santaquin, UT 84655  
(801) 754-3211  
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**MEMO**

**TO:** Mayor & City Council

**FROM:** Shannon Hoffman

**DATE:** 02/03/2023

**RE:** Annual Disclosure Statement

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On the February 7, 2023 City Council Work Session agenda, you will find an "Annual Disclosure Statement".

Pursuant to the requirements contained in the Municipal Officers and Employees Ethics Act, § 10-3-1305, each year, municipal officers and employees are required to disclose actual or potential conflicts of interest, if any, between their public duties and their personal interests.

This year, Amalie worked with our legal counsel, Brett Rich, to update the Disclosure Statement. This new form looks a bit different than in years past but will provide the required documentation we need for the auditors. As part of our annual audit, these documents are requested by our auditors for examination to make sure we comply with Utah State Code.

Additionally, as part of the annual Fraud Risk Analysis, we are asked for a formal "Conflict of Interest" policy. Jason Bond and I are working to add a specific "Conflict of Interest" policy to Section 4, Employee Conduct, of our Employee Policies and Procedures Handbook. This future addition to the handbook will outline the definitions of Conflicts of Interest and will include the requirement of signing an annual Disclosure Statement by all elected officials and employees.

Please let me know if you have any questions regarding this document or the forthcoming update of the Handbook.

**ANNUAL DISCLOSURE STATEMENT**

Santaquin City  
275 W. Main Street  
Santaquin, UT 84655

I, \_\_\_\_\_, being first sworn, hereby disclose as follows:

1. I reside at: \_\_\_\_\_  
\_\_\_\_\_.

2. I was elected/appointed, or am otherwise affiliated with Santaquin City, as:  
\_\_\_\_\_

3. I am an officer, director, agent, employee, or owner of a substantial interest, in the following business or other entity or entities:

1. Name of business or other entity:  
\_\_\_\_\_
2. Position Held: \_\_\_\_\_
3. Nature of interest: \_\_\_\_\_  
\_\_\_\_\_

Or: Not Applicable \_\_\_\_\_

*\*Note: This disclosure requirement does not apply to instances where the total value of the interest does not exceed \$2,000. Life insurance policies and annuities shall not be considered in determining the value of any such interest. This statement is to be filed on first becoming a public officer, annually updated, and again if the position or value of interest in the business entity significantly changes.*

4. I have solicited, received or have agreed to receive, for myself or another, compensation, loan or gift, directly or indirectly, from the following persons or business or other entities:

1. Name of person or entity providing compensation, loan, or gift, etc.:  
\_\_\_\_\_
2. Brief description of each gift, loan, or other compensation transaction:  
\_\_\_\_\_

Or: Not Applicable \_\_\_\_\_

*\*NOTE: This disclosure requirement does not apply to an occasional non-pecuniary gift of a value less than \$50.00, a public award of recognition for public service, bona fide loans from commercial lenders, or political contributions.*

5. I have participated in negotiations, or received or have agreed to receive compensation:

1. In respect to a transaction between Santaquin City and a business or other entity as to which I am an officer, director, or employee; or own a substantial interest, or
2. For assisting persons or business or other entities in transactions involving Santaquin City or state agencies, as follows:

a. Name of Agency: \_\_\_\_\_

b. Name of person or entity involved: \_\_\_\_\_

c. Brief description of the transaction and nature of service performed or to be performed: \_\_\_\_\_

\_\_\_\_\_

or: Not Applicable \_\_\_\_\_

*\*NOTE: This disclosure statement is required to be filed for each transaction or continuing transactions with an agency. It should be filed with the Santaquin City Recorder's Office within ten days after the date of any agreement or receipt of compensation, whichever comes first.*

Please list any additional interests that you may have, that may be perceived as a conflict of interest with your Santaquin City duties and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

State of Utah )  
 :ss  
County of \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me, \_\_\_\_\_ who, after being duly sworn, acknowledged to me that he/she is authorized to execute this document and who executed the same.

Notary Public