



**SANTAQUIN CITY CORPORATION**

275 West Main Street  
Santaquin, UT 84655  
(801) 754-3211  
(801) 754-3526 fax

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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.