



## **CITY OF MENIFEE**

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SUBJECT: Conflict of Interest Code Biennial Update

MEETING DATE: September 18, 2024

TO: Mayor and City Council

PREPARED BY: Edna Aguilar, Management Analyst

REVIEWED BY: Stephanie Roseen, Acting City Clerk

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Receive and file the 2024 Local Agency Biennial Notice; and
2. Adopt a resolution amending the City of Menifee's Conflict of Interest Code, which outlines the designated Fair Political Practices Commission (FPPC) Form 700 filers.

### **DISCUSSION**

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Conflict of Interest Code ("Code") serves as a guide for public officials, employees, and consultants, outlining the financial interests that filers must disclose on their Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

In accordance with the Political Reform Act, it is a requirement for every local government agency to conduct a biennial review of its Code to ensure its accuracy. As the City grows and positions are modified, added, or removed, the Code must be updated to accurately reflect the current organizational structure of the City and appropriately identify the officials and employees who are required to file the Form 700. This process is essential to maintaining transparency in local government.

As part of the biennial review process, staff has examined the City's current Code to ensure it remains aligned with the City's organizational structure and that it continues to meet the legal requirements set forth in the Political Reform Act. Amendments to the City's Code include new positions added to the City's authorized position listing, revised titles of existing positions, and removal of positions no longer identified in the City's organizational structure. The proposed list of designated officials and staff that are required to file the Form 700 is attached for Council's review.

### **STRATEGIC PLAN OBJECTIVE**

Regular City Business

### **FISCAL IMPACT**

There is no fiscal impact associated with the recommended action.

### **ATTACHMENTS**

1. 2024 Local Agency Biennial Notice
2. Resolution – Conflict of Interest Code Amendment
3. Exhibit A – Designated Employees and Disclosure Categories