

FAIR HOUSING/CIVIL RIGHTS POLICY

We, the Natoma City Council, adopt the following procedure for handling a Civil Rights/Fair Housing complaint(s) within our city:

- 1) The City Clerk shall receive all complaints within his/her office and the complaint shall then be formally introduced to the Council at the next regularly scheduled meeting.
- 2) We, the Natoma City Council, shall try to assist in resolving the conflict between the parties involved. If a resolution of the problem cannot be reached, we will then forward the complaint to the proper authorities.
- 3) Fair Housing/Civil Rights discrimination complaints will be submitted to HUD by phone, letter, and/or a HUD-903 form. All such complaints will be submitted to HUD at:

U.S. Department of Housing and Urban Development
Kansas City Regional Office
Office of Fair Housing and Equal Opportunity
Gateway Tower II – 400 State Avenue
Kansas City, Kansas 66101

or by calling the Housing Discrimination Complaint HOTLINE 1-800-669-9777.

- 4) In the event of a civil rights complaint, we agree to also contact the following agency:

Kansas Human Rights Commission
900 Jackson – 8th Floor
Topeka, Kansas 66612
(785) 296-3206

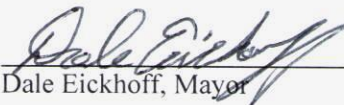
- 5) All Fair Housing/Civil Rights complaints will also be filed with:

Kansas Department of Commerce
1000 S.W. Jackson Street, Suite 100
Topeka, KS 66612-1354
(785) 296-3004

We do hereby adopt these procedures in resolving any Civil Rights/Fair Housing complaints.

Date: March 9, 2017

(Seal)


Dale Eickhoff, Mayor



Dawn Phlieger, City Clerk

**PROCUREMENT POLICY
CITY OF NATOMA**

A. **Small purchase procedures** utilize a simple and informal method that is sound and appropriate for the procurement of services, supplies, or other property, costing in the aggregate not more than \$25,000. The City of Natoma will utilize the services of city employees or currently contracted/utilized service providers whenever possible. The City has a \$200 petty cash account. This fund is used for change for water bills and minor emergencies. The Mayor, City Clerk and City Superintendent have access to the petty cash account. The City Council authorizes the City Superintendent to expend up to \$500 for any needed services or supplies without council approval. Any procurement for materials or services above \$500 requires City Council approval. Phone, written and faxed quotes are solicited by the Department/person needing the service or supplies and the information is presented to the City Council. The City will decide on a case-by-case basis whether execution of a formal contract is necessary.

B. **Competitive sealed bids** are initiated at the discretion of the Natoma City Council. All bids must meet or exceed specifications of the City Council. The invitation for bids, including specifications and pertinent attachments clearly define the items or services needed in order for the bidders to properly respond to the invitation. Bids are opened publicly at the time and place stated in the invitation for bid. The contract is awarded to the responsible bidder whose bid, conforming to all material terms and conditions of the invitation to bid, is lowest in price. The City Council will decide on a case-by-case basis whether execution of a formal contract is necessary.

C. **Competitive negotiation**, proposals requested from a number of sources and a Request for Proposals (RFP) or a Request for Qualifications (RFQ) is not utilized by the City of Natoma.

D. **Noncompetitive negotiation** is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate. Noncompetitive negotiation will be utilized when limited to the following:

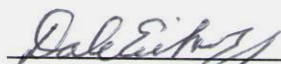
1. The item is available from only one source;
2. After solicitation of a number of sources, competition is determined to be inadequate;
3. A public emergency will not permit or may cause a delay with competitive bids.

Procurement Records

The City of Natoma shall maintain records sufficient to detail the significant listing of procurement, including the rationale for the method of procurement, contract type, respondent selection or rejections, and the basis for the contract amount or price.


EFFECTIVE DATE

This resolution shall be effective upon passage. Passed this 9th day of March, 2017.



Dale Eickhoff, Mayor

ATTEST:



Dawn Phlieger, City Clerk

SEAL

CODE OF CONDUCT

The City of Natoma has adopted the following code of conduct to govern the performance of its elected officials, employees, or agents engaged in Community Development Block Grant (CDBG) projects:

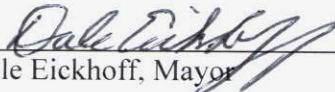
No elected official, employee, or agent of the City of Natoma shall personally benefit from CDBG procurements. No elected official, employee, or agent of the City of Natoma, including any member of his or her immediate family, shall participate in selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

Elected officials, City employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

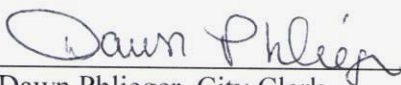
Violations of these standards of conduct by the City's elected officials, employees, agents, or contractors shall be prosecuted to the fullest extent permitted according to Federal, State, or local law or regulations.

This policy shall be effective upon passage. Passed on the 9th day of March, 2017.

Seal


Dale Eickhoff, Mayor

ATTEST:


Dawn Phlieger, City Clerk