

Smith Center Land Bank Policies and Procedures



Goal of the Smith Center Land Bank:

The Smith Center Land Bank is an independent agency and instrumentality of the City with the primary responsibility and authority to efficiently acquire, hold, manage, transform, and convey surplus City properties and other abandoned, tax-foreclosed, or otherwise underutilized or distressed properties in order to convey these properties into productive use.

Code of Ethics and Conflict of Interest

This Code of Ethics and Conflict of Interest Policy shall apply to all members of the Board of Trustees of the City of Smith Center Land Bank (“Land Bank”) and employees of the City of Smith Center who operate the Land Bank. These policies shall serve as a guide for official conduct and are intended to enhance and guide the ethical and professional performance of the Trustees and City Employees and to preserve public confidence in the Land Bank’s purpose. In accordance with city code section 26-34, the Board is subject to, and will comply with, the provisions of KSA 75-4301, et seq.

Definitions

“**Trustee**” shall mean any member of the Board of Trustees of the City of Smith Center Land Bank.

“**Employee**” shall mean a non-volunteer employee of the City of Smith Center.

“**Land Bank**” shall mean the Smith Center Land Bank.

General Expectations

By the terms of the Ordinance creating the Smith Center Land Bank, Trustees are considered public servants, subject to the applicable state laws on ethics and conflicts of interest. As such, the Smith Center Land Bank adopts the following Code of Ethics:

The ethical Land Bank Board of Trustees member and Employee will:

- Properly administer the affairs of the Land Bank.
- Promote decisions which benefit the public interest.
- Actively promote public confidence in the Land Bank.
- Keep safe all funds and other properties of the Land Bank.

- Conduct and perform the duties of the office diligently and promptly dispose of the business of the Land Bank.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality fiscal responsibility.
- Include the prestige of the office into everyday dealings with the public, employees, and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions, and other organizations in order to further the interest of the Land Bank.
- Faithfully comply with all laws, regulations, and policies applicable to the Land Bank and impartially apply them to everyone.

An ethical Land Bank Board of Trustees member and Employee will NOT:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence others to act on his or her own benefit.
- Solicit or accept anything of value from any source which is offered to influence his or her actions as a public official.
- Seek or accept personal gain or profit, directly or indirectly, which would influence or appear to influence, the conduct of his or her official duties.
- Engage in a business transaction in which he or she may profit from his or her official position, or benefit financially from confidential information obtained because of his or her official position.
- Use public property or resources for personal or political gain.

Policies on Conflicts of Interest

Land Bank Board of Trustees members and Employees will actively avoid the appearance or fact of conflicting interests.

Disclosure of Potential Conflicts

Each Trustee, Employee, or consultant is under an obligation to the Land Bank, and to the community, to inform the Land Bank of any position he or she holds or of any activity that may result in a possible conflict of interest or bias for or against an action or policy, at the time such action or policy is under consideration by the Land Bank. Any possible conflict of interest shall be disclosed to the Economic Development Director and made a matter of record as soon as the issue in question is raised and a possible conflict is known.

When a Trustee, Employee, or consultant has an unavoidable conflict, that person shall physically absent himself or herself without comment from not only the vote, but also from the deliberation, unless directly requested by the Board Chairperson to provide factual information or answer factual questions that may assist the remaining trustees in making a wise decision. In no case shall the person vote on such a matter or attempt to exert personal influence on the vote.

Signature of Board of Trustee Member

Date Signed