



Administrative Policy Manual

Policy No: A-22

Date: 12-1-10

Approved: Dan. Marting

SUBJECT: PURCHASE OF SURPLUS CITY-OWNED PERSONAL PROPERTY
BY CITY EMPLOYEES

PURPOSE: To outline procedures regarding the purchase of surplus City-owned
personal property by City of Indio officers, employees and officials.

PROVISIONS:

1. For purposes of this policy, the term City shall apply equally to the City of Indio, Redevelopment Agency of the City of Indio, and the Indio Water Authority.
2. With the sole exception of items made available for purchase by City of Indio officers, employees and officials in strict accord with a separately approved City policy, this policy shall apply to the disposition of City-owned personal property.
3. Notwithstanding any less restrictive provision of the California Government Code, no City officer, employee or official (whether elected or appointed) shall be allowed to purchase any surplus City-owned personal property. This restriction shall apply to auctions and all other sales.
4. The sole exception to this policy shall be that City officers, employees and officials (whether elected or appointed) may purchase unclaimed surplus City-owned personal property after an unsuccessful auction effort as to that property. In the event that multiple persons wish to purchase an item of personal property per this exception, only the person willing to pay the highest amount for the item shall be permitted to purchase the item.