

ADMINISTRATIVE ORDER NUMBER 3-5

SUBJECT: Property Sales to Employees

Responsible Department: Finance

Date Issued: 12-01-1998

Date Revised: 3-19-2018

Approved: (*Signature on File*)

Purpose

To establish an overall policy regarding the sale of real or personal property to city Employees.

Procedures

1. It will be the policy of the City to allow City employees to participate in the purchase of City property, when:
 - a. Offered for sale through the process of a sealed bid.
 - b. Offered for sale through an auctioneer, where the auction is to be appropriately announced as being open to the general public.
2. No City officer or employee shall purchase the property when the officer or employee participated in the decision that the City property involved was surplus or could be sold.
3. When an employee submits a sealed bid or takes title to surplus property, the employee shall sign a disclaimer (see attached form) stating he/she is not excluded by Subsection 2 of the Administrative Order from buying property.
4. The above prohibitions shall be construed to prohibit the employee from purchasing or coming into ownership of said property, either directly or through intermediaries.
5. Subject to any legal restrictions, the following is an exception to the above. City of Fresno sworn law enforcement officers in good standing, as determined by the Chief of Police, may purchase one firearm and associated equipment (holster, gun belt, magazine(s), etc.) each that was issued to those officers by the City upon their impending retirement or separation, so long as the sale is completed while the officers are still City of Fresno sworn law enforcement officers. The officers must pay the City the entire cost of replacing their purchased firearm and equipment with the then current model and equipment issued by the City. All transactions shall be subject to the then current state and federal firearms laws and any contractual limitations. Other sales of City-owned firearms by the City of

Fresno are subject to the approval of the City Manager and applicable state and federal laws. Proceeds from the sale of these firearms will go either into the General Fund (if the buyer is from the Police or Fire Departments) or the Airports Operating Fund (if the buyer is from the Airports Department).

6. Any violation of this policy may result in disciplinary action.
7. This policy shall not impart a vested benefit to any employee, and is subject to change or revocation at any time by the City Manager.

DISCLAIMER

I hereby state that I am not excluded by Subsection 2 of Administrative Order 3-5 from purchasing surplus property of the City of Fresno.

Signature

Date