




SECTION: HUMAN RESOURCES	REFERENCE NUMBER: A20
SUBJECT: PURCHASING CITY OWNED PROPERTY	INITIAL EFFECTIVE DATE: 11/08/2017
FROM: KELLY KUENSTLER, CITY MANAGER 	LAST REVISION DATE: 11/08/2017

A. **PURPOSE**

1. To establish guidelines for Leon Valley employees to acquire, own, or purchase auctioned city property, to include automobiles.

B. **PROCEDURES**

1. Employees shall not directly or indirectly purchase, or have purchased any property sold at a city auction.
2. Employees are also prohibited from owning any such property purchased at a city auction for one year after the date that the property is sold at the city auction.
3. Employees shall not use their official position or nonpublic information to obtain or assist in an advantageous purchase or create an appearance of the loss of impartiality of auctioned items.
4. Employee's spouse or children are also prohibited from purchasing any property sold at a city auction.