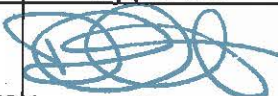





Administrative Policy

| Title: Lease, Rent, Sale, or Purchase of Property | | | | |
|--|----------------------------------|----------------------|--|---|
| Administered By: Management Services (City Manager) | | | | |
| New Policy No. | Issue Date (Last Revised) | Renumber Date | Department Head Approved | City Manager Approved |
| 07400.005 | 04-93 (N/A) | 01-03-17 |  |  |

This Policy had been numbered Policy 400.06. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.


Attachment: Policy 400.06
Issued: 04-93
Revised: N/A

ADMINISTRATIVE POLICY

SUBJECT:

Page 1 of 1

LEASE, RENT, SALE OR PURCHASE OF PROPERTY

| <i>Section No.</i> | <i>Policy No.</i> | <i>Issue Date</i> | <i>Revision Date</i> | <i>City Manager Approval</i> |
|--------------------|-------------------|-------------------|----------------------|---|
| 400 | .06 | April, 1993 | |  |

POLICY:

No City Department shall enter into an agreement to lease, rent, sell, purchase, renew leases or rental agreements, without the approval of the City Council or the City Manager.

PROCEDURE:

Departments are to discuss their property lease, rental, purchase, or sale plans with the City Manager.

The City Manager and requesting department head will review the alternatives available to meet the need for space.

At the direction of the City Manager, the requesting department shall prepare an agenda item for City Council consideration.

Departments shall not consider prior approval of a lease or rental agreement as approval for amendments or extensions of those agreements unless that authority has specifically been granted as part of the original agreement.

CITY OF CORONA