

**TO:** CITY COUNCIL  
DISTRICT BOARD OF EDUCATION

**DATE:** June 5, 2006

**FROM:** CITY MANAGER  
SUPERINTENDENT OF SCHOOLS

**SUBJECT:** DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE AMENDING CHAPTER 4.04 OF THE PASADENA MUNICIPAL CODE TO MODIFY THE PROCESS OF TRANSFERRING CITY SURPLUS PROPERTY TO THE PASADENA UNIFIED SCHOOL DISTRICT AND THAT THE PASADENA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION CONFIRM THE INTENT OF THE DISTRICT IN RECEIVING THE SURPLUS PROPERTY FROM THE CITY

### **RECOMMENDATION**

It is recommended that:

1. The City Council direct the City Attorney to prepare an ordinance amending Chapter 4.04 of the Pasadena Municipal Code to give the Pasadena Unified School District (PUSD) first priority in receiving City surplus property.
2. The PUSD Board of Education confirm the interest of the District in receiving the surplus property from the City.

### **BACKGROUND**

In April 1998, the City Council amended the City's salvage ordinance to allow for the transfer of surplus equipment to the PUSD without prior approval of the City Council. The current ordinance authorizes the Director of Finance upon written approval from the City Manager, to transfer personal property of the City which has functional usefulness, but is either no longer needed in the service of the City or fit for the purpose intended, to PUSD. Such transfers are executed, upon written acceptance, by the Superintendent certifying that the donated property will be used to further the programs of the PUSD and that the property will not be sold. Since the ordinance was amended, the City has donated to PUSD more

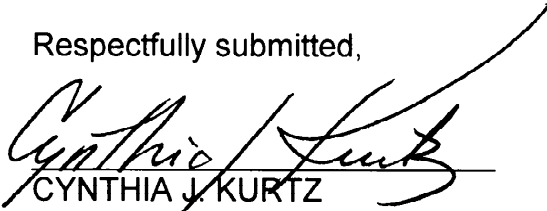
than 160 pieces of furniture, as well as approximately 30 desktop computers and six police vehicles.


It is recommended that the City Council direct the City Attorney to prepare an ordinance amending Chapter 4.04 of the Pasadena Municipal Code to specify that PUSD has first priority in the receipt of City surplus equipment. City surplus property not transferred to PUSD or to other non-profit agencies, with Council approval, is sold at auction.

**FISCAL IMPACT**

The transfer of surplus equipment from the City to the PUSD will result in cost avoidance for the PUSD.

Respectfully submitted,

  
CYNTHIA J. KURTZ  
City Manager

  
PERCY CLARK JR., PHD  
Superintendent