



Staff Report

August 14, 2012

TO: Honorable Mayor and Town Council
FROM: Roger Carroll, Treasurer/Finance Officer *RC*
DATE: August 7, 2012
RE: Council and Staff Technology Loan Program

RECOMMENDED ACTION:

Adopt the proposed Technology Loan Program by resolution

ISSUE STATEMENT AND DISCUSSION:

Modern technology is constantly bringing new options to increase productivity while decreasing demands on natural resources. I-Pads, notebook and laptop computers are becoming standard equipment at many board and council meetings. With a typical Town Council packet using approximately 150 sheets of paper, the Town uses over 45 reams of paper for Council meetings alone. By some calculations that is one to two trees per year.

While we would like to be able to buy fancy electronics for all staff and Council members to use at meetings, conferences, etc., we feel it would be better if such items were owned, personally, by those using them. It would put the onus of proper care and maintenance on the user and remove the need for the Town to monitor that the devices were not used for personal, non-Town business uses.

What we then propose, is that the Town could buy the devices for Council and staff that desire them, then allow them to repay the purchase price through payroll deductions. Such technology loan programs are very common among California cities, which allow employees to purchase personal electronics that benefit both themselves and the cities they work for.

The loan program is attached to this staff report. In short, it provides the following:

- Council members and Staff may purchase and be reimbursed, or have the Town purchase directly, electronic devices costing up to \$1,500.
- Such devices must have uses that benefit the Town, as approved by the Town Manager.
- The cost must be reimbursed to the Town through payroll deductions in no more than eighteen months and with no less than \$25 per pay period.
- Interest on the loans will accrue at the same rate as paid by the Local Agencies Investment Fund (LAIF), fixed at the time the loan is initiated.

- Should a Council or Staff member terminate employment with the Town, the balance of the loan becomes due and payable in full.

FINANCIAL CONSIDERATIONS:

Since the loans would accrue interest at the same rate that the Town is earning interest in LAIF there would be no loss in income to the Town. Furthermore, the Town has sufficient funds available that such loans will not hinder regular cash flow.

Attachment

TOWN OF LOOMIS

RESOLUTION NO. 12 –

A RESOLUTION OF THE TOWN OF LOOMIS ADOPTING THE TECHNOLOGY LOAN PROGRAM

WHEREAS, the Town desires its Council Members and Staff to be productive and efficient; and

WHEREAS, it is in the Town's goals to implement programs that promote sustainability; and

WHEREAS, use of modern technology increases productivity and decreases the use of natural resources; and

WHEREAS, the Town has sufficient funds to cover its daily cash requirements; and

WHEREAS, excess funds currently invested in money market accounts could be loaned to Council members and employees to purchase such technology without loss of income to the Town ;

NOW THEREFORE, BE IT RESOLVED the Town of Loomis does hereby adopt the attached Technology Loan Program.

PASSED AND ADOPTED this 14th day of August, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sandra Calvert, Mayor

ATTEST:

Town Clerk



Town of Loomis

Technology Loan Program

Purpose

The purpose of the program is to assist Council members and Staff with the purchase of personal technology to assist in managing time and protecting natural resources.

Eligibility

The technology loan program will be available to permanent "benefited" employees and Council members with at least one year remaining in their term. Employees must complete their probation period with the Town before they are considered eligible.

Program Parameters

Employees and Council members may have only one loan at a time. All peripheral devices, accessories and software must be purchased at the same time.

Loan payments must be made by payroll deduction for fewer than 40 consecutive payrolls and not less than \$25 per bi-weekly payroll.

The loan balance may be paid off at any time with no pre-payment penalty.

Any remaining loan balance must be paid in full at time of separation of employment. Payment will be made directly and/or by deduction from the last paycheck. In the event an outstanding balance remains, the employee is responsible for making payment arrangements. The failure to make full payment will obligate the employee to pay the Town's attorney in any restitution process.

Eligible equipment must meet the following parameters:

- Must be a complete device or major upgrade.
- Must benefit the Town as approved by the Town Manager.
- Games, entertainment software and devices (e.g. joystick) are not eligible.
- Tax and shipping costs are eligible.
- Training (other than as included with the purchase price), memberships (e.g. internet) and subscriptions are not eligible.
- The maximum loan will not exceed \$1,500.

All purchases are subject to Town Manager approval.

Purchasing procedure

Purchases may be made by the Member or Employee and reimbursed by the Town, or acquired through the Town's purchasing system. Under either method, the Member or Employee is responsible for negotiating the price of the equipment and acquiring the Town Manager's approval before purchase. Interested individuals should complete the attached form and submit it to the Town Manager for approval.

Request to participate in the Technology Loan Program

Name: _____

Department: _____

Submit form to the Town Manager

I request the Town to:

- A. Reimburse me after I have purchase all eligible items and submitted an itemized vendors receipt, or
- B. Purchase the itemized eligible items from the listed vendors on my behalf.

Equipment and/or software description (or attach itemized vendor quote)

	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	\$ _____

I have read and understand the Technology Loan Program Policy and Procedure. I wish to participate in this program. Describe how the equipment will benefit the Town: _____

Requested: _____
Applicant signature Date

Approved: _____
Town Manager Date

I agree to the following payroll deduction:

\$_____ per bi-weekly payroll deduction until paid in full. I further understand that interest will accrue at the rate of _____% compounded monthly.

Applicant signature