

Issue: Employee Personal Computer Acquisition Program Funding

Does the Council wish to continue support/re-establish the employee personal computer acquisition program?

Background:

In February of 2003, the City of Modesto re-instituted the employee PC Acquisition program. This program allowed permanent City of Modesto employees in good standing, the ability to finance personal computer purchases through the City Finance Department. It was in effect, an interest-free loan with monthly payments made through payroll.

Generally, employee computer purchase programs enhance the effectiveness and productivity of staff, by enabling them to enhance their computer skills while at home. The computers purchased through the program were similar to those used by the City. The computer remained the property of the City of Modesto until it was fully reimbursed by the employee through payroll deduction. Repayments from employees using the \$100,000 revolving pool allowed the selection of 2-3 employees each month.

In the 03/04 program, a brochure was developed that described the details of the program. Interested employees were required to submit an application form that was available at each Department, City Manager's Office and via the internal web site.

Applications were then reviewed and evaluated by the PC User Group Committee. Their evaluations were based on the information provided in the application and by the employee's supervisor. The most significant evaluation criterion was "benefit to the City," specifically how the requested technology equipment would improve their job performance and productivity.

The committee then ranked candidates to be funded. As funding became available, employees were selected to participate in the program. They received a "PC Specification Sheet" and a contract that was submitted to the Finance Department. Following completion and approval of these forms, a check was issued in the name of the employee, and payroll deduction began. Employees were responsible to make payments for a maximum of three years.

Fiscal Impact:

Because computer prices are significantly lower than 3 years ago, the program could be provided with less funding. This request will appropriate \$50,000 from the revolving fund, allowing approximately 50 computers to be purchased. All money appropriated will be repaid to the fund through payroll deduction of participating employees. There is no cost to the General Fund.

Finance Committee Action:

Recommend continuation of employee PC acquisition program using revolving fund allocation.