

Council Meeting of  
August 22, 2006

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

Members of the Council:

**SUBJECT: City Manager – Appropriate funds for the City of  
Torrance Computer Loan Benefit Program for purchase order  
with Dell Inc. Expenditure: \$30,000**

**RECOMMENDATION**

Recommendation of the City Manager that the City Council appropriate \$30,000 from the Computer Loan Fund and approve a purchase order for the term August 23, 2006 through February 29, 2008 to Dell Inc. of Round Rock, TX, the approved vendor for the City of Torrance Computer Loan Benefit Program.

**Funding**

The Computer Loan Fund has existing funds to be used for this program. As employees pay back their loans each pay period, the monies are placed back in the Computer Loan Fund for future use in the computer benefit program.

**BACKGROUND/ANALYSIS**

City Council approved with the 1999-2001 budget the creation of the employee Computer Loan Benefit Program, in addition to the establishment of a no interest computer loan revolving fund. This program enables employees to purchase a computer for personal use.

Eligible employees are selected through a twice-yearly drawing for immediate loans. Once employees are in the program, they have two methods by which to purchase their computer. The first method requires the employee to pay up front for the computer. The City then reimburses the employee's up front costs up to \$2000, and the employee repays the no interest loan to the City over two years through payroll deduction.

The second method allows employees to purchase their computer through the approved City vendor, Dell Inc. The City has approved the computer systems available from the vendor. The employees simply select their computer, the vendor then invoices the City for the cost not to exceed \$2000, and the employees repay the no interest loan to the City through payroll deduction. Since the inception of the program, 280 loans have been funded through the Computer Loan Benefit Program.

In order to continue providing employees with a no interest loan to purchase their computer, \$30,000 from the Computer Loan Fund needs to be appropriated and a new purchase order with Dell Inc. needs to be approved.

The purchase order will indicate an expenditure authorization not to exceed \$30,000. The Computer Loan Fund is replenished with each payment made by the employees toward their loan. In essence, replenishing the Computer Loan Fund in this manner creates a revolving funding source for the computer benefit program.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Olivia Lopez  
Sr. Management Associate

CONCUR:

  
for  LeRoy J. Jackson  
City Manager