

ADDENDUM

MARTINSVILLE CITY COUNCIL AGENDA

October 10, 2017

7:30 pm – REGULAR SESSION ADDENDUM

1. Hear a staff update on operations of City Parks & Recreation and Senior Services.
2. Consider approval of payroll deduction employee computer purchase program.

Date: October 10, 2017

Item No: Addendum 1.

Department: Public Works – Parks & Rec and Seniors

Issue: Hear a staff update on operations of City Parks & Recreation and Senior Services.

Summary: Staff will present a brief update on operations of these divisions.

Attachments: None. Additional information will be presented at the meeting.

Recommendations: Presented for information purposes. No Council action needed.

Meeting Date: October 10, 2017

Item No: Addendum 2.

Department: Finance

Issue: Consider approval of payroll deduction employee computer purchase program.

Summary:

The City and City Schools are taking preliminary steps in offering a payroll deduction employee computer purchase program again this year. Partnering with Henry County, under this program, the City and City Schools will front-fund the cost and employees will have the opportunity to purchase an Apple Watch (4 versions to choose from), an Apple iPad Wi-Fi, an Apple MacBook Air, a Dell Inspiron laptop, or a Dell Latitude laptop with the cost, including applicable sales tax and handling fee, recovered through six monthly payroll deductions from January through June 2018. The benefit to employees will be the cost savings realized through a bulk purchase program with six-month no-interest financing through payroll deduction payments. The City and City Schools will not provide a warranty for any units purchased. Any warranty, software, or other issues will be strictly between the purchaser and Apple or Dell.

Attachments: Computer Purchase Agreement document

Recommendations: Motion to approve employee purchase program and appropriation of funds, said funds to be recovered through payroll deduction.

CITY OF MARTINSVILLE EMPLOYEE COMPUTER PURCHASE AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 2017, between City of Martinsville, hereinafter referred to as "Employer" and _____, hereinafter referred to as "Employee."

WHEREAS, both parties seek to enhance the education of employee of the City; and

WHEREAS, an essential element of this initiative is ensuring our employees have access to and are trained in the basic operation of microcomputers and software; and

WHEREAS, the Employer act under the authority of the Virginia Code §15.2-951 and §22.1-129; now therefore

WITNESSETH: _____ agrees to purchase computer equipment from the Employer upon the following terms and conditions:

- 1) The computer shall be _____.
- 2) The sale price shall be \$_____.
- 3) _____ agrees to pay the Employer the full amount of the vendor invoice upon receipt of the merchandise. In the event the Employee does not pay the amount in full, the balance will be collected in accordance with item 4 and 5 below.
- 4) _____ agrees to and authorizes the Employer to deduct from his/her wages six (6) monthly payments of \$_____ for the sum of \$_____ for the purchase of the watch and/or computer described herein, for a period of six (6) months, beginning January, 2018 and ending June, 2018 at no interest.
- 5) In the event of the death of Employee or termination of employment for any reason or other default in payment due to the Employer by the Employee, the Employer shall deduct the remaining unpaid balance from any sums due to the Employee. Any remaining balance shall be considered a charge owed to City of Martinsville and the City Treasurer may proceed to collect said balance using the statutory powers of collection authorized by the Code of Virginia.

This ____ day of _____, 2017.

Employee

CITY OF MARTINSVILLE

Leon Towarnicki, City Manager

This contract is approved as to form in accordance with Virginia Code §15.2-1237.

2017-2018 Employee Purchase Program

All **full-time** City of Martinsville employees have the option to purchase the following items through payroll deduction (January 2018 - June 2018).

Please complete all forms in the packet before submitting to the Finance Department. If a signed contract is not attached to the order, it will not be processed.

Name	
Address	
Employee Number	
Email Address	
Home Telephone Number ()	
Cell Telephone Number ()	

****If you wish to purchase more than one item, you must submit an additional form and contract. Employee is limited to one Apple Watch and one I-Pad, MacBook, or Dell laptop. Once you submit an order and signed contract, you are required to purchase the items using payroll deduction or paying for the item(s) in full on the day of pick-up.***

**LAST DAY TO SUBMIT AN ORDER IS WEDNESDAY, OCTOBER 25, 2017
AT 3:00 PM.**

(LATE ORDERS WILL NOT BE ACCEPTED!)

2017-2018 Employee Purchase Program

Fill in appropriate data on contract based on the desired selection from the list below.



Option 1



Apple Watch Series 1, 38mm SILVER ALUMINUM CASE WITH WHITE SPORTS BAND

\$249.00 + 13.20 (tax) + 6.00 handling fee = \$268.20

Payroll Deduction Schedule

January	February	March	April	May	June
\$44.70	\$44.70	\$44.70	\$44.70	\$44.70	\$44.70



Option 2



Apple Watch Series 1, 38mm SPACE GRAY ALUMINUM CASE WITH BLACK SPORTS BAND

\$249.00 + 13.20 (tax) + 6.00 handling fee = \$268.20

Payroll Deduction Schedule

January	February	March	April	May	June
\$44.70	\$44.70	\$44.70	\$44.70	\$44.70	\$44.70



Option 3



Apple Watch Series 1, 42mm SILVER ALUMINUM CASE WITH WHITE SPORTS BAND

\$278.97 + 14.79 (tax) + 6.00 handling fee = \$299.76

Payroll Deduction Schedule

January	February	March	April	May	June
\$49.96	\$49.96	\$49.96	\$49.96	\$49.96	\$49.96



Option 4



Apple Watch Series 1, 42mm SPACE GRAY ALUMINUM CASE WITH BLACK SPORTS BAND

\$278.97 + 14.79 (tax) + 6.00 handling fee = \$299.76

Payroll Deduction Schedule

January	February	March	April	May	June
\$49.96	\$49.96	\$49.96	\$49.96	\$49.96	\$49.96

**LAST DAY TO SUBMIT AN ORDER IS WEDNESDAY, OCTOBER 25, 2017
AT 3:00 PM.
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2017-2018 Employee Purchase Program



Option 5



Apple iPad Wi-Fi 32GB – Space Gray

\$298.97 + 15.85 (tax) + 6.00 handling fee = \$320.82

Payroll Deduction Schedule

January	February	March	April	May	June
\$53.47	\$53.47	\$53.47	\$53.47	\$53.47	\$53.47



Option 6



Apple Macbook Air 13-inch: 1.8GHz dual-core Intel Core i5, 125GB

\$849.00 + 45.00 (tax) + 6.00 handling fee = \$900.00

Payroll Deduction Schedule

January	February	March	April	May	June
\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00



Option 7



Dell Inspiron 15 5000 Series (Touch Screen)

\$558.97 + 29.63 (tax) + 6.00 handling fee = \$594.60

Payroll Deduction Schedule

January	February	March	April	May	June
\$99.10	\$99.10	\$99.10	\$99.10	\$99.10	\$99.10



Option 8



Dell Latitude 5280

\$884.84 + 46.90 (tax) + 6.00 handling fee = \$937.74

Payroll Deduction Schedule

January	February	March	April	May	June
\$156.29	\$156.29	\$156.29	\$156.29	\$156.29	\$156.29

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