

The City of Josephine

MEMORANDUM

TO: Jason Browning, Collin County Judge, Collin County Commissioner
FROM: Melissa Stillwell, Finance Director City of Josephine, TX
SUBJECT: COVID-19 Expenses for Reimbursement
DATE: 9/4/2020

Please see the attached detail for all items that have so far been purchased by the City of Josephine in relation to COVID-19, that have not yet been submitted for reimbursement. We purchased a sneeze guard/divider for protection between our front desk employees. We had to purchase a laptop and pay for IT service to set it up to enable a new city employee (Finance Director) to work remotely. We had to purchase a plexiglass divider for the safety of our front desk employees. We purchased a Police COVID Deployment computer with dock and also an electronic message board for COVID Warnings and message display; purchase is due to the need to inform the public at large of the changing requirements by the Governor of the State of Texas as well as county and local officials relating to the procedures required to mitigate the spread of COVID-19 within our community. Prior to this purchase, there was no avenue available for alerting the population in a timely manner of any emergency broadcast or message from local officials.

Spreadsheet with detail and all receipts are attached. Seeking reimbursement of expenses incurred due to COVID-19 in the amount of \$23,403.98 through the Collin Cares Act Program.

Regards,

Melissa Stillwell

City Finance Director
201 S. Main St.
Josephine, TX 75173
469-717-0055



City of Josephine
P.O. Box 99
201 Main Street Josephine, Texas 75164
972-843-8282