



**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:** 11/24/2020

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 have had to pay for a cleaning company to sanitize and disinfect City Hall following the increased election day traffic. We had to purchase a laptop and pay for IT service to set it up to enable our Public Works Director to work remotely. We purchased a Police and Public Works 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, this is for our second main entrance/traffic flow into our growing community.

Spreadsheet with detail and all receipts are attached. Seeking reimbursement of expenses incurred due to COVID-19 in the amount of \$20,804.99 through the Collin Cares Act Program.

Regards,

Melissa Stillwell

City Finance Director  
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