



To: John Glascock, City Manager  
From: Steven Sapp, Community Relations Director  
Date: September 14, 2020  
Re: Funds Transfer

A handwritten signature in black ink, appearing to be 'S. Sapp', is written over the 'Re:' line of the header.

The Community Relations Departments two divisions (as of 9/20/2020): Communications and Creative Services and The Contact Center, are both essential to conduct citywide communications.

To effectively implement our department's business continuity plan, as evidenced by the COVID-19 pandemic, it is critical each team member be assigned a laptop to be able to function remotely.

Currently, we have borrowed over 10 laptops from IT, laptops they have been desperate for us to return. We have also borrowed a laptop from the City Manager's office and from conference rooms within the building which are needed to conduct meetings.

Because of social distancing requirements set forth in the health orders, we will need to have half of our contact center team work remotely for the foreseeable future. The same need exists in the Communications and Creative Services division. Health experts warn this fall we may see even wider spread of COVID-19 in addition to the influenza. None of us can foresee the future but it is likely that even more remote work will be required by Community Relations team members to slow the spread of these diseases.

Working with Finance and IT, and with approval from both, we are asking to transfer \$23,000 from the unassigned cash reserves in Community Relations to our computer and electronics account to purchase laptops and docking stations for each Community Relations team member who is currently assigned a business class machine.

Finance Director Lue and Budget Officer Rieman have indicated this will not have a negative impact on unassigned reserves being reassigned to general fund reserves in the FY21 budget.

IT has indicated this procurement will not have a negative impact on the computer replacement schedule. We are also requesting laptops and docking stations which have been approved by

the IT department and are capable of performing the tasks team members are required to conduct.

This procurement will align us with our business continuity plan in 2020 as opposed to 2025. It will allow us to return all borrowed laptops to respective departments and divisions to allow them to better serve current and future needs.

Computer ID	Team member	Division	Item	Quantity	Cost per item	Replacement for FY22?	Replacement Type	Notes
CROCD000041	Sara Humm	Comm and CS	Dell Mobile Precision Workstation 3551 CTO	1	\$1,153.00	Yes	C-BC	
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
U00111	Zachary Waller	Comm and CS	Dell Mobile Precision Workstation 7450 CTO	1	\$2,438.00	No		Approved IT laptop for video editing
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
ELUSD000699	Michelle Onbalis	Comm and CS	Dell Mobile Precision Workstation 7450 CTO	1	\$2,438.00	No		Approved IT laptop for video editing
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
U01883	Jay Dee Bush	Comm and CS	Dell Mobile Precision Workstation 7450 CTO	1	\$2,438.00	No		Approved IT laptop for video editing
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
U02164	Jaye Hickem	Comm and CS	Dell Mobile Precision Workstation 7450 CTO	1	\$2,438.00	No		Approved IT laptop for video editing
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
U01032	Zia Nizami	Comm and CS	Dell Mobile Precision Workstation 7450 CTO	1	\$2,438.00	No		Approved IT laptop for video editing
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
PCDB000906	Dana Phillips	Contact Center	Dell Mobile Precision Workstation 3551 CTO	1	\$1,153.00	No		
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
PCDB00043	Tunde Adeyemi	Contact Center	Dell Mobile Precision Workstation 3551 CTO	1	\$1,153.00	No		
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
CRCNDB02398	Asley Moore	Contact Center	Dell Mobile Precision Workstation 3551 CTO	1	\$1,153.00	No		
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
U02094	Payge Parks	Contact Center	Dell Mobile Precision Workstation 3551 CTO	1	\$1,153.00	Yes	C-BC	
			Docking Station	1	\$253.00			
			Extra charger	1	\$67.00			
			Laptop bag	1	\$55.00			
PCDB02201	Kira Aclon	Contact Center				No		
CRCNDB02399	Stephanie Large	Contact Center				No		Remaining three team members in Contact Center receive the current laptops assigned to video producers. These three laptops are currently tagged for current users Bush, Hickem, Nizami: U01883, U02164, U01032
CRCNDB02397	Jamie Coleman	Contact Center				No		
Total Investment								
Cost offset from FY22 replacements					\$21,705.00			
					\$1,868.00			
Final Total Investment					\$19,837.00	\$21,820.00 IT suggested perhaps adding 10% as the listed costs are slightly dated.		