

# Donation

Version 2.6 released on 7/1/25  
Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



<b>CITY COUNCIL USE ONLY</b>		<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>10.29.2025</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2510.02800</u>
1 <sup>st</sup> Agenda Date: _____	Hearing Date: _____		
	2 <sup>nd</sup> Agenda Date: _____		

**All department items requiring Council approval must be submitted through the Mayor's Office.**

## Primary Details

<b>Board Approval</b>	<b>Other Board Name</b>	<b>City Council Approval</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Department</b> Information Technology	<b>Contact Name</b> Jennifer Colburn	<b>Email</b> Jcolburn@cityoftulsa.org
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b> RTM
<small>Enter a Bid or Project Number (not a Title or Description)</small>		<b>Type of Donation</b> Other
<b>Travel Event Title</b> AI Executive Briefing and Workshop	<b>Traveler's Name</b> Jennifer Colburn	<b>Event Date</b> 11/13/25
		<b>Donation Amount/Value</b> \$1,410.00 <i>City Council requires a dollar value</i>

## Budget

Funding Source(s)

### TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

<b>Department:</b>	<small>DocuSigned by:</small> <u>Michael Dellinger</u>	<b>Date:</b> 10/20/2025
<b>Legal:</b>	_____	<b>Date:</b> _____
<b>Board:</b>	_____	<b>Date:</b> _____
<b>Mayor:</b>	_____	<b>Date:</b> <u>OCT 29 2025</u>
<b>Other:</b>	_____	<b>Date:</b> _____

## Policy Statement

### Background Information

Jon delegated Jennifer Colburn to attend the upcoming AI Executive Briefing and Workshop with SHI International Corp.

*Provide background information on the requested action.*

### Summation of the Requested Action

SHI International Corp. invited Jon Galchik and he delegated Jennifer Colburn to attend the upcoming AI & Cyber Labs and Data Center Factory Executive Experience on Thursday, November 13, 2025, at the SHI Executive Briefing Center in Somerset, NJ. SHI will provide on-site meeting facilities, guided tours, and hosted meals during the scheduled sessions. We respectfully request the Mayor to approve the donation that has been provided.

*Summarize the pertinent details of the requested action*

### Other Pertinent Details

*Provide any additional information that should be considered when considering approval of this contract document*

## Processing Information for City Clerk's Office

### Post Execution Processing

- Mail vendor copy (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

### Additional Routing and Processing Details

\_\_\_\_\_

**FW: [External Mail] New Date: SHI AI Executive Briefing – Now November 13, 2025**

**From** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Date** Wed 10/22/2025 9:58 AM  
**To** Martin, Leah <lmartin@cityoftulsa.org>

See below.

**Jon Galchik, D.Mgt | Director, IT Operations & Support**

City of Tulsa, Information Technology Department  
175 E. 2nd Street., Suite 6  
Tulsa, OK 74103  
T: 918.596.7243  
E: [jgalchik@cityoftulsa.org](mailto:jgalchik@cityoftulsa.org)  
[www.cityoftulsa.org](http://www.cityoftulsa.org)

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*Of the people and for the people.*

Sent from my MAC, surfing on beams of light and waves of wireless magic.

**From:** Wallgren, Brett <bwallgren@cityoftulsa.org>  
**Date:** Thursday, September 18, 2025 at 16:27  
**To:** James Heisterberg <James\_Heisterberg@SHI.com>, Galchik, Jon <jgalchik@cityoftulsa.org>  
**Subject:** RE: [External Mail] New Date: SHI AI Executive Briefing – Now November 13, 2025

James,  
I was able to move that conflict and will be able to attend this on Nov 13th

**From:** James Heisterberg <James\_Heisterberg@SHI.com>  
**Sent:** Friday, September 5, 2025 12:17 PM  
**To:** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Cc:** Wallgren, Brett <bwallgren@cityoftulsa.org>  
**Subject:** RE: [External Mail] New Date: SHI AI Executive Briefing – Now November 13, 2025

Hey Jon,

I absolutely advise you to stay and be with your family!

We're more than happy to have Jennifer join us.



James Heisterberg  
Account Executive  
Mobile: +19186293703

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**From:** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Sent:** Friday, September 5, 2025 12:14 PM  
**To:** James Heisterberg <James\_Heisterberg@SHI.com>  
**Cc:** Wallgren, Brett <bwallgren@cityoftulsa.org>  
**Subject:** Re: [External Mail] New Date: SHI AI Executive Briefing – Now November 13, 2025

External Sender: Use caution with links/attachments.

Hello James,

I may send a proxy, if you'll allow it. My babygirl turns a whole hand on that day and I prefer to be here to celebrate her milestone.

I would still like Brett to go, if he is available during this time. :)

My proxy, if she's available, would be Jennifer Colburn.

Sent from a rotary payphone.

**From:** James Heisterberg <James\_Heisterberg@SHI.com>  
**Sent:** Thursday, September 4, 2025 1:26:02 PM  
**To:** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Cc:** Wallgren, Brett <bwallgren@cityoftulsa.org>  
**Subject:** [External Mail] New Date: SHI AI Executive Briefing – Now November 13, 2025

Hey Jon

I'm reaching out to let you know that our AI Executive Briefing & Workshop has been rescheduled from September 9 to **November 13, 2025** at the SHI Executive Briefing Center in Somerset, NJ.

I know you registered for the original September 9 date, and I apologize for any inconvenience this change may cause. We made this adjustment to align with key industry announcements this fall, so we can share the latest AI insights and technologies with you.

If you can join us on November 13, just reply to this email—no need to re-register, and I'll reserve your spot.

We look forward to sharing updates from SHI, NVIDIA, and HPE, along with expert sessions, hands-on workshops, and networking opportunities.

Please let me know if you can attend on the new date!

Thank you,



James Heisterberg

Account Executive

Mobile: [+19186293703](tel:+19186293703)



[SHI.com](http://SHI.com)



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**RE: [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop**

**From** Bria Marshall <Bria\_Marshall@SHI.com>  
**Date** Mon 8/25/2025 6:04 PM  
**To** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Cc** James Heisterberg <James\_Heisterberg@SHI.com>

Hi Jon,

I have an estimated breakdown below. Once you receive approval, please let me know and I will send over some flight options.

Hotel stay- \$175/night 2 nights- \$350  
Air - \$750 (may be less)  
Airport transfers- \$200  
9/9 Breakfast & Lunch - \$75  
9/9 Networking Snacks - \$35

**Estimated Total= \$1410**

 **Bria Marshall**  
Executive Briefing Center Events Team Lead  
Office: [+17325848277](tel:+17325848277) | Mobile: [+17324348515](tel:+17324348515)

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**From:** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Sent:** Saturday, August 23, 2025 12:18 PM  
**To:** Bria Marshall <Bria\_Marshall@SHI.com>  
**Cc:** James Heisterberg <James\_Heisterberg@SHI.com>  
**Subject:** Re: [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop

External Sender: Use caution with links/attachments.

Hello Bria,

I do require travel arrangements and accommodations. 😊 I will need to know the value of both so I can get approval from our Mayor. 😊

**Jon Galchik, D.Mgt | Director, IT Operations & Support**

City of Tulsa, Information Technology Department  
175 E. 2nd Street., Suite 6  
Tulsa, OK 74103  
T: 918.596.7243  
E: [jgalchik@cityoftulsa.org](mailto:jgalchik@cityoftulsa.org)  
[www.cityoftulsa.org](http://www.cityoftulsa.org)  
Visit/Like/Follow/Watch/Subscribe:



James Heisterberg  
Account Executive  
SHI International Corp.  
300 Davidson Avenue  
Somerset, NJ 08873  
918-629-3703  
James\_heisterberg@shi.com

Jonathan Galchik  
Director, IT Operations & Support  
City of Tulsa, OK

August 11, 2025

To Whom It May Concern:

SHI International Corp. would like to formally invite Jon Galchik to attend the upcoming AI & Cyber Labs and Data Center Factory Executive Experience on Tuesday, September 9, 2025, at the SHI Executive Briefing Center in Somerset, NJ.

This exclusive, full-day engagement brings together Public Sector and Education leaders to explore how AI, advanced cyber solutions, and integrated infrastructure can transform government services, citizen safety, education, and infrastructure modernization. In partnership with NVIDIA and HPE, SHI has curated an immersive agenda designed to accelerate AI readiness and foster actionable innovation strategies for Smart Cities, Smart Campuses, and Digital Human applications.

Attendees will begin with an Executive Welcome and Partner Panel, featuring SHI, HPE, and NVIDIA leadership. The day will include guided tours of SHI's AI & Cyber Lab and Data Center Factory, where participants will see live demonstrations of AI-powered solutions, including Vision AI for public safety and transportation, Digital Human Ambassadors for citizen and student services, and infrastructure planning for AI at scale.

The program also offers curated workshops and dedicated networking opportunities with SHI executives, partner sponsors, and peer leaders from across the public sector. Attendance is by invitation only and is extended to senior decision-makers positioned to drive technology transformation within their organizations.

There is no obligation for Jon Galchik or the City of Tulsa to engage in business with SHI or its partners during or after the event. SHI will provide on-site meeting facilities, guided tours, and hosted meals during the scheduled sessions.

Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,



James Heisterberg

James Heisterberg

Account Executive

SHI International Corp



**RE: [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop**

**From** Bria Marshall <Bria\_Marshall@SHI.com>  
**Date** Mon 8/25/2025 6:04 PM  
**To** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Cc** James Heisterberg <James\_Heisterberg@SHI.com>

Hi Jon,

I have an estimated breakdown below. Once you receive approval, please let me know and I will send over some flight options.

Hotel stay- \$175/night 2 nights- \$350  
Air - \$750 (may be less)  
Airport transfers- \$200  
9/9 Breakfast & Lunch - \$75  
9/9 Networking Snacks - \$35

**Estimated Total= \$1410**



**Bria Marshall**

Executive Briefing Center Events Team Lead

Office: [+17325848277](tel:+17325848277) | Mobile: [+17324348515](tel:+17324348515)

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**From:** Galchik, Jon <jgalchik@cityoftulsa.org>  
**Sent:** Saturday, August 23, 2025 12:18 PM  
**To:** Bria Marshall <Bria\_Marshall@SHI.com>  
**Cc:** James Heisterberg <James\_Heisterberg@SHI.com>  
**Subject:** Re: [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop

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Hello Bria,

I do require travel arrangements and accommodations. 😊 I will need to know the value of both so I can get approval from our Mayor. 😊

**Jon Galchik, D.Mgt | Director, IT Operations & Support**

City of Tulsa, Information Technology Department

175 E. 2nd Street., Suite 6

Tulsa, OK 74103

**T:** 918.596.7243

**E:** [jgalchik@cityoftulsa.org](mailto:jgalchik@cityoftulsa.org)

[www.cityoftulsa.org](http://www.cityoftulsa.org)

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**From:** Bria Marshall <[Bria\\_Marshall@SHI.com](mailto:Bria_Marshall@SHI.com)>  
**Date:** Friday, August 22, 2025 at 12:29  
**To:** Galchik, Jon <[jgalchik@cityoftulsa.org](mailto:jgalchik@cityoftulsa.org)>  
**Cc:** James Heisterberg <[James\\_Heisterberg@SHI.com](mailto:James_Heisterberg@SHI.com)>  
**Subject:** [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop

Hello Jon,

I hope all is well! James let me know that you have a few questions regarding the event. Please let me know how I can further assist you.

 **Bria Marshall**  
Executive Briefing Center Events Team Lead  
Office: [+17325848277](tel:+17325848277) | Mobile: [+17324348515](tel:+17324348515)

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**From:** Bria Marshall  
**Sent:** Tuesday, August 12, 2025 9:26 AM  
**To:** [jgalchik@cityoftulsa.org](mailto:jgalchik@cityoftulsa.org)  
**Cc:** James Heisterberg <[James\\_Heisterberg@SHI.com](mailto:James_Heisterberg@SHI.com)>  
**Subject:** Thank You for Registering for the SHI's AI Executive Briefing and Workshop

Good Morning Jon,

Thank you for registering for SHI's AI Executive Briefing and Workshop on Tuesday, September 9, 2025. Step into the future with an exclusive opportunity to experience SHI's AI & Cyber Labs and Data Center Factory. See how Nvidia and HPE are co-innovating with SHI to solve your agency's most pressing challenges – from citizen services to infrastructure modernization.

Our immersive facility tours invite you to experience AI innovation firsthand, beginning with a dynamic session in our state-of-the-art Boardroom or the cutting-edge AI Demo and Experience Center. From there, embark on a guided journey through our advanced facility, where you'll discover how SHI's comprehensive integration solutions are powering the next generation of technology.

Based on your registration, **you require travel arrangements and/or hotel accommodations**. If this is incorrect, please let us know.

**Registration Details:**

Event Date: September 9, 2025  
Departure Airport: TUL  
Departure Date: 9/8  
Hotel Check-in Date: 9/8  
Hotel Check-out Date: 9/10

**Please reply to this email to confirm you require travel arrangements and/ or hotel accommodations. We look forward to hosting you at the Summit.**

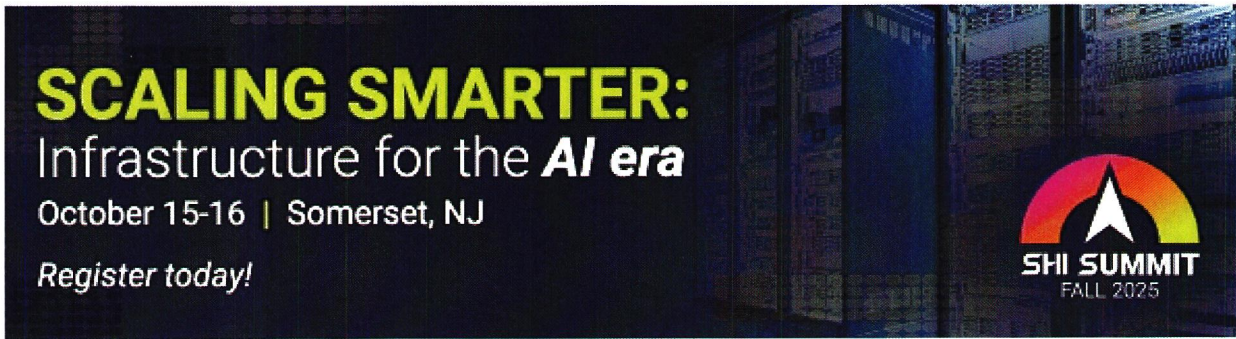
Thank you in advance,

Bria Marshall

 **Bria Marshall**  
Executive Briefing Center Events Team Lead  
Global HQ: 290 Davidson Ave, Somerset, NJ 08873



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