



AGENDA ITEMS		Council Meeting Date:							
Grant Reference No. _____		3/25/2024							
Department: INFORMATION TECHNOLOGY									
Fund Number/Department Number: _____ 6900		Public Hearing:							
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>						
BACKGROUND: IT Camera Replacement from Mariners Wharf.									
Financial Impact: <input checked="" type="checkbox"/> One Time <input type="checkbox"/> Recurring									
Comments: Insurance Check Received									
Analysis: To Transfer funds from Insurance Revenue Account 10-3350-8300 to Contracted Services IT Support Account 10-6900-4502									
Department Head Recommendation: Recommendation to approve transfer Insurance Funds to IT Contracted Services Support									
Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Reviewed by:									
Department Head: <u>Matt D. [Signature]</u>		<table border="1"><thead><tr><th colspan="2">FINANCE DEPT OFFICE USE</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td>Recommend for Approval</td></tr><tr><td><input type="radio"/></td><td>Do not recommend</td></tr></tbody></table>		FINANCE DEPT OFFICE USE		<input checked="" type="radio"/>	Recommend for Approval	<input type="radio"/>	Do not recommend
FINANCE DEPT OFFICE USE									
<input checked="" type="radio"/>	Recommend for Approval								
<input type="radio"/>	Do not recommend								
Date: <u>3/20/2024</u>									
Finance Officer: <u>[Signature]</u>									
Date: <u>3/20/24</u>									
City Manager: _____									
Date: <u>///</u>									



Natalie Weeks <nweeks@elizabethcitync.gov>

Fwd: Insurance Check for IT

5 messages

Alicia Steward <asteward@elizabethcitync.gov>
 To: Natalie Weeks <nweeks@elizabethcitync.gov>

Thu, Mar 7, 2024 at 3:19 PM

fyi
 Alicia L. Steward, MSQSM, CLSSBB
 City of Elizabeth City
 Finance Director
 (252) 621-7319

Forwarded Conversation**Subject: Insurance Check for IT**

From: Anna Spence <aspence@elizabethcitync.gov>
 Date: Thu, Feb 8, 2024 at 3:12 PM
 To: Matthew Simpson <msimpson@elizabethcitync.gov>, Pedro Holley II <pholley@elizabethcitync.gov>, Zaria Williams <zwilliams@elizabethcitync.gov>
 Cc: Alicia Steward <asteward@elizabethcitync.gov>, Brian Lewis <blewis@elizabethcitync.gov>

The insurance check from the League has come in for the cameras damaged by the lightning on the pole. The check amount is \$2,769.69.

The check will be placed in the Insurance Revenue account (10.3350.8300). Department Heads have to contact Alicia Steward to have funds moved for reimbursement from the insurance company to cover the cost of repairs.

Anna Spence
 HR Analyst Liability Coordinator/Payroll
 City of Elizabeth City
 302 E. Colonial Ave.
 Elizabeth City, NC 27909
 252-335-2699 (office)
 252-333-3208 (fax)

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From: Pedro Holley II <pholley@elizabethcitync.gov>
 Date: Thu, Feb 8, 2024 at 3:15 PM
 To: Anna Spence <aspence@elizabethcitync.gov>
 Cc: Alicia Steward <asteward@elizabethcitync.gov>, Brian Lewis <blewis@elizabethcitync.gov>, Matthew Simpson <msimpson@elizabethcitync.gov>, Zaria Williams <zwilliams@elizabethcitync.gov>

Received

Pedro Holley II
 Systems Analyst
 City of Elizabeth City | Technology Department
 302 E. Colonial Avenue
 Elizabeth City, NC, 27909
 E-mail | pholley@elizabethcitync.gov

From: Matthew Simpson <msimpson@elizabethcitync.gov>
 Date: Mon, Feb 19, 2024 at 2:33 PM
 To: Alicia Steward <asteward@elizabethcitync.gov>
 Cc: Zaria Williams <zwilliams@elizabethcitync.gov>, Brian Lewis <blewis@elizabethcitync.gov>, Anna Spence <aspence@elizabethcitync.gov>

Hello Alicia,

[Quoted text hidden]

Montré Freeman <mfreeman@elizabethcitync.gov>

Mon, Mar 11, 2024 at 12:24 PM

To: Alicia Steward <asteward@elizabethcitync.gov>, Matthew Simpson <msimpson@elizabethcitync.gov>, Natalie Weeks <nweeks@elizabethcitync.gov>

Approved

Montré D. Freeman
City Manager
City of Elizabeth City, NC
306 East Colonial Avenue
Elizabeth City, NC 27909
Office (252) 621-7321
Cell (252) 340-9068
Fax (252) 335-2503

On Thu, Mar 7, 2024 at 4:31 PM Matthew Simpson <msimpson@elizabethcitync.gov> wrote:

FYI, IT Insurance Check

[Quoted text hidden]

Alicia
Shld this have
gone to Counsel ???
Money came from
Insurance ???

City of Elizabeth City

- CASH RECEIPT -

DATE : 2/8/2024 4:18 PM
OPER : GL
TKBY : Geneva Luff
TERM : 13
REC# : R00659642

Dept. HR
Date 2/8/2024
140806

64.45 REVENUE INSURANCE 2769.69
DAMAGE 010-3350-8300
Interlocal Risk Financing Fund of NC
27

Payment Code Number 104.45

Paid By: Interlocal Risk Financing Fund
0
2-CHECK 2769.69 REF: C1 104071

Payment Amount 2,169.69

APPLIED 2769.69
TENDERED 2769.69

G.L. Account Number 10.3350.8300

CHANGE 0.00

Deposit Number _____

Source of Revenue INTERLOC

Address _____

Check Number 104071

Description CRIMINAL JUSTICE
LEADERSHIP TRAINING TO CRIMINAL
JUSTICE

PREPARED

APPROVED

KEYED

PRECISION PRINTING, ELIZABETH CITY, NC (252) 338-2450

Needs to be updated.

2769.69
16,563.16

19,332.85