



<b>AGENDA ITEMS</b>		<b>Council Meeting Date:</b>	
Grant Reference No. _____		Tuesday, May 27, 2025	
Department: <u>Police</u>		<b>Public Hearing:</b>	
Fund Number/Department Number: <u>10-5100-1700</u>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**BACKGROUND:** I am respectfully requesting the reimbursement amount of \$775.55 be moved from the Insurance Revenue Account - (10-3350-8300) to the Vehicle Maintenance & Repair Line Item Account (10-5100-1700) to repair police vehicle with VIN#: 5156.

**Financial Impact:**  One Time  Recurring

**Comments:**

**Analysis:** Transfer the \$775.55 reimbursement from the Insurance Revenue Account (10-3350-8300) to the Vehicle Maintenance & Repair Line Item Account (10-5100-1700) to repair this police vehicle.

**Department Head Recommendation:**

**Attachments:**  Yes  No

**Reviewed by:**

Department Head: <u><i>[Signature]</i></u> Date: <u>05/14/2025</u> Finance Officer: <u><i>[Signature]</i></u> Date: <u>05/20/2025</u> City Manager: <u><i>[Signature]</i></u> Date: <u>05/21/25</u>	<b>FINANCE DEPT OFFICE USE</b>  <input type="radio"/> Recommend for Approval  <input type="radio"/> Do not recommend
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Linda Burrus &lt;lburrus@elizabethcitync.gov&gt;

**Insurance Check for Police**

3 messages

Wed, Apr 23, 2025 at 4:11 PM

Anna Spence <aspence@elizabethcitync.gov>  
To: James Avens-Deputy Chief <javens@elizabethcitync.gov>, Carol Butts <cbutts@elizabethcitync.gov>, Darrell Felton <dfelton@elizabethcitync.gov>, Marika Bell <mbell@elizabethcitync.gov>, Linda Burrus <lburrus@elizabethcitync.gov>

Hey,

We have received an insurance check for \$775.55 related to an incident that occurred on April 16, 2025. The appraisal totals \$1,362.96. Less sales tax of \$ 87.41 and the \$500 deductible brings the net settlement to \$775.55.

Description: EMS backed into the EE patrol car (unoccupied) when they were leaving the scene.

This check will be deposited into the insurance revenue account 10.3350.8300. Interim Chief Avens will coordinate with Brian Lewis to transfer these funds for the repair costs.

Please send the appraiser report with the vehicle to the body shop for the repairs. Note that any services not listed on the appraiser report must be pre-approved by the Claims adjuster before the work is done. The Police Department will complete the PO for the repairs.

Have a great day!

Anna

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

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420K

Wed, Apr 23, 2025 at 4:22 PM

James Avens <javens@elizabethcitync.gov>  
To: Anna Spence <aspence@elizabethcitync.gov>




# MEMORANDUM

Property Management & Training

RESPECT PROFESSIONALISM HONESTY INTEGRITY FAIRNESS

TO: Brian Lewis,  
Interim Finance Director

FROM: Eddie Graham   
Interim Chief of Police

SUBJECT: Request to Transfer Funds  
(Reimbursement Check for Police Vehicle Damaged)

DATE: 05/14/2025

Please be advised that the City has received reimbursement in the amount of \$775.55 through an insurance claim received for damage to Police Vehicle: 2021 Dodge Charger with VIN #5156.

I am respectfully requesting the reimbursement amount of \$775.55 be transferred from the Insurance Revenue Account (10-3350-8300) to the Vehicle Maintenance & Repair - Line Item Account (10-5100-1700) to repair this police vehicle. Please see the attached email to support this request.

Thank you in advance for your time and attention to this matter; if you have any questions feel free to contact me.

**Police Department**  
**City of Elizabeth City, P. O. Box 347, Elizabeth City, NC 27907-0347**  
**Phone: (252) 335-4321 – Fax (252) 338-0128**