



DATE: November 1, 2013

TO: Ken Komiske, Director of Utilities
Jeff Bryant, City Attorney

FROM: Brenda Hall, City Clerk

A handwritten signature in black ink, appearing to be "BH", is written over the name "Brenda Hall" in the "FROM:" line.

SUBJECT: Claim from Norman Regional Health System

I am in receipt of a claim from Norman Regional Health System in the amount of \$3,974.87 for damages incurred to the ramp around the trash compactor at the loading dock on October 21, 2013, at 901 North Porter due to their claim that a sanitation employee failed to raise the ramp before loading the trash compactor.

Ken, I would appreciate your checking with your staff regarding verification of the problem. Please report your findings by written memorandum to me with a copy to Jeff.

Jeff, if it is determined the City has liability in this matter, please signify by writing a report of your recommendations in order that we may schedule this claim as an agenda item.

BH:smr
attachment

office memorandum