

office memorandum



DATE: December 29, 2014

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

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Claim from Xiangyu Bing

I am in receipt of a claim from Xiangyu Bing in the amount of \$1,658.54, due to her claim that her vehicle was damaged when a sanitation truck struck the vehicle while it was parked in the parking lot in front of her condominium located at 401 12th Avenue S.E. Apartment 140, on November 24, 2014. Ms. Bing said a City of Norman business card for Brandon McLendon, Safety Manager, was left on her car after the incident and she has been in contact with Mr. McLendon who explained to her the tort claim process.

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:kjc
Attachments
cy: Brandon McClendon, Safety Manager