



# office memorandum

DATE: May 21, 2018

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

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Claim from Daniela Flores

I am in receipt of a claim from Daniela Flores in the amount of \$3,269.53 for damages to her vehicle due to her claim that on April 28, 2018, a sanitation truck struck her parked vehicle at 340 Wichita Drive. A copy of the vehicle title has been requested and will be forwarded to you upon receipt.

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  
attachments