



DATE: November 8, 2018

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

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Claim from Anatole at Norman

I am in receipt of a claim from Anatole at Norman in the amount of \$6,034.87 for damages to their motorized north exit gate located at 3700 West Tecumseh Road due to their claim that on October 24, 2018, a sanitation truck driver did not wait for the gate to completely open and the back of the truck was caught on the gate.

Ken, I would appreciate your checking with your staff regarding verification of the accident. 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

office memorandum