

## MEMORANDUM

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**DATE:** November 14, 2025  
**TO:** Clint Mercer, Chief Accountant  
**FROM:** Sarah Encinias, Legal Admin Tech   
**SUBJECT:** City of Norman Debt Recovery  
Incident Report: 24-63724; PD Unit 1143

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On September 1, 2024, a Norman Police Department vehicle (Unit 1143) sustained damage when it was struck by another driver from behind. The driver and responsible party was identified as J. Hatleli however she did not have insurance coverage in place at the time of the incident.

The damaged unit has since been added to the list of City vehicles being replaced due to age and wear. The vehicle's base value was estimated at \$5,000, and after discussions with the City Attorney's Office, Ms. Hatleli has entered into a repayment agreement for \$3,070. A Memorandum of Understanding (MOU) was signed by Ms. Hatleli today and a copy is attached for your records.

Ms. Hatleli submitted her first payment of \$85 to the City Attorney's Office and the payment was then delivered to the City Revenue Division. This results in a remaining balance owed of \$2,985.

Please advise if further information is needed.

### *Attachments*

cc: Kevin Foster, Chief of Police  
Chad Vincent, Major, Police Department  
Monteshia Brakhage, PD Admin Tech

Mike White, Fleet Program Manager  
Mark Delgado, Light Repair Supervisor  
Jennell James, Fleet Service Writer

Revenue Collection Division  
Ryan Riddel, Assistant City Attorney



THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Denver, Colorado

Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

**MONEY  
ORDER**



\$ 85.00

PAY EXACTLY EIGHTY-FIVE DOLLARS AND NO CENTS

PAY TO THE  
ORDER OF

SECURE SOURCE

