




# office memorandum

**DATE:** February 1, 2021  
**TO:** Clint Mercer, Chief Accountant  
**FROM:** Sarah Encinias, Legal Admin Tech   
**SUBJECT:** City of Norman Debt Recovery  
Incident Report: 2020-40677

On June 22, 2020, damage was sustained to a CHEVRON sign installation located at the intersection of Robinson Street and 60th Avenue NW. The driver was identified as Virginia McMahon and responsible party was identified as Pamela McMahon.

Attached is a check from Horace Mann insurance in the total amount of \$169.15 to cover damage costs.

Please advise if you need additional information regarding this incident.

*Attachment*

cc: Shawn O'Leary, Director of Public Works  
Dennis W. Davis, Traffic Control Supervisor  
David Riesland, Traffic Engineer  
Barbara Andros, Revenue Collection Supervisor



20-51

Date	Number	Amount
01/25/2021	4100585305	\$169.15

Insured:  
Pamela McMahon

Check Issued By:  
Bryan Coulter

**Reason:** Collision Supplement City of Ok for sign damage

Reason: Collision Supplement City of Ok for sign damage  
Claim Number: AU02224954  
Loss Date: 06/22/2020  
Policy Number: 3581907540  
Name Of Insured: Pamela McMahon  
Claimant: Pamela McMahon

DETACH BEFORE DEPOSITING

This blue check contains multiple fraud deterrent security features, all features detailed on back of check.



Horace Mann Property and Casualty Insurance Company



4100585305

Claim Number	Loss Date	Policy #
AU02224954	2020-06-22	3581907540

DATE 01/25/2021 70-2620 711

One Hundred And Sixty Nine And 15/100 US Dollars

PAY TO THE ORDER OF:  
CITY ATTORNEY'S OFFICE

Amount
*****\$169.15

VOID AFTER 90 DAYS

MAIL TO:  
CITY ATTORNEY'S OFFICE  
PO BOX 370  
NORMAN, OK 73070

*Mark Zuck*



⑈ 4100585305 ⑈ ⑈ 071126201⑈ 7072⑈