




# office memorandum

**DATE:** November 16, 2020  
**TO:** Clint Mercer, Chief Accountant  
**FROM:** Sarah Encinias, Legal Admin Tech   
**SUBJECT:** City of Norman Debt Recovery  
Incident Report: 20-69246

On October 25, 2020, damage was sustained to a roadway light pole assembly located along the northbound I-35 off-ramp to Main Street. The driver was identified as McKenna Moore and the responsible party was identified as Hayley Brooks.

Attached is a check from Root Insurance in the total amount of \$6,501.79 to cover damage costs.

Please advise if further information is needed.

*Attachment*

cc: Shawn O'Leary, Director of Public Works  
Brian McNabb, Traffic Signal Supervisor  
David Riesland, City Traffic Engineer  
Barbara Andros, Revenue Collection Supervisor

(21-20)

SUMMARY

**Root Insurance Co** **Root Insurance Company**  
ATTN: Claims Dept  
80 East Rich Street  
Columbus OH 43215

CHECK DATE: 11/07/2020  
CHECK NUMBER: 927232  
AMOUNT: \$6,501.79  
ROOT CLAIM NUMBER: M44LBMOK



CITY OF NORMAN  
ATTN JEANNE SNIDER  
PO BOX 370  
NORMAN, OK 73070-0370

21165910 - 00024

Our goal is to ensure you are completely satisfied with your claim experience. If you have any questions or concerns, please reach out to your claims expert directly or support at 1-866-980-9431, Monday through Friday, 9 a.m. to 5 p.m. EST.

LPD101 - 21165910-00024-1/1-000

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND. SECURITY FEATURES INCLUDE THERMOCHROMIC INK, MICROPRINTING, A VOID PANTOGRAPH, AND AN ARTIFICIAL WATERMARK AND SECURITY SCREEN ON THE BACK.

13-1/420	
927232	11/07/2020
Check Number	Date
Amount	
\$*****6,501.79	

Root Insurance Company  
80 East Rich Street  
Columbus, OH 43215

**Root Insurance Co**

PAY EXACTLY \*\*\*\*\*6,501\* DOLLARS AND \* 79 \* CENTS

TO THE ORDER OF: CITY OF NORMAN  
ATTN JEANNE SNIDER  
PO BOX 370  
NORMAN, OK 73070-0370

usbank

Memo: 21-20

Void after 180 days from date of check

*Dea H. Hart*  
AUTHORIZED SIGNATURE

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