



# office memorandum

**DATE:** December 7, 2023  
**TO:** Clint Mercer, Chief Accountant  
**FROM:** Sarah Encinias, Legal Admin Tech *SE*  
**SUBJECT:** City of Norman Debt Recovery – Damage to Fleet Vehicles

The City of Norman has contracted with Alternative Claims Management (ACM) to provide damage recovery services for the City when a loss is caused by an at-fault party. At-fault parties are automobile drivers who are involved in a collision with a City vehicle and is found to be the cause, or at-fault, of the collision. ACM pursues payment from the at-fault party's insurance company and sends payment to the City.

Attached is check #25819 from ACM in the total amount of \$4,627.74. This payment represents damage reimbursement from insurance companies for the incidents described below.

Please advise if you need additional information regarding this payment.

| Vehicle Unit | Date of Incident | Insured           | Insurance  | Payment Amount |
|--------------|------------------|-------------------|------------|----------------|
| Motorcycle   | 10/03/2023       | S. Bean           | State Farm | \$ 465.48      |
| 1167         | 04/23/2022       | T. Mauldin        | Allstate   | \$ 2,153.42    |
| 1133         | 10/03/2022       | I. Johnson        | Allstate   | \$ 1,106.36    |
| 986          | 04/22/2023       | Green Light Solar | State Auto | \$ 902.48      |
|              |                  |                   | Total      | \$ 4,627.74    |

## *Attachment*

cc: Kevin Foster, Chief of Police  
Chad Vincent, Major, Community & Staff Services Bureau  
Lisa Tullius, Admin Tech III  
Mike White, Fleet Program Manager  
Mark Delgado, Light Repair Supervisor  
Jennell James, Fleet Service Writer  
Barbara Andros, Revenue Collection Supervisor

Alternative Claims Management  
16404 San Pedro Ave  
San Antonio, Texas 78232

THE FROST NATIONAL BANK  
SAN ANTONIO, TEXAS  
30-9/1140

25819

11/30/2023

PAY TO THE  
ORDER OF

Norman Police Department

\$

\*\*4,627.74

Four thousand six hundred twenty-seven and 74/100\*\*\*\*\*DOLLARS

PROTECTED AGAINST FRAUD



MEMO

Alternative Claims Management

25819

11/30/2023

Norman Police Department

Date

Type

Reference

Original Amount

Balance Due

Payment

11/28/2023

Bill

C-19440

4,627.74

4,627.74

4,627.74

Check Amount

4,627.74

Trust:Frost Client Tru

4,627.74

Alternative Claims Management

25819

11/30/2023

Norman Police Department

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Bill

C-19440

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PAYMENT  
RECORD



105151



Rev 6/21