

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: November 30, 2018
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- BAPD Calls for Service – October 2018
- General Services Department Monthly Report – October 2018
- Utilities Department Monthly Report – October 2018

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Rose District revitalization honored again
- Press Release – Broken Arrow Parks Director to retire
- Finance Department Memo – Red Flag 2018

3. SPECIAL EVENTS / ACTIVITIES

Respectfully submitted,

CLM for

Russell Gale

clm
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



INTEROFFICE MEMO

To: Michael Spurgeon, City Manager

From: Brandon C. Berryhill, Chief of Police *BCB/41*

Date: November 13, 2018

Re: **Calls for Service**

Attached please find:

- BAPD Calls for Service Report – October 2018

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Attachment



Broken Arrow Police Department October 2018 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
1st Shift (11:15pm - 7:14am)						
Beat 1	12	6	88	27	58	0
Beat 2	13	11	94	37	138	0
Beat 3	7	2	33	20	21	1
Beat 4	5	2	51	15	54	1
Beat 5	8	3	30	15	26	0
Beat 6	2	1	26	5	46	0
Beat 7	10	5	94	17	35	0
Beat 8	7	1	51	6	22	0
Other	1	0	2	2	5	0
	65	31	469	144	405	2

1st Shift average response time per priority

	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:08	0:01:10	0:02:44	0:05:45	0:11:53	0:00:00
Dispatch to Arrival	0:04:17	0:04:08	0:05:38	0:05:37	0:06:24	0:00:00
Call Start to Arrival (10/2018)	0:05:26	0:05:19	0:08:31	0:11:32	0:15:58	0:00:00
Call Start to Arrival (10/2017)	0:05:21	0:04:37	0:08:07	0:11:28	0:11:13	0:00:00
1st Shift Oct. Total Calls		1128		(491	were self-initiated calls)	

Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
2nd Shift (7:15am - 3:14pm)						
Beat 1	14	6	173	109	79	21
Beat 2	22	8	216	172	301	14
Beat 3	10	3	49	43	76	142
Beat 4	13	9	102	70	105	23
Beat 5	9	1	49	48	27	11
Beat 6	1	0	17	38	70	6
Beat 7	11	12	135	78	83	33
Beat 8	6	4	30	24	32	19
Other	1	0	4	6	20	0
	87	43	775	588	793	269

2nd Shift average response time per priority

	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:16	0:01:16	0:04:09	0:06:26	0:07:35	0:20:08
Dispatch to Arrival	0:05:27	0:05:10	0:07:06	0:09:20	0:07:35	0:16:28
Call Start to Arrival (10/2018)	0:06:44	0:06:30	0:11:34	0:15:45	0:15:17	0:37:47
Call Start to Arrival (10/2017)	0:06:07	0:07:16	0:13:09	0:21:39	0:23:30	0:58:11
2nd Shift Oct. Total Calls		2581		(1102	were self-initiated calls)	

*Total call and self-initiated call amounts include priority 7 calls.



Broken Arrow Police Department October 2018 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
3rd Shift (3:15pm - 11:14pm)						
Beat 1	34	17	190	110	107	13
Beat 2	19	11	202	177	352	5
Beat 3	17	5	74	58	76	23
Beat 4	24	11	111	79	108	14
Beat 5	15	3	48	32	18	3
Beat 6	1	1	35	30	83	3
Beat 7	31	7	113	100	105	11
Beat 8	8	5	42	39	22	2
Other	2	0	2	13	11	0
	151	60	817	638	882	74
3rd Shift average response time per priority						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:32	0:01:35	0:07:36	0:12:26	0:17:54	0:16:38
Dispatch to Arrival	0:04:50	0:04:25	0:06:43	0:08:22	0:06:38	0:16:09
Call Start to Arrival (10/2018)	0:06:21	0:06:00	0:14:35	0:20:40	0:23:56	0:34:30
Call Start to Arrival (10/2017)	0:06:55	0:07:12	0:13:24	0:21:42	0:18:52	0:36:01
3rd Shift Oct. Total Calls		2671	(938	were self-initiated calls)	

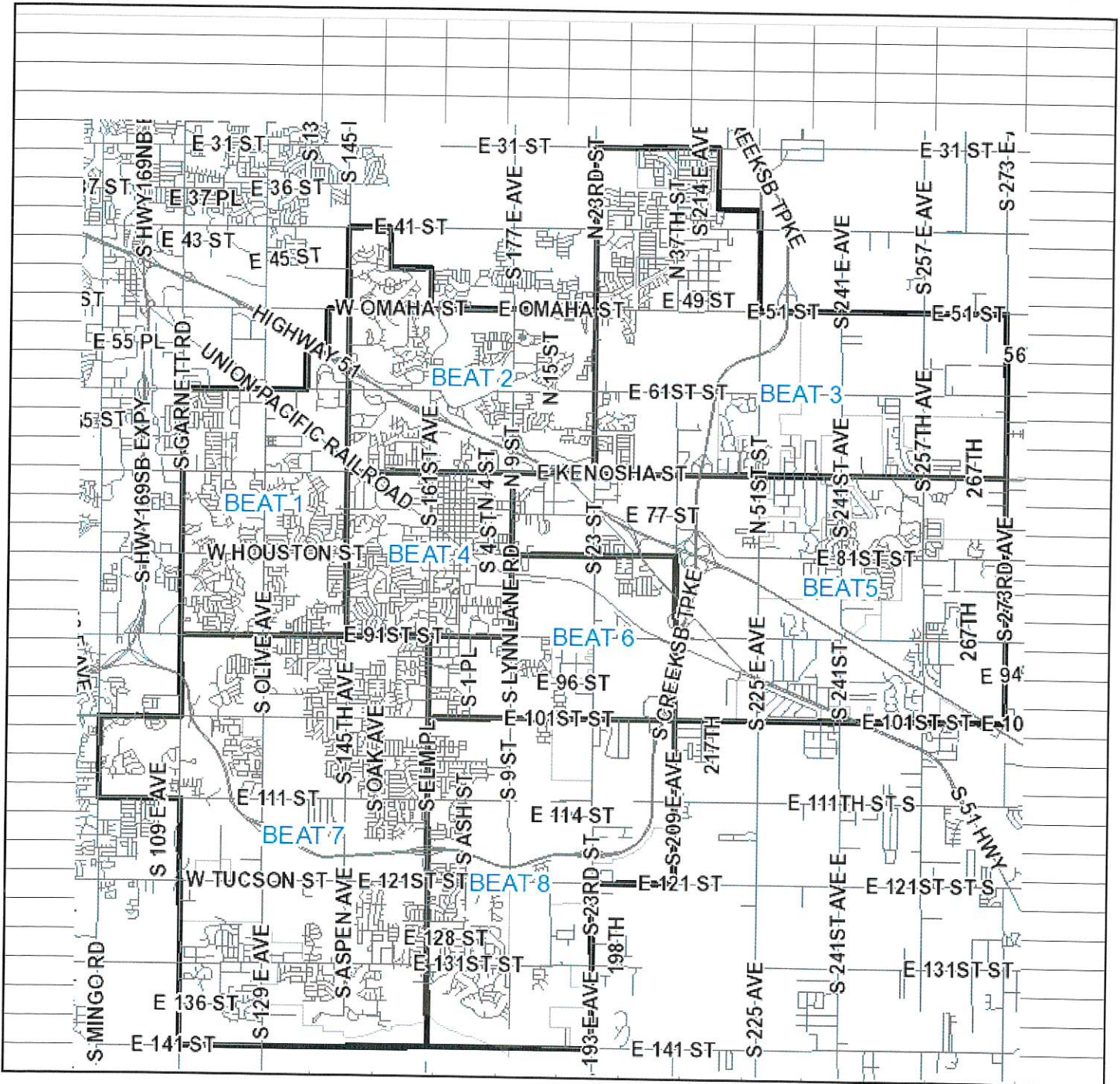
Definitions

- Priority 1 =** Crimes in progress involving life threatening circumstances and situations that produce or are likely to produce serious bodily injury or death to any person.
- Priority 2 =** Crimes in progress or that have just occurred, incidents in progress that present the potential for injury or property damage/loss, situations where the suspect is still at the scene or in the area and will elude apprehension or create the potential for injury or property damage if the police do not arrive rapidly, incidents where an officer is needed to secure a scene or witnesses, and incidents where there is a need for crowd control or traffic control which, if not done immediately, would create the imminent potential for injury or property damage/loss.
- Priority 3 =** Crimes against people that are misdemeanors in progress or that have just occurred, reports of recent felony crimes, suspicious circumstances with no threat of injury, and incidents that do not require an officer immediately, but need investigation, mediation, or intervention.
- Priority 4 =** Property or service related calls for an officer to respond that cannot be handled by telephone, misdemeanor reports when caller demands officer or when an officer needs to investigate the scene or interview witnesses, and requests for officers that do not require a quick response.

*Total call and self-initiated call amounts include priority 7 calls.



Broken Arrow Police Department October 2018 Calls For Service

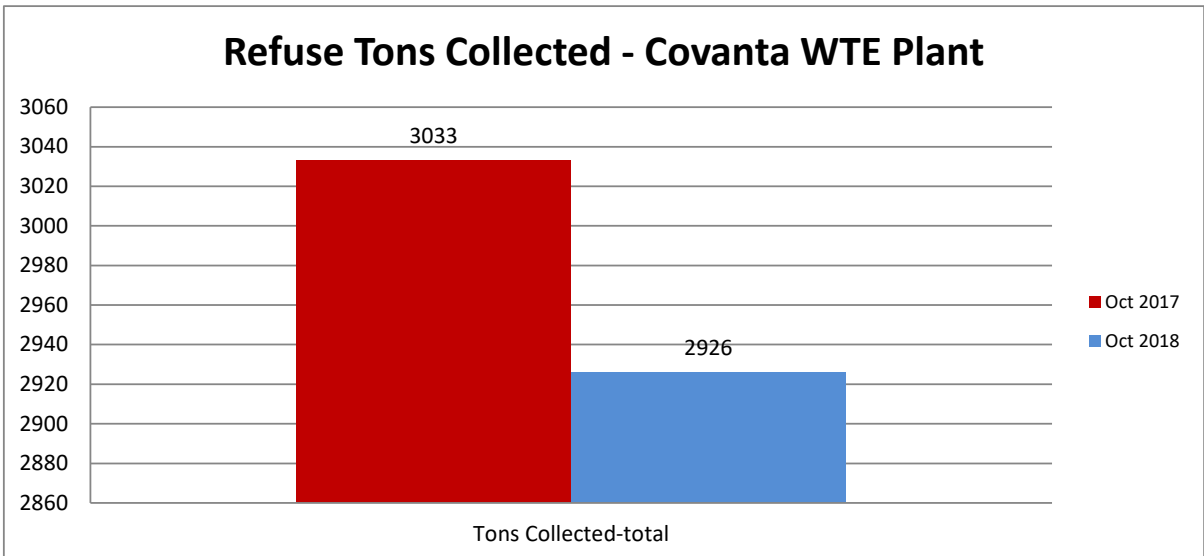
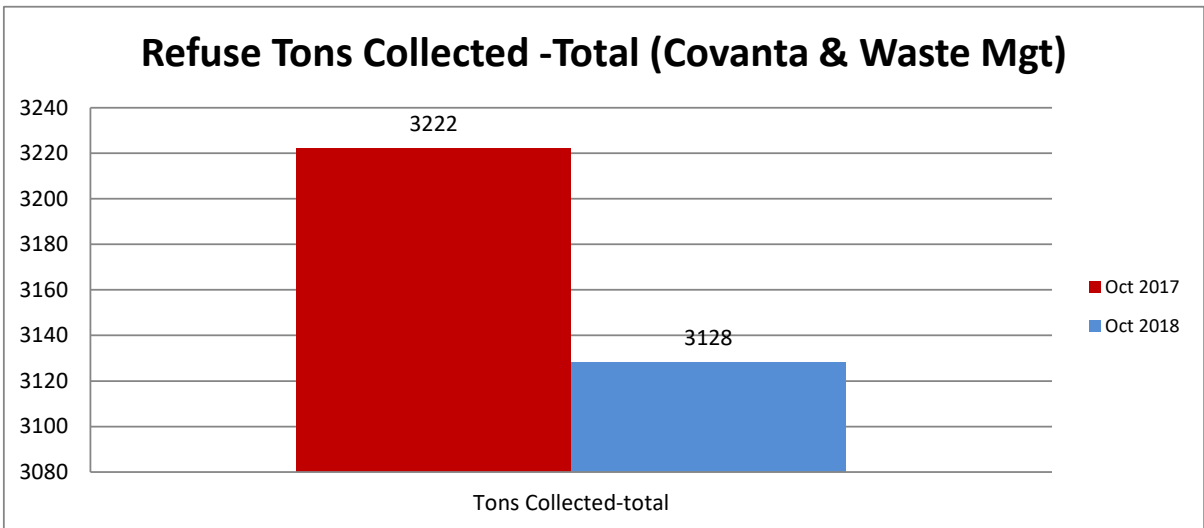
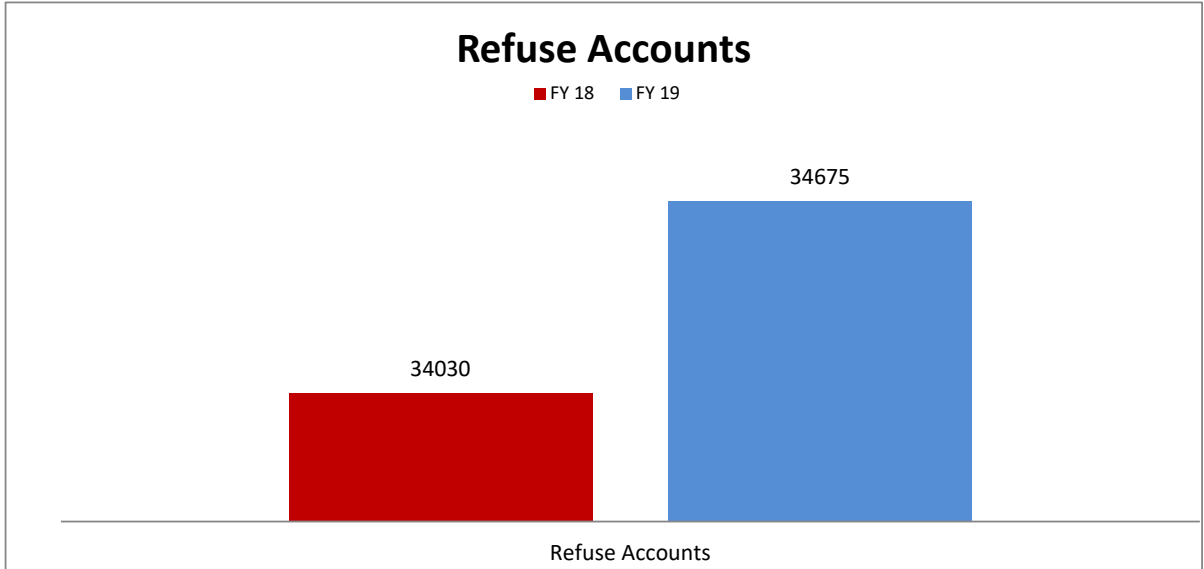


*Total call and self-initiated call amounts include priority 7 calls.

By: Aleisha Wickersham

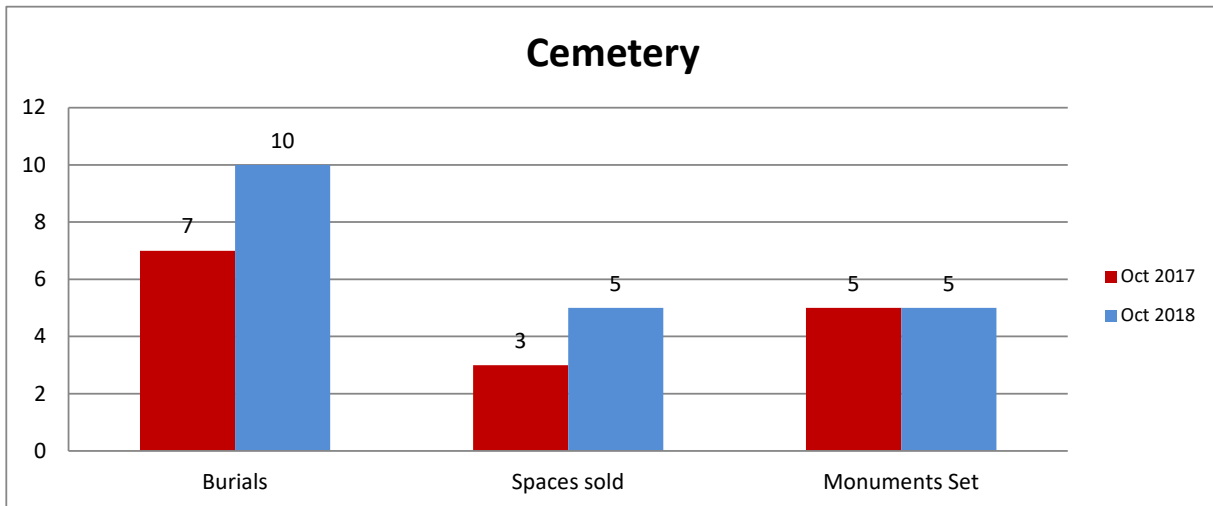
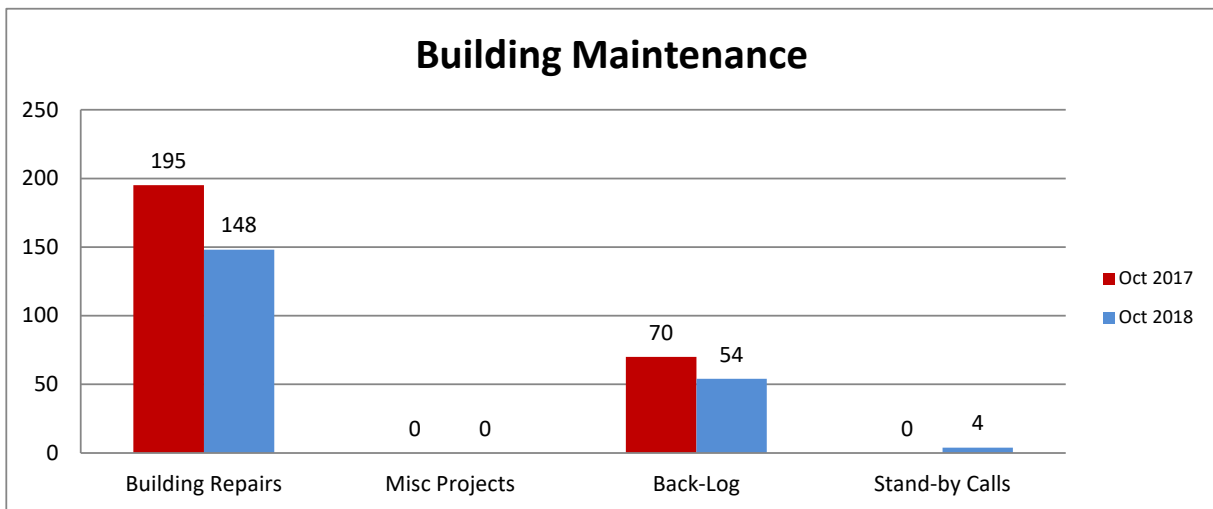
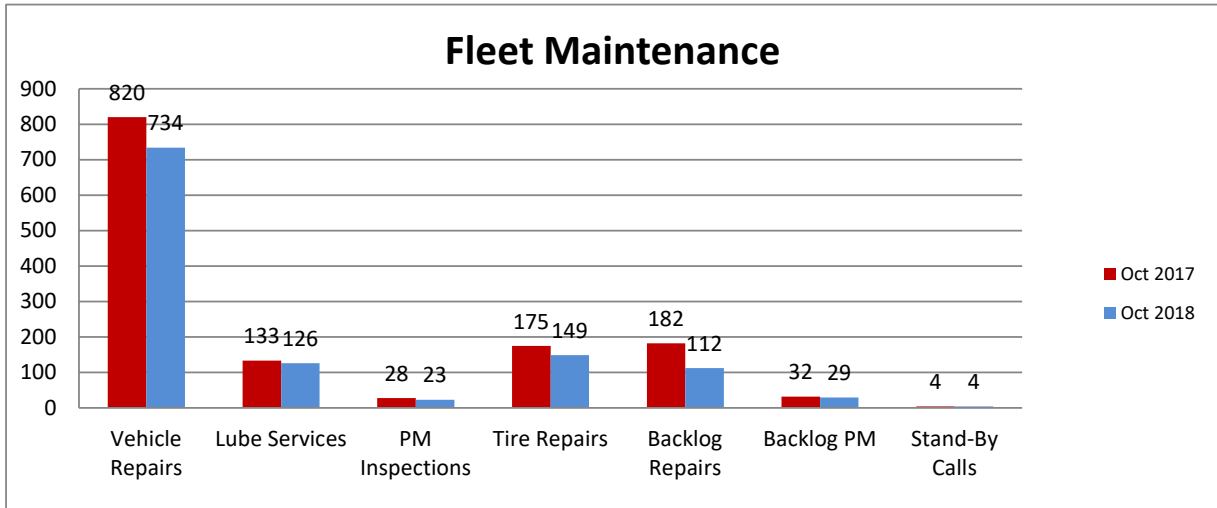
General Services Monthly Report

October 2018



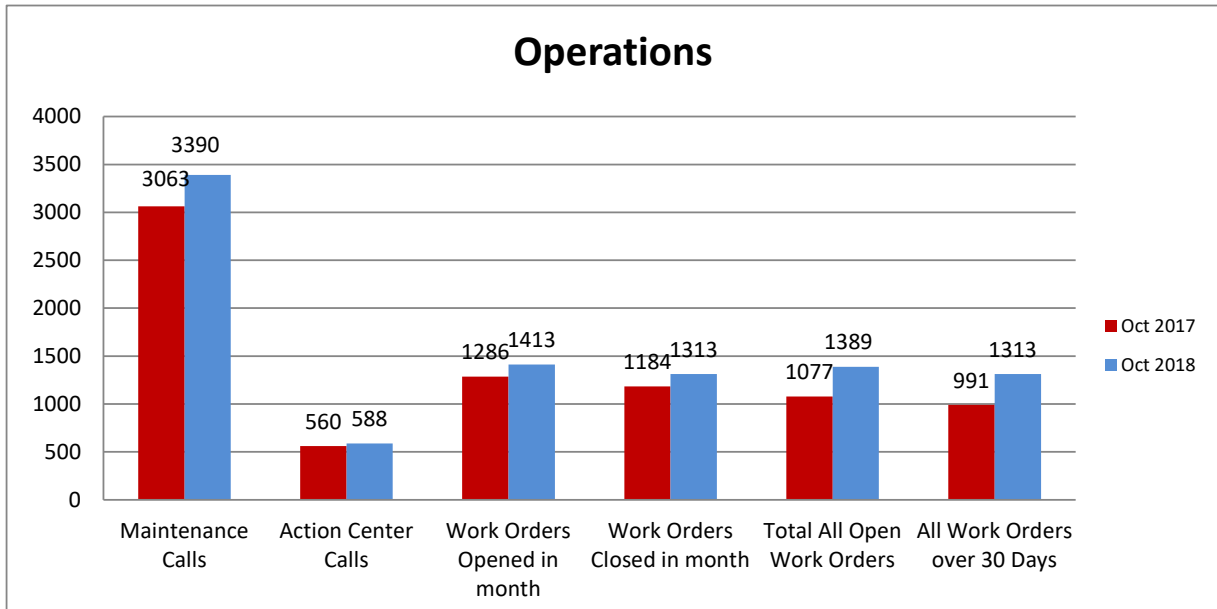
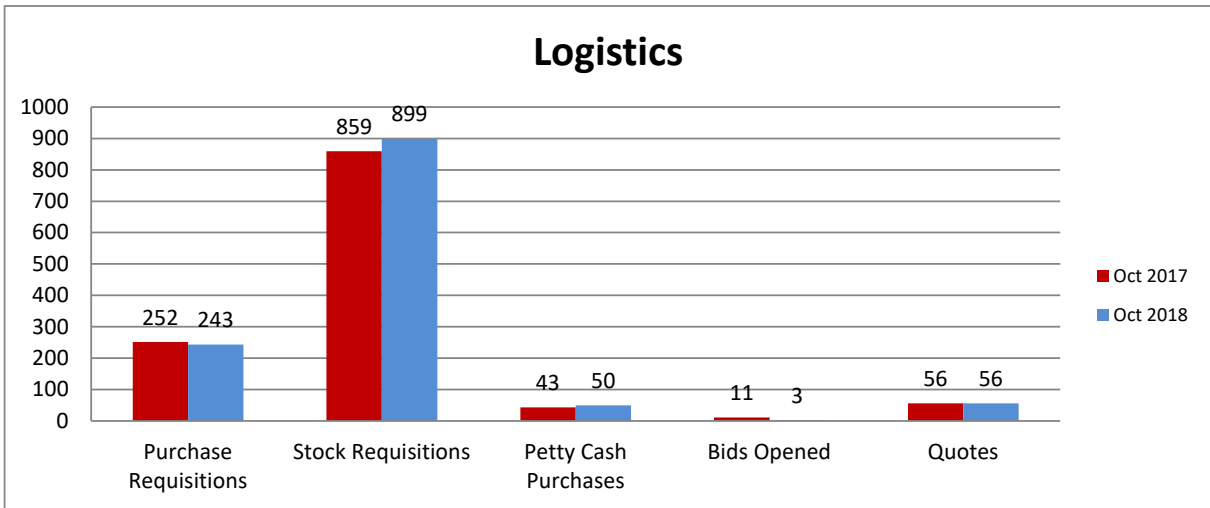
General Services Monthly Report

October 2018



General Services Monthly Report

October 2018



To: Michael Spurgeon, City Manager
From: Charles Vokes, Utilities Director
Date: November 30, 2018
Re: Utilities Department Monthly Report – October 2018

	October 2018	October 2017
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	0.6 MG	1.0 MG
Water – Produced at Verdigris WTP	<u>314.3 MG</u>	<u>329.1 MG</u>
Total	314.9 MG	330.1 MG
 Wastewater Treated		
Lynn Lane Plant	137.8 MG	132.2 MG
Haikey Creek Plant flow from BA	<u>176.5 MG</u>	<u>177.2 MG</u>
Total	314.3 MG	309.4 MG
Haikey Creek Plant flow from Tulsa	201.5 MG	201.5 MG

**Lynn Lane WWTP Maintenance Summary-
David Handy, Plant Manager**

1. Installed heat trace on water lines inside Return Activated Sludge (RAS) building
2. Repaired water leak on east wall faucet in RAS building
3. Installed cover for chlorine analyzer pump
4. Installed canvas wall around the north barscreen
5. Lubricated belt press bearings
6. Lubricated all pump motors and gearbox drives for the clarifier and south thickener
7. Repaired cover plate on RAS pump #2
8. Installed shelving in the maintenance shop
9. Checked and monitored all heaters in the facility
10. Winterized waster activated sludge (WAS) pump structure
11. Winterized/disconnected water supply to east clarifier center ring
12. Two new employees attended the 40 hour HAZWOPER training

**Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary-
Lauren Wilson, Pretreatment Coordinator**
Fats, Oil & Grease (FOG) Program Activities

Food Handling Establishment Inspections:

- City Pretreatment staff performed 50 food handling establishment inspections in the month of October. Staff reviewed manifests for grease interceptor maintenance, inspected the interceptors, and discussed best management practices with management.

Establishments with interceptors that were improperly maintained or in need of repair were given 15 days to correct the deficiency. Re-checks were done for non-compliance issues.

Industrial Pretreatment Activities:

- Blue Bell – The compliance self-monitoring and laboratory analysis reports were received and reviewed. There were three “daily maximum” violations for Biochemical Oxygen Demand (BOD). Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$15,919.14. Surcharges have been suspended until January of 2019 when the consent order issued to Blue Bell by the City of Broken Arrow is complete and Blue Bell begins operation of a pretreatment system. The purpose of the pretreatment system is to bring Blue Bell back into compliance with the wastewater discharge permit limits issued by City of Broken Arrow. Construction of the pretreatment system is underway.
- Unifirst – The compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$995.62 and submitted to the Finance Department for billing.
- Broken Arrow Powder Coating – The compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted.
- CSI Aerospace – The compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted.
- Quik Trip 111th & Elm- A discharge request was submitted by environmental consultant, GHD, to release underground storage tank “ground water” into the City of Broken Arrow sanitary sewer system. These requests are submitted with laboratory analysis for gasoline range organics, benzene, toluene, ethylbenzene, and xylene. The request was denied because several constituents were above City of Broken Arrow policy standards.
- Kum & Go 61st & Lynn Lane- A discharge request was submitted by environmental consultant, Seneca Company, to release underground storage tank “ground water” into the City of Broken Arrow sanitary sewer system. These requests are submitted with laboratory analysis for gasoline range organics, benzene, toluene, ethylbenzene, and xylene. The laboratory analysis showed no deficiencies. The request was approved and the ground water was discharged to an onsite manhole.
- Comgraphx– The monthly compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted.
- Broken Arrow Landfill- Republic Services requested reduced wastewater self-monitoring at the Broken Arrow Landfill. The request was approved and Broken Arrow Wastewater Discharge Permit No. BA 014 was amended to require semi-annual monitoring instead of quarterly. Consideration was taken of the fact that all laboratory analysis from Broken Arrow Landfill has been continually and consistently below permit limits and that the site has been closed since December of 2003 with no new waste being accepted.
- Mullin Plumbing – Mullin Plumbing submitted the first wastewater discharge compliance monitoring report for their septic system dewatering station which showed total suspended solids, zinc, and copper above City of Broken Arrow local limits. Pretreatment staff also recorded several other permit violations in the first month of operation. Mullin Plumbing has been asked to repair the flow meter, begin manifesting every load, and modify dewatering system to keep sludge out of the City of Broken Arrow sanitary sewer system. A meeting will be scheduled to discuss expectations during the month of December.

- Technically Based Local Limits- Wastewater collection system laboratory analysis has commenced for calculation of technically based local limits for the Haikey Creek and Lynn Lane Wastewater Treatment Plants. Pretreatment staff chose manholes collecting flow from industrial parks, commercial, and residential properties. Selected manholes are being monitored for metals, biochemical oxygen demand, total suspended solids, oil& grease, ammonia, and phosphorus. The lab results will be used to calculate new wastewater discharge limits for industrial users within the wastewater treatment systems. The limits are to be submitted to DEQ by May 2019.
- Annual Reports to the Department of Environmental Quality (DEQ)- Pretreatment Program status reports for Haikey Creek and Lynn Lane Wastewater Treatment Plants are required to be submitted to DEQ by October 31st each year. The reports were prepared and submitted to DEQ by City of Broken Arrow Pretreatment staff. There was one industrial user that was listed as significantly non-compliant during this pretreatment year. Comgraphx/Communication Graphics was published in the Tulsa World as being significantly non-compliant with pretreatment regulations, as is required by DEQ. Comgraphx has since stopped discharging from the silver recovery system because treatment was not adequate to meet Broken Arrow pretreatment standards.

Utilities Distribution/Collections Maintenance Summary

Water Distribution – Jerry Hanewinkel, Interim Utilities Systems Manager

1. New Taps and Meters set-32
2. Responded to 786 Call Okie Line Locates
3. Replaced 23 meters
4. Repaired or Replaced meter boxes and valve boxes-0
6. Meter leak repairs done-4
7. Responded to 33 water leak calls
8. Distribution Main Leaks repaired-20
9. Replaced 11 Curb Stops
10. Valve truck crew exercised 65 valves for the month, bringing the total to 891 for 2018
11. Service Crossings Installed-1
12. Responded to 52 water system service requests
13. Fire Hydrants Repaired-2
14. Fire Hydrants Replaced-3
15. Fire Hydrants Painted-0
16. Cleaned and restored 19 yards after water line repairs were done
17. Valve Repaired, Replaced or Installed-1
18. Flushed 7 main lines to address water quality issues
19. Repaired two sample stations
20. Replaced registers for AMR project-57
21. Spot dug 4” line on 9th St for water line to sewer plant
22. Installed auto flusher at 12633 S 124th E Ave
23. Moved meters at two locations
24. Replaced 40’ of storm drain that was clogged by city work
25. Jumped in a 6” valve

Sewer Collection- David Marlow, Wastewater Collection Supervisor

Sewer

1. Service requests calls-35
2. Sewer line locates done-103
3. Sewer line blockages relieved-13
4. Stand-by and night crew responded to 14 sewer calls

5. Manholes cleaned /raised/repaired-4
6. Sewer line cleaned-17,093 ft.
7. Sewer lines repaired/replaced/installed-48 ft.
8. CCTV inspections done-1,494 ft.
9. Sewer lines root cut-0
10. Sinkholes inspected-0
11. Clean ups done at 4 locations after repairs to sewer lines were done
12. Sanitary Sewer Overflows (SSO's) reported to ODEQ for the month-4
13. Assist other departments-3

Booster and Lift Stations

1. Routine station visits (29 lift stations and 4 booster stations)-483
2. Check valves/pumps cleaned at 16 stations
3. Wet wells cleaned using vactor truck-10
4. Groundskeeping (mow, weed/pest control, trim trees)-2
5. Booster station calls-2
6. Pump station maintenance and repairs done-9
 - Timberbrook-replaced chain on turtle shell
 - Wellstone-cleaned vent
 - Oneta Road-repaired gate
 - 209th-cleaned filters on VFD's
 - Willow Springs-reset breakers tripped from storm
 - Pinalto-reset total alarm start/stop
 - Park Lane- blown fuse on power pole, PSO replaced fuse
 - Cambridge-replaced seal on #1 pump
 - Homeland-replaced vacuum bowl

Meter Reading – Derriel Bynum, Meter Reading Supervisor

1. Replaced Meters-21
2. Placed Door Hangers for bad checks-81
3. Turn Ons for nonpayment-235
4. Turn Offs for nonpayment-241
5. New Account Service Initiated-519
6. Accounts Finaled-527
7. Read 38,982 Meters
8. Construction Meters Set-1
9. Rereads/Leak Tests-156
10. Meter boxes replaced-12
11. Meter lids replaced-0
12. Resident Request to Check Meter-1
13. Misreads-27 verified
14. Met with residents to discuss their high bill/water usage concerns-17
15. Meters pulled-1
16. Meter stop replaced-1
17. 7" meter riser replaced-4
18. UME Chambers replaced-1

AMR Project-

- Retrieved water use history from 17 AMR radio devices and provided the 90 day graphs to the customers

- AMR antennas replaced-0
- AMR registers-437
- AMR meter body-187
- Dead AMR registers replaced-15
- Meter boxes replaced-30
- Meter riser-20
- Stops replaced-2

Utilities Construction – Tommy Kimbrough, Construction Supervisor

1. ED-1701 (Alfa Laval) installed 1060' of 12" C-900 water pipe, 2 fire hydrants, 2 service Crossings with 120' of 1" municipex pipe and 1 24"x12" tap
2. Fire Training Center-installed 691' of 6" C-900 pipe, 1 fire hydrant, pressure tested and chlorinated line
3. S.1806 Milestone-removed old sewer line and manhole
4. Line locates-15
5. Distribution main leaks-2
6. Meter boxes replaced-3
7. Meter leaks-2
8. Taps-3
9. Fire hydrants-3

Water Quality- Diana Flora, Water Quality Technician

1. Flushed dead end water lines at 30 locations
2. Tested chlorine levels near auto flushers to verify all are working, 20 total
3. Six water quality concerns calls- 202,500 gallons flushed
4. Collected 100 Bac-T samples
5. Collected 2 chlorine samples (am/pm) daily, a total of 62
6. Distribution system-11 parameter testing with 352 onsite tests at 12 distribution and 4 water tower locations for this month
7. Total gallons flushed to improve water quality in October- 7,375,500 gallons

Verdigris WTP – Jimmy Helms, Plant Manager

1. Repaired oil leak and installed new gasket on pretreatment train #1, floc zone 2, flocculator #2
2. Repaired oil leak, installed new gasket and seal on pretreatment train #2, floc zone 1, flocculator #4
3. Removed broken shock/strut from decant station hatch lid
4. Cleaned suction line on ACH feed pump #1
5. Changed Y-strainer filter on LAS and inspected Y-strainer on ACH
6. Switched cell #1 and #5 on chlorine generator #2
7. Removed all flow sensors from membrane rack turbimeters
8. Greased fittings on the Scag mower
9. Replaced all cooling fan filters in Electrical room
10. Repaired lights on the pretreatment basin
11. Replaced internal tube, replaced cam lock fitting on effluent side on blue chlorine feed pump
12. Replaced all 6 differential gauges on chlorine generators #1, 2 and 3
13. Repaired leak on chlorine generator #2 sample line
14. Installed new pipe clamps on sodium hydroxide sump pump drain line
15. Installed new large chemical warning signs. 8 signs on the east side and 5 signs on the west side of the membrane building
16. Repaired the blue chlorine feed pump

17. Repaired chlorine feed pump #2
18. Installed new process lift station pumps and new multi-trode level indicators
19. Installed two new power distribution blocks for both decant lift station pumps
20. Installed new alternating relay in process lift station control box
21. Installed new thermal overload relay in process lift station control box
22. Installed manway covers on Acid and Caustic CIP tanks
23. Installed new Watson Marlow 530u for LAS pump #3
24. Installed new data connections in conference table
25. Installed screws in terminal connections on new Watson Marlow 530u LAS feed pump #3
26. Replaced variable frequency drive on the east Tiger Hill tank mixer. Tested for correct operation and placed back online
27. Replaced junction box next to the motor near the deck on chlorine transfer pump B
28. Completed cell repairs to chlorine generator #2
29. Repaired IT vent line and U clamp on membrane rack #2
30. Tightened all U clamps on all racks
31. Repaired lights in parking lot west side of membrane building
32. Changed turbidity flow valves on membrane racks #5, 6 and 8
33. Calibrated and bump tested Ventis MX4 air monitor
34. Re-trimmed analog scale on #3 LAS feed pump and tested input
35. Retrieved Watson Marlow 520 pump from old WTP basement, installed new hose, tested operations and installed by head of pre-treatment
36. Re-plumbed feed line at the head of the pre-treat basin
37. Replaced remote E-stop button on #2 Cummins generator
38. Changed air, oil filters and activated carbon filter on Atlas Copco air compressors
39. Held monthly safety meeting on 10/18/18-Forklift Safety/Chemical Safety
40. Hosted 40 hr. HAZWOPER class from 10/29/18 to 11/2/18

2. GENERAL CORRESPONDENCE / NOTIFICATION



PRESS RELEASE

Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

Rose District revitalization honored again

The effort was named a finalist in the Route Fifty Navigator Awards

Broken Arrow, Okla. (11/20/2018) – The efforts that led to the revitalization of Broken Arrow’s Main Street, known as the Rose District, have earned another honor – finalist for the Route Fifty Navigator Awards.

Now in its third year, the Route Fifty’s Navigator Awards “celebrate the best of government” by honoring people or teams who work for or with state, county or municipal governments. Route Fifty names 50 finalists across five categories.

Broken Arrow was nominated under “The Electeds” category, which recognizes the leaders in a state or local government who drive change in the communities they serve. Mayor Craig Thurmond was nominated for his work championing the Main Street renaissance.

“This nomination may carry my name on it, but the renewal in the Rose District was a collaborative effort by many different entities,” Thurmond said. “I don’t consider this recognition a personal victory but rather a deserving recognition of what Broken Arrow has achieved through the cooperation of the City, Broken Arrow Public Schools, the Broken Arrow Chamber, private investors and of course the residents of the City. The Rose District would not be what it is today without everyone working together.”

The other nine finalists in The Electeds category were:

- Bob Berkowitz, County Supervisor, Del Norte County, Calif.: “Daily Town Hall”
- Carol L. Blood, Nebraska District 3 State Senator: VA audiology machines
- Rafael Castellanos, Chairman, Port of San Diego: “Blue Economy” incubator
- Bob Culver, County Executive, Wicomico County, Md.: Community Outreach Addictions Team
- Nathan Deal, Governor, State of Georgia: Georgia Cyber Innovation and Training Center
- Amanda Edwards, Council member At-Large, City of Houston: Hurricane Harvey recovery

(continued)

PRESS RELEASE

- Annissa Essaibi-George, City Councilor At-Large, Boston: reducing homelessness and improving education outcomes for families in Boston
- Jonathan Kreiss-Tomkins, Alaska District 35 State Representative: rural economic development
- Chris MacArthur, City Councilmember, Riverside, Calif.: GrowRIVERSIDE Initiative

Essaibi-George and Kreiss-Tomkins were named the category winners at a celebration on Nov. 7 in Los Angeles.

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PRESS RELEASE

Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

Broken Arrow Parks Director to retire

Broken Arrow, Okla. (11-30-2018) – After 20 years with the City of Broken Arrow, Parks and Recreation Director Scott Esmond will retire in January. A nationwide search for his replacement is underway.

“It has been a pleasure to work with the citizens of Broken Arrow and a dedicated Parks and Recreation staff over the past 20 years,” Esmond said.

Under his leadership, Broken Arrow’s parks and recreation system has seen tremendous growth. The City currently supports 38 parks, over 800 acres of land, three community centers, a nature center and more than 20 miles of walking and biking trails.

The Broken Arrow Parks and Recreation Department also offers a wide variety of athletic and recreation activities all over the City, as well as an increasing number of special event opportunities each year.

“The Broken Arrow City Council and I want to commend Scott Esmond on the fantastic work he has done for Broken Arrow’s parks,” said Mayor Craig Thurmond. “Broken Arrow is widely recognized as one of the most beautiful cities in the region, and a large part of that is because of Scott’s leadership over the last two decades. We wish him and his family the best.”

“Scott will definitely be missed by many in Broken Arrow,” said City Manager Michael Spurgeon. “He is a great community leader and has dedicated a tremendous amount of his time and energy to ensure residents and visitors in Broken Arrow have access to the recreational activities that interest them. Having led the department for such a long time and accomplished much, Scott’s retirement leaves a big hole that will be very difficult to fill.”

In recent years, the department has received numerous honors, including:

- 18 years as a Tree City USA
- Ray Herral Nature Center named a Top 100 Thing Every Tulsan Needs to Do by the Tulsa World
- Arrowhead Park named Complex of the Year by USA Softball in 2014
- Indian Springs Sports Complex named Best Sports Center in Oklahoma by Best Things Oklahoma in 2017

Esmond originally came to Broken Arrow after spending 12 years with the City of Tulsa’s Parks and Recreation Department. He also worked at LaFortune Golf Course after college and began his career in parks and recreation as a seasonal worker at the age of 16. He is a past president of the Oklahoma Turfgrass Research Foundation and the Oklahoma Recreation & Parks Society.







Red Flag 2018

Red Flag Annual Report to City Council – The city established an Identity Theft Program in April of 2009 in compliance with Federal Trade Commission directives. This law has been enforced since December 31, 2010. The Red Flag Committee convened on November 1st and reviewed activity for the past year.

Training has been completed, as required, for all relevant employees. We have no knowledge of attempts at identity theft and our Identity Theft Prevention Program is operational.

–Finance Department



3. SPECIAL EVENTS / ACTIVITIES

