



**CITY MANAGER'S REPORT
JULY REPORT**

TO: HONORABLE RICKY LOFTON AND CITY COMMISSIONERS
FROM: TERRY BRANNON *TB*
CITY MANAGER
DATE: JULY 17, 2023
RE: DEPARTMENTAL ACTIVITY REPORT

The City Manager's Monthly Report is intended to provide a summary of City activities. Due to the variety and complexity of City functions, however, the report is not all-encompassing. Please always feel free to contact me for more information or with questions or concerns.

The following are highlighted activities from my office from June 17 – July 14, 2023:

- Staff conducted weed/grass and non-conforming structure hearings.
- Staff attended a systemwide divisional leader meeting to receive an operations update.
- Provided weekly staffing report to the United States Marshals Service for the Cimarron Correctional Facility.
- Met with Commissioner B.J. Roberson to provide an operational update.
- Attended the monthly Cushing Economic Development Foundation meeting.
- Staff and I met with Cushing Economic Development Foundation Director Bruce Johnson and others to advance the possibility of a business incubator in Cushing. Significant progress was made in this meeting.
- Assistant City Manger Derek Griffith met with division leaders to recap the recent windstorm and our ongoing operational efforts.
- Assistant City Manager Derek Griffith presented to Leadership Cushing, offering a recap of FY 22 – 23.
- Attended two Board of Adjustment meetings at City Hall.
- Worked with local business owner to resolve a power issue.
- Continuing working with Stephen Gose, P.E, Gose and Associates of Stillwater, regarding the proposed new bathrooms in Memorial Park. Provided CAD files so additional updates could be made to the proposed facility.
- Staff reestablished the storm collection site on Texaco Road until the end of July, opening on weekends only from 8:00 a.m. - 4:00 p.m.
- Staff and I met with Cooper-Bessemer virtually to discuss repairs to Unit #10, which started last Tuesday.
- Staff and I observed public safety active threat training at the Cushing Upper Elementary.
- Staff hosted a bid opening for the fencing project at the airport. There were no bidders.

- Staff and I went to Professional Engineering Consultants (PEC) of Tulsa to review the pre-kickoff plans for the Lead Service Line Inventory project.

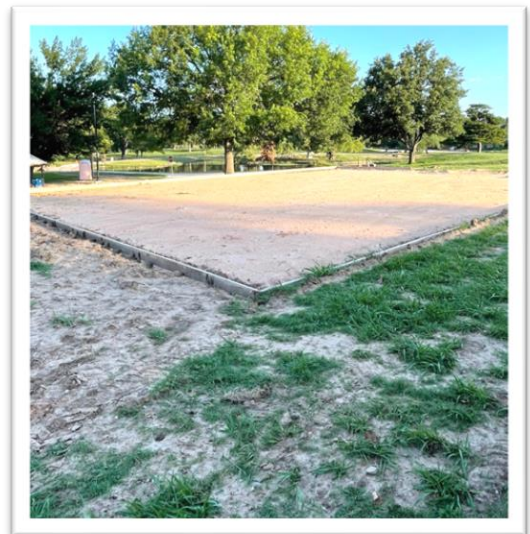
Assistant City Manager – Derek Griffith

- Held weekly public works meetings to discuss ongoing and future projects.
- Conducted a presentation for the Leadership Cushing Class of 2023.
- Attended the Board of Adjustment meeting.
- Attended a meeting with Guernsey Consultants to discuss our Comprehensive Plan project that is set to kick off at the end of July.
- Participated in an Oklahoma Municipal Management Services Luncheon to discuss current and ongoing opportunities that face municipal governments.
- Attended the annual employee benefits event.
- Participated with Emergency Management Director Franklin Reed in a virtual meeting regarding the recent windstorm and response operations.
- Attended the monthly Economic Development Foundation regular and committee meetings.
- Attended an Incubator Task Force committee meeting that was hosted by Economic Development Director Bruce Johnson.
- Met with a local business professional to discuss future development opportunities in Cushing.
- Assisted with weekly weed/grass and non-conforming structure hearings.
- Along with public safety and Core Civic administration, we met with the new Hillcrest Hospital Cushing CEO Jonathan Schell to discuss current hospital operations and future plans.
- Attended a planning meeting with PEC to discuss the upcoming mandatory EPA Lead and Copper Inventory survey for the city.
- Helped prepare and finalize bid documents for several upcoming projects.
- Conducted monthly staff meeting.

Walking Trail II

This project is made possible by a grant from the Oklahoma Department of Tourism and the Cushing Hospital Authority. Here is an update on the project to date:

- The south parking lot near 5th and Thompson is ready for concrete. A new LED light will be installed too. **(Photo Right)**
- New black vinyl fencing has been installed around the duck pond.
- New benches have arrived and are awaiting installation.
- The electrician is close to finishing and the lighting will be ready to activate.
- All work is anticipated to be completed by August 15th if the weather is cooperative.



Sales/Use/Tobacco/Hotel & Motel Tax

Sales tax comes from retail sales in Cushing. Use tax is charged at the same rate and comes from goods purchased elsewhere and shipped or brought to Cushing, like online sales or equipment not available from Oklahoma suppliers.

Our sales tax disbursement was as follows:

SALES TAX MONTH	DISBURSEMENT	PREVIOUS MONTH DIFFERENCE
April	\$479,306.29	-16.10%
May	\$556,914.55	+16.19%

Our use tax disbursement was as follows:

USE TAX MONTH	ACTUAL DISBURSEMENT	PREVIOUS MONTH DIFFERENCE
April	\$95,048.11	+16.16%
May	\$64,104.31	-32.5%

Our tobacco tax disbursement was as follows:

TOBACCO TAX MONTH	ACTUAL DISBURSEMENT	PREVIOUS MONTH DIFFERENCE
April	\$3,922.93	+14.3%
May	\$3,336.45	-14.9%

Our hotel/motel tax collection was as follows:

SALES TAX MONTH	AMOUNT COLLECTED	PREVIOUS MONTH DIFFERENCE
April	\$6,662.04	-3.37%
May	\$7,460.20	+11.9%

Cushing Emergency Management – Franklin Reed:

- Attended 13 meetings
 - City staff meeting over response and recovery 6/17 wind event
 - City managers with information from State EM about damages from 6/17 storm
 - Webex meeting with State EM over 6/17 storm
 - City Staff meeting to discuss storm response
 - Payne County Communications board in Stillwater
 - Meeting with State EM Coordinator at tower
 - Google meets call with Motorola over GRDA tower site plan for county radio system
 - Payne County P25 radio System Project status review call over google meets
 - Webinars with weather offices from Norman over severe weather potential (x5)
- 2 Drone flights



- Electric Distribution to take aerial photos of large transformer move at new substation
- Police Department look for stolen property in field on Maitlen Drive
- Monitored weather
 - Thunderstorms in our area on 6/15, 6/17, 6/21, 6/27, 7/3, 7/5, 7/7, 7/9
- Wind damage event 6/17
 - Notifications made to City staff, County and State Emergency Management
 - EOC established at Safety Center
 - Damage assessment
 - Debris amount estimation
 - Logged information for FEMA into Survey123 system of City owned property and power system damages.
- Assisted Fire Department
 - Setting up and conducting fireworks show in the Memorial Park
 - Semi fire at 9th & Linwood
- Training
 - 3-day Active Threat integrated response training with Police and Fire
 - NWSChat 2.0
- Storm Sirens
 - Electric Service repaired the siren in the 600 blk S. Timberridge - Power transformer was bad and was replaced.
 - Monthly test of storm siren system was not conducted this month due to the 4th holiday and weather in area on makeup day.

Cushing Regional Airport – Mike Middleton:

- Projects completed
 - Performed annual tank farm line leak detection and tightness testing – Passed
 - Tested automated tank gauging controllers and alarms – Passed
 - Inspected tank probes and sensors for residual buildup and damage – No issues found
 - Temporarily repaired Automated Weather Observation System power supply failure
 - German Roofing repaired storm damaged hangar roofing panel
 - Briefed Cushing Chamber of Commerce 2023 Leadership Class on airport operations
 - Hosted pre-bid conference for entrance gate and perimeter fencing project
- Work in progress
 - 4th Annual Cushing Fly-in Fair, October 21st and 22nd, 2023
 - Engineering and survey for parallel taxiway project
 - Entrance gate and perimeter fencing project along South Little St
 - Mowing, edging, and weed control on-going
- Monthly report
 - Transient overnight ramp stays and hangar rentals – 6
 - Hangar waitlist – 34



- Survival Flight emergency and public relations operations supported - 41
- Fuel Sales / Jet A – Gallons 4,400, AvGas – 4,500 Gallons
- Based Aircraft – 31

Cushing Fire Department – Chief Dalton Novotny

Responses: June Fire – 24 EMS – 178
 May Fire – 10 EMS – 232



Training Hours: May 483 total staff hours

Staffing: As of July 11, 2023, the fire department is staffed as follows:

- (1) Chief
- (1) Deputy Chief
- (1) Fire Clerk
- (23) shift personnel

Staff has been working with administration to identify a qualified candidate for one vacancy through interview and testing.

Notable Activities:

Partnered with Mullins Salvage for the use of six salvaged cars for upcoming vehicle extrication training.

Worked with Randy Williams from American Genesis to host a 16-hour vehicle extrication class for all shift personnel that will include in-service training on our new extrication tools.

Assisted shift personnel with fireworks show.

Hosted a three-day LSU/NCBRT ATIRC (Active Threat Integrated Course) for police and fire personnel at the upper elementary school to be better prepared for an active threat event.

Setup Fire Marshalls office for video conference/meetings.

Conducted interviews and physical fitness test to fill the vacancy left by Chief Griffith's retirement. We have a good candidate selected and he has accepted a contingent job offer.

Plains Pipeline produced a pipeline safety video that will be used across the nation for pipeline safety. This video will feature fire and police administration along with shift personnel from both police and fire departments.

Shift personnel continue annual fire hydrant testing and maintenance. This includes lubrication, water flow testing, smooth operation, and fresh paint.

The department has been notified by CMS that it has been selected in round three for cost reporting requirements related to EMS. The reporting period is for one year. This will be a labor-intensive reporting requirement and we are preparing for our submissions which are set to begin with the start of the fiscal year, July 1st, 2023.

Administration attended the monthly executive board meeting for the Safety Alliance of Cushing.

Cushing Police Department – Charles Claxton:

SERVICES	APRIL STATISTICS	MAY STATISTICS	JUNE STATISTICS
911 Calls	332	392	378
Police Calls for Service	874	1,093	1,205
Police Calls for Service – School	9	9	0
Accident Investigations	4	5	4
Citations Issued	39	26	34
Courtesy Contacts	34	87	53
Arrests	11	20	34
Animal Welfare Calls for Service	85	87	63
Animal Welfare Citations	4	0	4
Adult Prisoner Transports	6	10	22
Juvenile Transports	0	0	0
Adult Mental Health Transports	11	11	3
Juvenile Mental Health Transports	0	0	0

Other highlights:

Department Staffing

Animal Control

- 1 civilian Animal Control Officer
- 1 civilian part-time Animal Shelter Assistant (Vacant)

Communications

- 6 civilian Communications/Jail Officers & Support Officer
 - 5 Communications
 - 1 Support Officer

Sworn members (18 of 18 positions staffed)

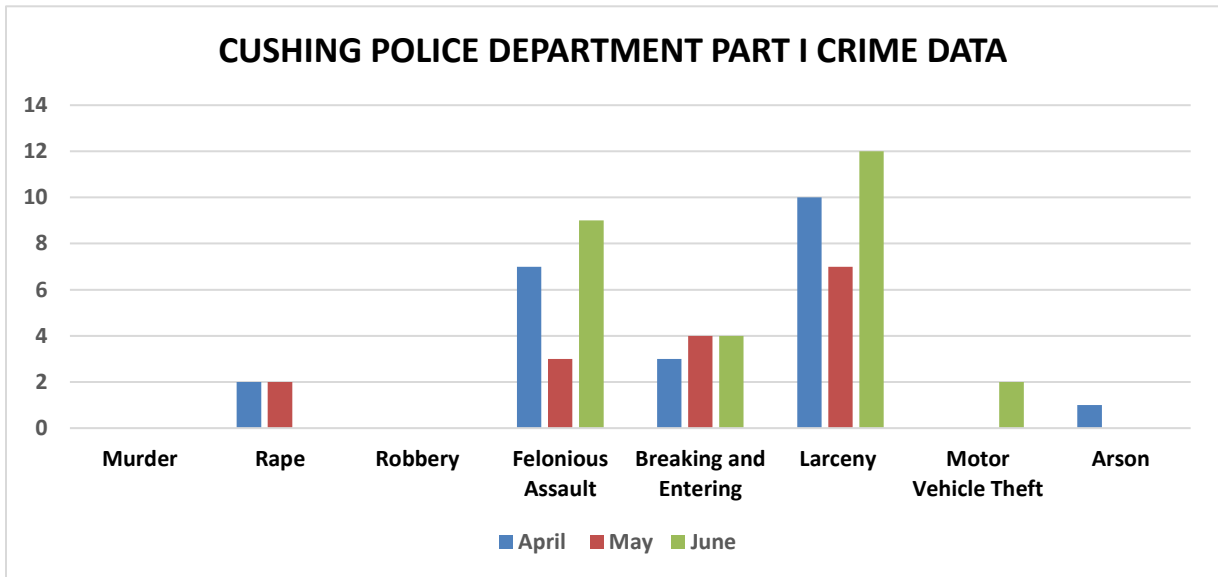
Vacant Positions

- 1 Communications Specialist

Notable Activities

- Communications Supervisor Thompson conducted the monthly radio test for the Safety Alliance of Cushing.

- Staff participated in a conference call with Southern Rock representatives. Other staff members attending the conference call were the City Manager, Assistant City Manager, Fire Chief and Deputy Fire Chief.
- Staff attending the public budget hearing.
- Cushing hosted an Active Threat Integrated Response Course at Cushing Upper Elementary. This class included intergraded training for Law Enforcement, Fire, and EMS. This was a three-day class presented by Louisiana State University.
(Photo Right and below)



[Cushing Police Department Crime Data Table](#)

The crime data above is derived from reports completed by CPD officers and submitted to the OSBI database. CPD provides crime and arrest data monthly to the OSBI along with 415 sheriffs' offices and police departments in Oklahoma. These reports form the database from which the Uniform Crime Report (UCR) is created. Eight offenses comprise the Crime Index and serve as indicators of Cushing's crime trends. These offenses are known as Part I offenses and include murder, rape, robbery, felonious assault, breaking and entering, larceny, motor vehicle theft, and arson.

Water and Sewer Maintenance – Tim Huff

New Water Services: 1

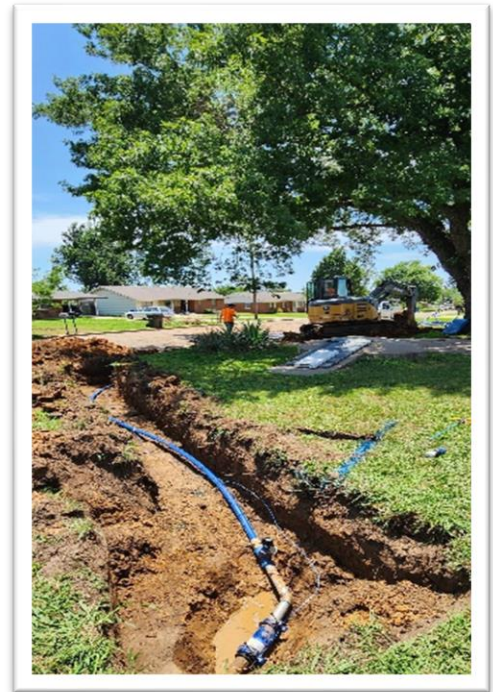
Water Leaks: 10

Sewer Obstructions: 8

Water:

Excavated and repaired water mains:

- 200 E. Pine Street water service line repair
- 500 E. Oak Street water service line repair
- 1300 E. Walnut Street water service line repair
- 418 E. 2nd Street water service line repair
- 12-inch water main repair on the 800 E. North Street
- 2-inch water main repair on Edgewood Circle
- 2-inch water main repair at 1448 E. Moses Street **(Photo Right)**
- 1256 S. Harmony Road water service tap
- Water main connection on E. Main Street and N. Wilson Ave



Sewer:

Cleaned sanitary mainlines of the following locations:

- 800 E. North Street
- 1000 E. Moses and E Oak Street
- 1300 E. 9th Street
- 1200 E. Oak Street
- 919 Crestview Drive
- 915 N Little Ave

Other:

Staff assisted the power distribution team following recent severe storms by providing hydro-vac services so poles could be replaced quickly.

On-Going Projects:

- HWY 33 project; Utility contractors are in the final stages of the project.
- 420 feet of new water line installation from N. Jones Ave to Rubenstein Blvd.

Water Production Plant – James Landis

- Ran Stage II sampling.
- Rodded rapid mixers.
- Installed air relief valve on well #9.
- Finished renewal training hours.

- Submitted updated Sanitary Survey response.
- Fabricating awning for chlorine storage area for Sanitary Survey.
- Electric department installed new coax on well #1.

Community Development - Glen Cates and Caleb Dawes

Community Development is responsible for inspecting and enforcing health and safety codes, etc. They also enforce sign and zoning ordinances, and the International Property Maintenance Code (IPMC).

Building

1-Residential
0-Commercial

Electrical

53-Residential
0-Commercial

Note: 46 were issued at no cost because of the recent June storm.

Mechanical

10-Residential
0-Commercial

Plumbing

5-Residential
0- Commercial

Gas

0- Residential
0-Commercial

Contractor Registration

– 191
52-Plumbing
67-Mechanical
72- Electrical
1 – Building

Other building permits

5-Roof
1- Demolition
1-Sign
2-Fence
1-Carport
0-Sidewalk
0-Side/Driveway
0-Storm Shelter
0-Swimming Pool
1-Potable Building
1-Other/Concrete



Property worked for rubbish, overgrown grass – 124

Work Orders Issued – 6 Citations Issued – 0 Travel Trailer or Boat Violations – 0

Billboard Violation – 0 Fire Pit – 0 Brush – 0 Junk Vehicle – 0

Working Non-Conforming Structures: 2

Building Permits Reported to the Payne County Assessor – 1

Peddlers Permit: 1 Food Truck Permit: 1

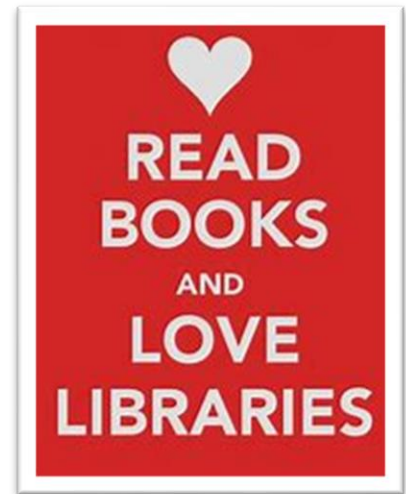
Current Projects:

- New school, administration building, and concession/restroom facility at O’Dell Field
- Golden Chick renovation

- Holiday Inn Express
- New headstart facility
- Medwise Urgent Care

Cushing Public Library – Michael Hanes

- The library had a successful Summer Reading Program. We had programs for ages 3 to 5, 6 to 12, teens, and adults. Participants enjoyed reading books and attending events at the library. The Summer Reading Program ended with a Swim Party at the Cushing Aquatic Center. Thank you, Cushing Rotary Club, for sponsoring the Swim Party!
- The library hosted a Family Board Game Day. Families came to the library and enjoyed playing card games and board games. It was fun for all ages!
- The library hosted a LEGO Challenge event. Participants had fun with LEGO's while working on their engineering skills during the STEAM based event.
- The library hosted a Scam Awareness program for adults, presented by Kevin Clouse. It was a very informative program. Thank you, Kevin Clouse, for the great information you presented!
- Attended the monthly Library Advisory Board Meeting.
- Gave a tour of the library to The Cushing Chamber Leadership Cushing 2023 Class and shared with them information about the services and resources available at the Cushing Public Library.
- The library hosted a "Bounce'n Beethovens" music through instruments and movement program for children ages birth to 5 years old and their families. This program was presented by the Midtown School of Performing Arts. It was a great program!
- Attended a Library Director's Meeting at the Perry Carnegie Library.
- Began working on the library's annual report to the Oklahoma Department of Libraries.
- The library has a new outdoor book return to make returning library materials easier for our patrons. The book return was made possible by a donation from the Cushing Geographic Club. Thank you, Cushing Geographic Club, for your generous donation!
- Attended the monthly Department Heads Meeting at City Hall.
- The library is partnering with the Cushing Police Department for the Annual Brandon Hise Memorial Bicycle Rodeo. The Bicycle Rodeo will be on Saturday, July 29th at 9:30 a.m. at City Hall for children ages 4 to 12. Participants will have fun while learning bicycle safety and will get a chance to win a new bicycle!



Fleet Services – Jeremy Brown

Fleet Services' purpose is to support City Departments in the delivery of municipal services by ensuring City vehicles and other automotive-related equipment are available, dependable, and safe to operate, in a timely manner. We also perform other tasks meant to support fleet operations.

- Administrative assistant Macy Link solicited fuel bids, which was followed by ordering bulk fuel.
- Performed maintenance on fuel tanks and pumps.
- Completed 44 work orders.
- There are 13 pending new work orders.
- A.C.E. Testing performed our annual cathodic protection testing for the Oklahoma Corporation Commission.
- Currently, there are 2 units out of service.

Street Services – Brent Youngman

Street Services is responsible for the management and maintenance of streets, alleys, bridges, culverts, and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions.

- Completed the ADA sidewalk at Rotary Park.
- Street Department team members attended Excavation & Trenching Safety class.
- Removed trees and limbs from streets, alleys, and creeks from high winds.
- Reestablished ODEQ collection site.
- Picked up and hauled trees, and limbs to ODEQ collection site.
- Excavated, formed up, poured concrete, and finished sidewalk at the library book return box.
- Started picking up citizens' brush piles in the South/East quadrant.
- Swept and patched potholes throughout the city.

Cushing Senior Citizens Center – Director Debbie Brown

- Scheduled activities and made calendars for the month.
- Taught exercise classes every Tuesday & Thursday.
- Checked on homebound senior for extra services.
- Turned in CSFP report.
- Called a new senior about the services and activities we can provide.
- Mays Home Health gave a presentation to the seniors.
- Held our monthly Birthday Party.
- Attended the monthly ODOT meeting.
- Attended the monthly Commission meeting.
- Talked to the Baptist Chainsaw Ministry about helping seniors with trees and debris.
- Hosted the Chamber of Commerce & Leadership Cushing and gave them a tour of our facility and information about our activities and services.
- Traditions Home Health sponsored the monthly BINGO with prizes and fun.
- Help distribute Our Daily Bread monthly food.

- Helped a senior get services for extra medical needs.
- Turned in monthly requisitions.
- Walker Companion Services provided monthly foot care for the seniors.
- Visited a senior in the hospital.
- Picked up and distributed CSFP boxes to qualifying seniors.
- Hillcrest Hospital Cushing gave a presentation about the radiology services provided by them.
- Attended monthly Department Head meeting.
- Helped our affiliate Project H.E.A.R.T. in serving lunches for the month.
- Joe Spychalski with the Oklahoma Department of Veterans Affairs made his weekly Thursday visits.
- Welcomed several new seniors to the center for eating and activities.
- Hosted weekly Friday night dances.

Wastewater Production Plant – Tim Ervin

- Cross Precision Measurements completed our annual scales and thermometer calibrations.
- Completed quarterly Toxicity Report.
- Haynes Equipment repaired a faulty polymer pump.
- Startup of new sludge residuals project began.
- Johnson Controls repaired the air handler unit and air conditioning unit in the electric room.
- Cummins Southern Plains repaired a coolant leak on the generator.
- 1st fill, dump, and clean out of the sludge box was a success.

Parks and Recreation – Mike Wilson

The following is a summation of ongoing activities, programs, projects, etc., related to our division:

Youth Center

- We are open to the public from 5:30 a.m. – 8:00 p.m.
- Continuing to maintain the Sports Complex grounds, keeping the fields in game ready condition.
- Hosted two baseball regional tournaments for 10U and 12U. Thirteen teams participated in the tournaments. We will be hosting a high school girls softball tournament beginning August 10th.
- Football and cheerleading registration are complete. We have 105 football players and 70 cheerleaders registered to participate this season. Cheer practice has begun, and football practice will start July 24th.
- Registration has opened for K – 2nd grade soccer.
- Organizing and inventorying the football equipment and readying it for checkout.
- Church league softball has started.
- To date, we currently have 794 members.

Parks Department

- Have been mowing, weed eating ditches and performing general maintenance throughout the park system.
- Working several weed and junk complaints given to the division by Community Development.
- Repaired the umbrellas at the aquatic center following the windstorm in late June.
- Assisted the library with the installation of a new outdoor book return.
- Assisted the senior citizens center with some small maintenance projects.
- Cleaned up debris from the June windstorm. Various parks had tree limb damage.
- Assisted the Cushing Chamber of Commerce by moving bleachers for the BBQ and Blues event.
- Staffing the storm debris collection site since its opening.

Electric Distribution – Mike Starks

- Attended GRDA monthly meeting in Chouteau.
- Crews worked with Emergency Management to test the storm sirens.
- Removed service for non-conforming structures.
- Mike attended APPA Conference.
- Crews built a new 150 kVA transformer bank for new oil well on west Grandstaff.
- Doug and Mike attended a virtual meeting with MESO to learn about a new lineman program for the apprentices.
- Crews worked windstorm 6-18 through 6-30-2023.
- Crews hung new fiber cable from North Street and Linwood to Linwood Substation due to windstorm.
- Crews rebuilt multiple transformer banks that were damaged in the storm.

Windstorm:

This storm blew through Cushing on 6-18-2023 knocking down more than 25-line poles pulling down primary lines, blowing trees into the lines, as well as pulling services off residences houses. Our young team of Lineman and Apprentices, along with crews from GRDA, Edmond, Stillwater, and Arkansas Electric Tree Trimming Crews, worked very hard to get the lines and power back on to the city. We also could not have pulled this off without every department helping to move the trees and answering the calls. I WANT TO SAY THANK YOU FOR ALL YOUR HARD WORK AND SPECIAL THANKS TO DUB HARGROVE.

ON-GOING PROJECTS:

- Working with AMA for development of a new substation and 69kV transmission line.
- Working with GRDA on getting an AMI vendor.
- Working with GRDA and MESO on rebuilding a new training field at the Electric Distribution Center.

EDUCATION:

- Crews attended a MESO Class.

- Several employees are going through the MESO Apprenticeship program.
- Travis Pearman from OSU Lineman program is interning with us for the next 9 weeks.

Tree Trimming:



Arkansas Electric Tree Service have sent a crew to start trimming trees in Area between 2nd to 9th and from Highland to Harmony Road. They will move to South of 9th Street next month.

The New 20 MVA Transformer for the Harmony Substation:



Looking to the North Harmony Substation



Looking to the East at the North Harmony Substation

Human Resources – Tracie Rose

- Coordinated Employee Benefit Dinner that was held at Fehner’s Event Center on June 14th. Terry Brannon welcomed the team and then introduced Dana Neighbors, our broker with Premier along with representatives with BCBS and Delta Dental who presented information about our great employee benefits!
- Open enrollment for BCBS, Delta Dental, VSP, MASA and Sun Life Insurance was held from June 15-20th. All full-time employees enrolled online with Employee Navigator. I helped those that had questions about their benefits or if they didn’t have access to a computer, assisted them with enrollment.
- Made all changes for payroll deductions for the new budget year that included COLA increases, new Police and Fire contract and all open enrollment changes for BCBS, Delta Dental, VSP, MASA and Sun life and Sun LTD.
- Submitted Workers Comp payment to OMAG for the 2023-24 year.
- Longevity was paid to employees who have been with the city for 5 years or longer with the help of Diane Barnett.
- Held interviews with Brent Youngman for the opening in the Streets Dept.
- Started tracking payroll information from the storm.
- Held new hire onboarding meeting for the following new employees.
 - DeWayne Abbott- Apprentice Lineman for Electric Distribution
 - Brandon Harris- Electrician for Electric Distribution
 - Doug Biswell- Assistant Superintendent for Electric Distribution
 - Bradley Wright- Temp. Laborer Streets Department
- Current Open Positions
 - Oiler- Power Plant
 - Dispatch/Jailer
 - Lineman
- Regular Monthly duties which include two payrolls, preparing timesheets, requisition requests, add/cancel employee benefits, submit employee counts for U.S. Department of Labor, file any Workers Comp claims as well as other tasks.