



**CITY MANAGER'S REPORT
JUNE REPORT**

TO: HONORABLE RICKY LOFTON AND CITY COMMISSIONERS
FROM: TERRY BRANNON *TB*
CITY MANAGER
DATE: JUNE 20, 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 May 13 – June 16, 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.
- Attended a briefing by the Transportation Security Administration/United States Marshals Service, Federal Aviation Administration, Homeland Security, and the FBI.
- Attended the Cushing Chamber of Commerce monthly meeting.
- Staff reached an agreement with the Cushing Fraternal Order of Police Lodge #106 for FY 23 – 24.
- Met with Commissioner B.J. Roberson to provide an operational update.
- Met with the Cushing Economic Development sub-committee at RCB to receive an update from Cushing Economic Development Foundation Director Bruce Johnson regarding ongoing projects.
- Staff and I met with Commissioner Nancy Dowell to provide a budget workshop and review current and future financials for the town.
- Met with members of Community Development to institute procedural changes regarding the issuance of building permits.
- Finance Director Jerrica Worthy and I hosted a capital projects review meeting with division leaders.
- Met a local business owner to discuss expansion ideas.
- Public safety leaders (police, fire, emergency management) and I attended the Payne County Radio Committee meeting in Stillwater. This was a continuation of the discussion related to proposed radio enhancements for agencies in Payne County.
- Met with Commissioner Tyson Branyan to review the proposed FY 23 -24 budgets.
- Participated in a virtual meeting with the United States Marshals Service and CoreCivc.

- Received notice from ODOT's engineering firm that we will receive reimbursement for engineering costs associated with the design and engineering for the S.H. 18 project from North Street to Deep Rock Road.
- Staff and I met with Chad Grisier, P.E, Professional Engineering Consultants of Tulsa, to assess an alleged flooding issue and subsequent right-of-way consideration on 9th Street between Meyer and Crestview Streets.
- Participated in a public safety (police, fire, emergency management) telephone conference with Southern Rock Energy Partners regarding the proposed refinery.
- Met with Cushing Economic Development Foundation Director Bruce Johnson and others about the proposed refinery.
- Attended the monthly Cushing Chamber of Commerce meeting.
- Staff and I went to Oklahoma City to meet with the Guernsey team to help prepare and advance the launch of the comprehensive plan process publicly sometime in July or early August.
- Staff and I hosted a bid opening for the 69kV under build associated with the new substation on Harmony Road.
- Met with right-of-way agents to consider other alternatives for the obtainment of necessary right-of-way for a sanitary sewer project.

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:

- All the pedestrian trails are installed except for the modified West end at the WPA Bridge.
- The North parking lot is completed and ready for bumper blocks and striping,
- The trail has been extended from the parking area to the picnic area and tied to the existing steps.
- The pedestrian bridge at the duck pond has been installed and associated trails at the Island and flagpole have been placed. **(Photo Right)**
- The electrical installation is progressing quickly. All the new conduit and wire have been installed.
- The installation of the new black vinyl fence began last week and is expected to take a week to complete.



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
January	\$511,872.31	-4.91%
February	\$495,921.97	-3.11%
March	\$571,316.03	+15.20%
April	\$479,306.29	-16.10%

Our use tax disbursement was as follows:

USE TAX MONTH	ACTUAL DISBURSEMENT	PREVIOUS MONTH DIFFERENCE
January	\$71,297.05	-34.84%
February	\$87,330.76	+22.48%
March	\$81,822.17	-6.30
April	\$95,048.11	+16.16%

Our tobacco tax disbursement was as follows:

TOBACCO TAX MONTH	ACTUAL DISBURSEMENT	PREVIOUS MONTH DIFFERENCE
January	\$3,002.50	-7.23%
February	\$3,415.41	13.7%
March	\$3,429.86	0.40%
April	\$3,922.93	+14.3%

Our hotel/motel tax collection was as follows:

SALES TAX MONTH	AMOUNT COLLECTED	PREVIOUS MONTH DIFFERENCE
February	\$6,030.60	-1.53%
March	\$6,895.19	14.34%
April	\$4,798.10	N/A
June	\$5,982.19	N/A

Note: As of this writing, two of the five entities have not remitted their June tax.

Cushing Emergency Management – Franklin Reed:

- Attended 13 meetings
 - Radio meeting with Public Safety chiefs x 2
 - Budget meeting
 - Joint meetings of the Payne County Commission and Payne County Communications board in Stillwater x 2

- City Commission meeting
- Payne County P25 radio System Project status review teleconference bi-monthly meeting x 2
- Meeting with Chief Novotny, Sheriff Harper, City of Yale, and Payne County EM to discuss county radio system project
- Safety Alliance Cushing (SAC) meeting at Fechner's
- Southern Rock introductory conference call
- Department Head meeting
- Budget hearing
- 1 Drone flight
 - Electric Distribution to take aerial photos of new substation site
- Monitored weather
 - Thunderstorm warning for our area on 5/11
 - Thunderstorm warning for our area on 5/12
 - Thunderstorm in our area on 5/13
 - Thunderstorm and street flooding 6/6
- Attended 1 webinar with weather offices from Norman over severe weather potential.
- Assisted Fire Department
 - Motorcycle accident at Hwy 18 & Hwy 51
- Assisted Police Department
 - Blocking traffic at Broadway & Wilson for street flooding
- Storm Sirens
 - Conducted monthly test of storm siren system on June 6th
 - Siren in the 600 blk S. Timberridge did not activate. Looking into problem
 - The other 28 sirens activated and functioned correctly.



Cushing Regional Airport - Mike Middleton:

- Projects completed
 - Street Department installed two sets of aircraft ramp tie downs
 - Street Department repaired pavement heave near fuel dispensers
 - Received \$32k ARPA grant funds for operational expenses
 - Completed liability insurance questionnaire for FY 23/24 policy renewal
 - Submitted FY 23/24 FAA grant Capital Improvement Plan budget request
- 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 – 7
- Hangar waitlist – 34
- Survival Flight emergency and public relations operations supported - 38
- Fuel Sales / Jet A – Gallons 4,800, AvGas – 4,700 Gallons
- Based Aircraft – 31

Cushing Fire Department – Chief Dalton Novotny

Responses:	May	Fire – 10	EMS - 232
	April	Fire – 13	EMS - 213
	March	Fire – 19	EMS - 196



Training Hours: May 427.5 total staff hours

Staffing: As of May 10, 2023, the fire department is staffed as follows:

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

Because of a promotion, the department is now seeking to hire one person.

Notable Activities:

Daniel Myers has been promoted to Deputy Chief after the retirement of Chief Derek Griffith. Daniel began his career at the City of Cushing in electric distribution in July 2001, later moving to the fire department in December of 2006. Myers worked his way up the ranks to Lieutenant before being promoted to Deputy Chief in May 2023.

Plains pipeline presented a three-hour training for shift personnel and an opportunity to apply for grant funding for fire equipment and personal protective equipment.

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

The remodel of the building located south of the training tower is a continuous focus for us. This building will eventually be a training center for both police and fire where we can have adequate and dedicated classroom space for our discipline specific education. Administration is continuing to explore the best options for completion of the project.

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 1, 2023.

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

Cushing Police Department – Charles Claxton:

SERVICES	MARCH STATISTICS	APRIL STATISTICS	MAY STATISTICS
911 Calls	318	332	392
Police Calls for Service	941	874	1,093
Police Calls for Service – School	16	9	9
Accident Investigations	13	4	5
Citations Issued	21	39	26
Courtesy Contacts	61	34	87
Arrests	22	11	20
Animal Welfare Calls for Service	65	85	87
Animal Welfare Citations	13	4	0
Adult Prisoner Transports	12	6	10
Juvenile Transports	0	0	0
Adult Mental Health Transports	2	11	11
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)

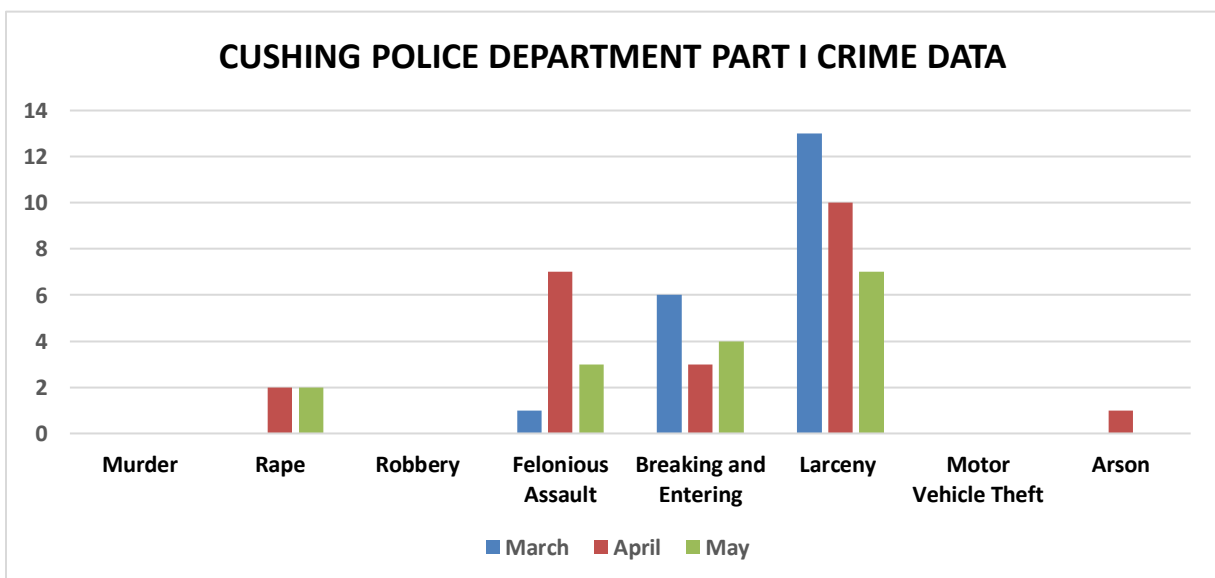
Vacant Positions

- 1 Communications Specialist

Notable Activities

- Chief Claxton and Deputy Chief Myers met with the Department of Homeland Security.

- Chief Claxton, Deputy Chief Myers, Sgt. Watts, Officer Snow and Officer Beal attended the Lions Club Jr. Olympics at the CHS track.
- Staff attended county radio / communications meeting.
- Detective Livergood helped coordinate 6 miles of the Special Olympics Torch Run from Tulsa to Stillwater, in addition to attending the law enforcement parade and the opening ceremonies for the Special Olympians. Detective Livergood, Officer Walker, Officer Snow, and Officer Clark, along with other law enforcement agencies and CoreCivic employees, carried the torch along S.H. 51. **(Photo Above Right)**
- City staff attended a presentation from the Department of Homeland Security, TSA/Federal Air Marshals, and the FBI.
- Chief Claxton and Deputy Chief Myers attended the Oklahoma Association of Chiefs of Police conference.



[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.

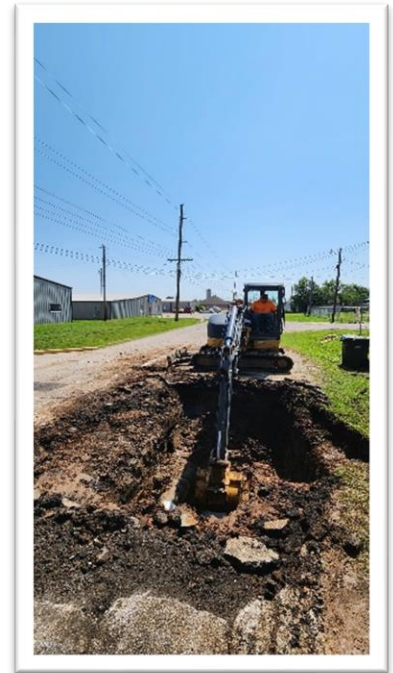
Water and Sewer Maintenance – Tim Huff

Water:

Excavated and repaired of the following locations:

- 1003 E. Walnut Street - Installed a brand new 6-inch gate and service tap.
- 2-inch main break by Hillside Shooting Supply.
- Made a 2-inch tap on the 12-inch water main between Golden Chick and Tower Loans.
- 8-inch water main break on the 400 blk of West Cherry Street.
- Hemphill Park - repaired the water line to a water spigot.
- 800 blk E. North Street - Water main repair on the 12-inch.
- 2-inch water main break by Mastering Milestones.

(Photo Right)



Sewer:

Cleaned sanitary mainlines of the following locations:

- 1300 blk E. 9th Street.
- 1500 blk Lakeview Court
- E. 6th Street and S. Michigan Ave.

Other:

- Hydro-vac for the Electric Department on Kings Highway prior to their replacing a light pole.
- Hydro-vac the storm grate behind City Hall.
- Assisted the traffic and light crew on the S.H. 33 project by locating our lines.

On-Going Projects:

- Installing 420 feet of water line from N. Jones Avenue to Jay Rubenstein Blvd.
- Installing a brand-new gate valve and meter for the Cimarron Valley Trailer Park on HWY 18.

New Water Taps: 0

Sewer Obstructions: 3

Water Leaks: 7

Water Production Plant – James Landis

- Shut the plant down so Haynes could replace the finished water flow meter. **(Photo Right)**
- Haynes replaced broken electric actuated valves on carbon dioxide feeder. **(Photo Bottom Right)**
- Rodded rapid mixers to accommodate increased flow for leak on Memorial Day.
- Worked with DEQ to narrow down the sanitary survey requirements.
- Had yearly DEQ inspection.
- Installed and adjusted clutch assembly on lime slaker #2.
- Prepped well #9 to ready it for telemetry electric.



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

- 2-Residential
- 1-Commercial

Electrical

- 5-Residential
- 4-Commercial

Mechanical

- 6-Residential
- 0-Commercial

Plumbing

- 3-Residential
- 0- Commercial

Gas

- 0- Residential
- 0-Commercial

Contractor Registration

– 184

- 51-Plumbing
- 65-Mechanical
- 69- Electrical

Other building permits

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



Property worked for rubbish, overgrown grass – 136

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

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

Working Non-Conforming Structures: 4

Building Permits Reported to the Payne County Assessor – 3

Peddlers Permit: 1

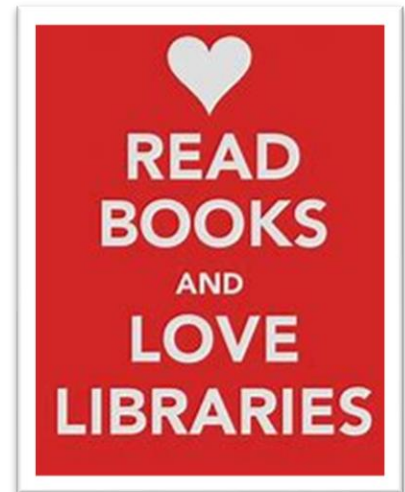
Current Projects:

- New school, administration building, and concession/restroom facility at O'Dell Field
- Golden Chick renovation
- The Naif Café renovation
- Holiday Inn Express
- New headstart facility

Cushing Public Library – Michael Hanes

- Met with the Cushing Police Department to help plan the 2023 Annual Brandon Hise Memorial Bicycle Rodeo.
- Library staff visited the Cushing Lower Elementary and Cushing Upper Elementary Schools to promote the 2023 Summer Reading Program.
- Attended the retirement party for Nadine McFadden at the Senior Citizen's Center.
- Attended the monthly Library Advisory Board Meeting.
- Attended the capital projects review meeting held at City Hall.
- Library staff are working on our Continuing Education.
- The library hosted a life size Candy Land game. Participants were the game pieces. Everyone had a fun time playing Candy Land!
- The library hosted an Escape Room for teens participating in our Teen Summer Reading Program.

- Attended the Oklahoma Municipal League’s Community Leadership Development Class in Muskogee.
- The library hosted a “The Adventures of Sherlock Holmes” event for teens and adults participating in our Summer Reading Program.
- Attended the monthly Department Head meeting at City Hall.
- Attended the Public Hearing for the Budget for Fiscal Year 2023-2024.
- The library hosted a Codes and Ciphers event for Summer Reading Program participants ages 6 to 12.
- The library held a “Let’s Figure It Out!” themed Story Time for Summer Reading Program participants ages 3 to 5.



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 40 work orders.
- There are 17 pending new work orders.
- 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 installing a new sidewalk in the 600 blk E. Cherry Street.
- Graded the alley south of Main Street, from Cleveland Street to Jones Avenue.
- Graded roads at the airport, wastewater plant, and weather tower.
- Unplugged culverts throughout the city.
- Rehabilitated the tarp system on S-10 dump truck.
- Performed ground maintenance at the intersection of North and Main Streets.
- Performed ground maintenance at the service center, spraying weeds and removing trees from the fence line.
- Rehabilitated an area in the 100 blk S. High Street following a water leak.
- Aided water maintenance during a water leak.
- Shaved off bumps in streets throughout the city.
- Aided the senior center by moving furniture to the library.

- Installed new anchors at the airport.
- Made concrete cuts for water maintenance in the 700 blk E. North Street, and the 1100 blk E. Moses Street.
- Painted the gas grill.
- Hauled recyclable metals to scrap yard.
- Hauled junk dirt to the airport.
- Installed new drive belts on the concrete saw.
- Cut brush away from the road on West Broadway from Violet Street to Kings Highway.
- Performed maintenance on the drain box near the intersection of 8th and Linwood Streets.
- Set out barricades for Barbecue and Blues event on Grandstaff Road.
- Began the ADA sidewalk at Rotary Park.
- Sweep and patch potholes throughout the city.

Human Resources – Tracie Rose

- Submitted final draft for Tier One (personnel and benefits) 2023-2024 Budget.
- Continued working with Dana Neighbors with Premier, Terry Brannon, Derek Griffith, and Jonathan Huseman on the BCBS, Delta Dental, VSP and Lincoln renewals.
- Submitted report for Prescription Drug Data Collection.
- Worked with Terry Brannon, Derek Griffith, Jonathan Huseman and Dana Neighbors with Premier to finalize renewals for BCBS, Delta Dental, VSP, MASA, Sun Life and Teladoc.
- Coordinated Benefits Dinner and presentation held on 6-14-2023.
- Worked with Premier for our Employee Open Enrollment that will be held from June 15th- 20th.
- Entered new employment records for 20 new Summer Aquatic Center employees and 30 returning managers, lifeguards and inside workers.
- Held interviews with Mike Wilson to fill the laborer position with Parks.
- Held interviews with Tim Ervin to fill Operator position with WWTP.
- Held interviews with Mike Starks for Apprentice Lineman and Electrician positions with Electric Distribution.
- Held interviews with Willie Green to fill Operator position with the Power Plant.
- Current Open Positions
 - Oiler- Power Plant
 - Temp. Skilled Laborer- Streets Dept.
 - Dispatch/Jailer
 - Lineman
- Held new hire onboarding meeting for the following new employees.
 - Shelton Shively-Parks
 - Gerald Ragan-Power Plant
- Held exit interviews for the following employees and/or completed termination or changes in their benefits.
 - Craig Calkins- Retired from WWTP

- 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.

Power Production - Willie Green

- Received quotes to replace one of the air compressors that supplies air to assist with starting the power generation engines.
- Attended OMAG Leadership Academy.
- Spoke with Chris Farabee of Farabee Mechanical about Units #7 and #8. They are still awaiting piston rings before work will begin on the engines.
- Everett McKinney has been assisting Billing and Collections by reading meters.
- Emergency roof repairs were performed by German Roofing of Cushing, Oklahoma.
- Performed routine maintenance on all operable engines.
- Updated gauges in different applications around the plant.
- Cleaned the engine bay and basement.
- Work will begin on Unit #10 on June 19, and will be performed by Cooper-Bessemer.
- Received quotes to replace the oil dehydrator and filtration system.
- Power Plant's Operations team monitored Voltage, KVAR, Power Factor, Breaker Operations and Locates 24/7 for the City of Cushing and GRDA.

Cushing Senior Citizens Center - Director Debbie Brown

- Scheduled activities and made calendars for the month.
- Had new furniture delivered for lobby and day room.
- Held a Retirement Party for former employee Nadine McFadden.
- Amedysis Home Health came in for blood pressure checks.
- Taught exercise classes every Tuesday and Thursday.
- Contacted homebound senior that needed assistance.
- Joe Spychalski with the Oklahoma Department of Veterans Affairs made his weekly Thursday visits.
- Held our monthly birthday celebrations.
- Mays Home Health gave a presentation to the seniors.
- Attended monthly ODOT meeting.
- Traditions Home Health sponsored the monthly BINGO.
- Helped to distribute Our Daily Bread monthly food.
- Walker Companion Services performed foot care to the seniors.
- Loaned a wheelchair to a senior in need.
- Had our monthly SINGO fun.
- Visited a senior in the hospital.
- Hillcrest Hospital Cushing presented the Warning Signs of a Heart Failure.
- Welcomed several new seniors to the center for eating and activities.
- Distributed monthly CSFP food boxes to qualifying seniors.
- Attended monthly Department Head meeting.
- Helped our affiliate Project H.E.A.R.T. in serving lunches for the month.
- Hosted weekly Friday night dances.
- Welcomed several new seniors to our facility.

Wastewater Production Plant - Tim Ervin

- Howard Construction continued work on our sludge residuals project; completed construction on all major components including polymer building, plumbing, electrical and paint.
- Start-up of the system was scheduled for mid-May but was delayed due to an equipment malfunction.
- Received 2 drums of Water Tech polymer.
- Automatic Engineering was on site to inspect motive pump.
- HR Director Tracie Rose and I held interviews for our upcoming open position.
- The Parks Dept. has been helping us keep our grounds clear while we are without a mower.

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.
- Baseball and softball teams have completed their season.
- Traveling baseball and softball teams are still playing and expect to start regional play soon.
- Football and cheerleading sign-ups are still ongoing. Currently, there are 92 signed up to play football while 68 have signed up to become cheerleaders.
- A 12U baseball and softball tournament was hosted at the Sports Complex.
- To date, we currently have 780 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.
- Performed ground maintenance at various water well sites.
- Prepared the Cushing Aquatic Center for the season and it is now operational.
- Performed ground maintenance work in the downtown area, removing and spraying weeds along the curbs, etc.

Electric Distribution - Mike Starks

- Crews performed a yearly pole top rescue training.
- Performed ground maintenance work along S.H. 33, west of Cleveland Street.
- Attended GRDA monthly meeting in Chouteau.
- Crews worked with Emergency Management to test the storm sirens.
- Removed service for non-conforming structures.
- Crews hung new fiber cable from Seay to Central on Maple so fiber could be repaired.

- Replaced pole on Kings Hwy because an oversize load broke it.
- Replaced poles along Hough Street.
- Hosted bid openings for material on the 69kV line.
- Installed meter loops for new street and signal lights along Main Street.
- Held three interviews for the division.
- Helped Billing and Collections perform work orders.
- Met with Cushing Public Schools about installing a new line at the high school and new elementary on Harmony Road.
- Installed orange carts at the BBQ and Blues site on Grandstaff Road.
- Met with Terry and Derek about a new business load.
- Crews continue to work on replacing arms and poles as needed.
- With the change in temperature, we are now starting to turn on capacitor banks across the system.

Tree Trimming:

Arkansas Electric Tree Service has sent two crews to start trimming trees in three different areas around Cushing. They are currently working between Wilson to Harmony and 2nd to 9th. They will then move to 9th go south to Esecro Rd. Then move to Main north to Deep rock Rd and Depot to Harmony Rd.

Continuing 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 out at the Electric Distribution Center.



Photo Right: North Harmony Road Substation

EDUCATION:

- Crews attended a MESO Class.
- Have several employees going through the MESO Apprenticeship program.

- Heath Morgan and Cole Beaver are here from the Central Technology Center Lineman Program interning with us for the next 9 weeks.