



**CITY MANAGER'S REPORT  
MAY REPORT**

**TO: HONORABLE RICKY LOFTON AND CITY COMMISSIONERS**  
**FROM: TERRY BRANNON** *Terry Brannon*  
**CITY MANAGER**  
**DATE: MAY 15, 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 April 15 – May 12, 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.
- Commissioner BJ Roberson attended and presented at the monthly legislative luncheon hosted by the Cushing Chamber of Commerce at the Steer Inn.
- Attended the Cushing Economic Development Foundation monthly meeting.
- Staff and I met with the I.A.F.F. to continue negotiations for FY 23 – 24. We have secured a tentative agreement.
- 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.
- Led the Cushing Lion's Club Jr. Olympics. I was joined by staff from public safety at this event.
- Staff and I met with Commissioner Tyson Branyan to provide a financial overview.
- Attended the monthly Cushing Chamber of Commerce meeting.
- Met with Fraternal Order of Police President Garvis Thomas to discuss issues related to the police contract. The meeting was very positive.
- Staff and I met to discuss safety improvements throughout the park system.
- Hosted a meeting with an out of state developer to discuss opportunities in Cushing.
- Met with Cushing Disc Golf President Dustin Mucklerath to resolve an open issue, which was successfully resolved.
- Hosted a virtual meeting with Professional Engineering of Tulsa to prepare for the copper and lead inventory.

- Met with the leadership at Hillcrest Hospital Cushing to receive an operational update.
- Staff and I hosted a budget workshop for the Commission and community.
- Staff and I went to the home of the resident who has concerns about our pot-bellied pig ordinance to discuss their concerns and possible options.
- Accompanied CLS on a walking inspection of the newest trail head in Memorial Park. The trail work is progressing well.
- Completed engineering consultant paperwork related to the S.H. 18 rehabilitation project (North Street to Deep Rock Road), filing it with the Oklahoma Department of Transportation project engineer for review and subsequent approval by ODOT. Our engineer will be working with the state regarding water and sanitary sewer conflicts. Electric distribution will also be included but will not be as project impactful as water and sanitary sewer lines that will conflict with the proposed improvements.

### **S.H. 18 Improvements – North Street to Deep Rock Road:**

As part of proposed Trustee action, staff is proposing a series of engineering agreements with Professional Engineering Consultants of Tulsa, Oklahoma to formally begin the process of working with ODOT to improve Little Avenue (S.H. 18) from North Street to Deep Rock Road. Our part will include engineering for conflicting water and sanitary sewer lines. The plans process is currently at 62%.

In 2020, sanitary sewer and waterlines were relocated at Deep Rock Road and Little Avenue (S.H. 18) as part of the proposed improvement that will start and go north. The Oklahoma Department of Transportation has announced additional projects that will have a positive impact on Cushing. The future projects are as follows:



**OKLAHOMA**  
Transportation

- 2023 - JP: 29837(04): Widen & Resurface - SH-18: from SH-51, extend north 3.75 miles to the Pawnee County line (North of Cushing)
- 2024 - JP: 34361 (04): Ultrathin - SH-33: from Harmony Road to Creek County line – This project will include repaving both side of S.H. 33
- 2025 - JP: 28968(04): Widen & Resurface - SH-18: from 2.0 miles north of S.H. 33, extending north 6.5 miles to SH-51
- 2025 - JP: 33365(04): Grade, Drain, Bridge & Surface - SH-18: from SH-33, extend north 2.0 miles to E690

### **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:

- Concrete trails are installed around the entire park area. The walkways have been inspected and verified for compliance and quality.
- The exception is the west end tie in that will be modified to incorporate changes to allow traffic with pedestrian protection.
- The parking area near the log cabin pavilion has been installed.
- The new drainage has been installed along the parking area off High Street.
- The electrical portion of the project has begun with assistance from the City.
- The bridge abutments were scheduled to be poured this week, but weather may impact the schedule.
- The bridge is scheduled for delivery around the 25<sup>th</sup> of May and will be installed accordingly.
- The benches are still scheduled for delivery June 28<sup>th</sup>.
- The fence construction will begin on May 26<sup>th</sup>.
- The overall construction schedule is running approximately 3.5 weeks ahead of the projected schedule; however, weather may now impact it some.

### 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%

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

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%

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

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

### Cushing Emergency Management – Franklin Reed:

- Attended 8 in person meetings
  - Police and Fire Chiefs over County radio system
  - Enbridge about grant
  - Budget meeting with Finance
  - Payne County P25 radio System Project Kick-off & Design Review meeting in Stillwater
  - Payne County P25 radio System Project Kick-off & Design Review site visits
    - Payne County SO
    - Perkins water tower on Hwy 33
    - Cushing Verizon Tower and GRDA Tower
    - Yale Main and West water towers
    - Glencoe Tower and EOC
    - Cushing Safety Center
  - Tallgrass Emergency response coordinator
  - LEPC meeting in Stillwater
  - Department Head meeting
- 1 Drone flights
  - Electric Distribution to take aerial photos of new substation site
- Monitored weather
  - Thunderstorm warning for our area on 4/19
  - Thunderstorm warning for our area on 4/20
- Provided requested information to Home Security for radio grant
- Attended 3 Webinars with Weather Offices from Norman over severe weather potential
- Assisted Fire Department
  - Grass fire Dunkin & Linwood
- Storm Sirens
  - Replaced batteries in siren on Harmony and drive to sports complex
  - Replaced batteries in siren at 1015 E. Grandstaff
  - Replace batteries in siren at 2nd and Wilson
  - Tech from Goddard Enterprises came back to reprogram the 3 sirens that did not activate during April's siren test
  - Conducted monthly test of storm siren system on May 2<sup>nd</sup> - all 29 sirens activated and functioned correctly



## Cushing Regional Airport – Mike Middleton:

- Projects completed
  - Electric Department restored motor and winch for shared hangar bi-fold door
  - Reset and adjusted off-track main hangar rolling door
  - Oklahoma Corporation Commission inspected Jet-A fuel storage and dispenser
    - Zero discrepancies or findings
  - Transitioned airport telecommunication accounts to cheaper AT&T rate plan
  - Electric Department installed LED primary lighting inside main hangar
  - Trained new Airport Assistant hire on Phillips 66 fuel delivery procedures
- Work in progress
  - 4<sup>th</sup> Annual Cushing Fly-in Fair, October 21<sup>st</sup> and 22<sup>nd</sup>, 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 – 11
  - Hangar waitlist – 34 (+1)
  - Survival Flight emergency and public relations operations supported - 36
  - Fuel Sales / Jet A – Gallons 3,600, AvGas – 3,200 Gallons
  - Based Aircraft – 31



## Cushing Fire Department – Chief Dalton Novotny

**Responses:** April Fire – 13 EMS - 213

March Fire – 19 EMS - 196

**Training Hours:** April 458.5 total staff hours

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

(1) Chief (0) Deputy Chief  
(1) Fire Clerk (24) shift personnel



## Cushing Police Department – Charles Claxton:

SERVICES	JANUARY STATISTICS	FEBRUARY STATISTICS	MARCH STATISTICS	APRIL STATISTICS
911 Calls	296	287	318	332
Police Calls for Service	911	880	941	874
Police Calls for Service – School	7	11	16	9
Accident Investigations	5	7	13	4
Citations Issued	33	18	21	39
Courtesy Contacts	95	67	61	34
Arrests	18	22	22	11
Animal Welfare Calls for Service	75	73	65	85
Animal Welfare Citations	1	2	13	4
Adult Prisoner Transports	11	11	12	6
Juvenile Transports	0	1	0	0
Adult Mental Health Transports	12	8	2	11
Juvenile Mental Health Transports	0	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)**

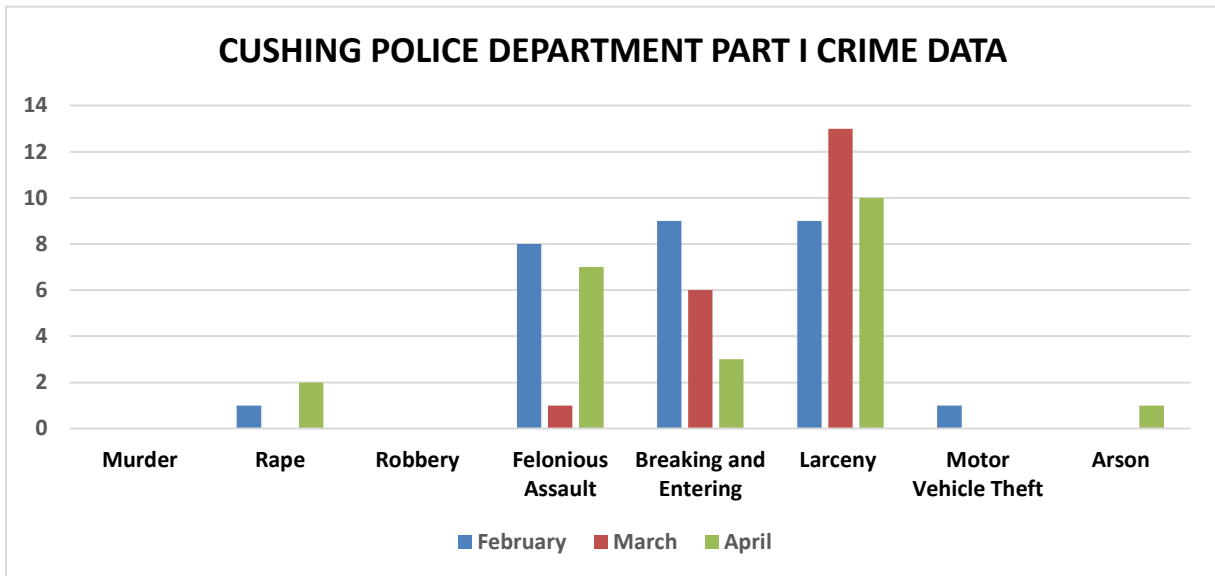
### **Vacant Positions**

- 1 Communications Specialist

### **Notable Activities**

- Communications Supervisor Rick Thompson conducted the monthly radio test for Safety Alliance of Cushing.
- Staff worked on finalizing FY 23-24 budgets for Police and Animal Welfare.
- Staff assisted Cushing Pride with the Great Clean Up event.
- Deputy Chief Myers conducted a meeting with sergeants to discuss training.
- Chief Claxton and Deputy Chief Myers met with representatives from the Department of Homeland Security.
- Chief Claxton, Deputy Chief Myers and PSC Chaplain Kenney Stacy spent the afternoon assisting with the Lions Club Jr. Olympics.

- Deputy Chief Myers attended weekly meetings with Field Training Officers to work on scheduling.



[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 water main.

- 2-inch water main repair at 316 S. East Street
- 6-inch main repair at 3717 E. 9<sup>th</sup> Street
- 2-inch main repair at 1502 E. Main Street
- 510 N. Cleveland Ave service line repair
- 2-inch main repair at 1438 E. Main Street
- 10-inch water main repair 2300 E. Main Street
- Service line repair at 315 W. Moses

**Sewer:**

Cleaned sanitary mainlines at the following locations:

- 711 W. Cherry Street
- Main Street and Wilson Avenue unblocked line under S.H. 33
- 1502 E. Main Street
- 1100 blk E. Main Street

- Briarwood Lane to E. 14<sup>th</sup> Street
- 1600 blk N. Little Ave
- 209 E. Broadway Street

**Other:**

- Hydro-vac in Memorial Park for the Street department for buried utility lines by the North entrance.
- Loaded water for El Reno Sod Farm and KW Well Service

**On-Going Projects:**

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

**New Water Taps: 2      Sewer Obstructions: 7      Water Leaks: 6**

**Water Production Plant - James Landis**

- Replaced pintle chain, scraper links, and scrapers on Lime Slaker #2.
- Working with PEC to finalize electrical specification on clarifier vault project.
- Replaced solenoid valve and installed new seal kit, quad plate, and quad seal on backwash supply globe valve.
- Met with two companies regarding disposal of lime residual from lagoons.
- Made new standards for lab and cleaned online turbidimeter and chlorine analyzer.
- Received load of chlorine.
- Repaired Lime Slaker belt #1 and adjusted gate and speed settings.

**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

**Gas**

0- Residential  
0-Commercial

**Electrical**

4-Residential  
5-Commercial

**Contractor Registration – 176**

49-Plumbing  
63-Mechanical  
65- Electrical

**Mechanical**

1-Residential  
0-Commercial

**Other building permits**

3-Roof  
0- Demolition  
1-Sign  
1-Fence  
1-Carport  
0-Sidewalk

**Plumbing**

3-Residential  
0- Commercial



0-Side/Driveway  
0-Storm Shelter  
0-Swimming Pool

1-Potable Building  
0-Other/Awning

**Property worked for rubbish, overgrown grass – 280**

Work Orders Issued – 24      Citations Issued – 4      Travel Trailer or Boat Violations – 0

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

**Working Non-Conforming Structures: 8**

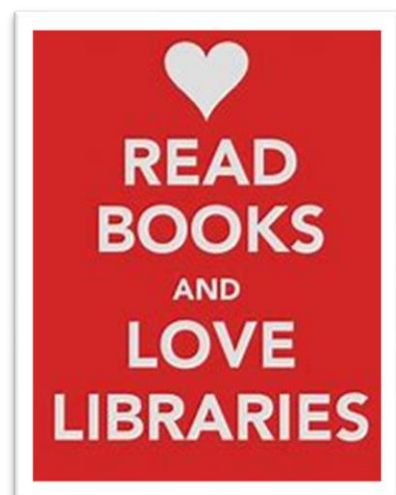
**Building Permits Reported to the Payne County Assessor – 1**

**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**

- The library hosted an author visit for local author Rhiannon Elayne Dennis. She read an excerpt from her teen/young adult novel “The Quest for Quantra” and talked about her inspiration for writing.
- The library hosted a “One Community One Challenge” event in partnership with Oklahoma State University. The event had an Earth Day theme. This is the second year for the library to partner with Oklahoma State University to offer a STEAM based event with activities for participants of all ages.
- Completed monthly elevator check.
- Attended monthly Library Advisory Board Meeting.
- The library hosted an art display from Payne County Youth Services. The artwork displayed was a collection of works from students throughout Payne County.
- The 2<sup>nd</sup> grade classes from Cushing Upper Elementary School came to visit the library. They toured the library, listened to a story, and learned about the Summer Reading Program.
- Library staff are working on our continuing education.
- The library continues to offer our Family Storytime on Wednesday mornings at 10:30 a.m.



- The library continues to offer our monthly LEGO Club for ages 5 to 15 the first Tuesday of every month at 5:30 p.m.
- Library staff are in full swing preparing for our 2023 Summer Reading Program. We will have programs for ages 3 to 5, 6 to 12, teens, and adults. The program will be mystery themed, and our slogan will be “Figure it out at your library!”
- Attended the monthly Department Heads Meeting at City Hall.

### 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.

- Applied asphalt in the 400 – 600 blk S. Harrison Street.
- Excavated and poured concrete to repair water repairs in the 1200 blk E. North Street.
- Back filled around the approach at the new fire training tower.
- Excavated and poured concrete on a bad spot in 900 blk E. 5<sup>th</sup> Street.
- Installed a culvert in the 500 blk N. Luella Street.
- Graded Lions Park parking lot.
- Picked up and delivered Pro-Line cold patch to city yard.
- Replaced a damaged stop sign at the intersection of Linwood and Broadway Streets.
- Formed up and poured concrete to repair Seay Street following the installation of a new waterline fire training tower.
- Collected downed tree limbs following a recent storm and high winds.
- Opened culverts throughout the city.
- Created and installed a new Cushing Pride sign in the 1100 blk S. Linwood Avenue.
- Assisted the Water Department with road closures on North Street from Linwood east to Main Street.
- Assisted the Service Center with removal of broken stud bolt.
- Jackhammered and excavated a bad spot at the Senior Citizens campus.
- Excavated and formed a up sidewalk, installing rebar in the 600 blk E. Cherry Street, in preparation for concrete.

- Moved an old lean to and storage tank at the Electric department, in preparation for new chain link fence.
- Excavated and formed up water repair spot in the 100 blk S. High Street in preparation for concrete.
- Sweep and patch potholes throughout the city.
- Patch potholes and sweep throughout the city.

### Human Resources – Tracie Rose

- Submitted first draft for Tier One (personnel and benefits) 2023-2024 Budget.
- Set up drug screens for pool employees and reported results to Julie Puls for hiring of our summer employees.
- Provided annual statements from OMRF Retirement fund to employees.
- Gave a presentation to the Cushing High School students in Julie Puls class about job opportunities within the City and tips on applying and interviewing for jobs.
- Attended financial presentation and study session.
- Continued working with Dana Neighbors with Premier, Terry Brannon, Derek Griffith, and Jonathan Huseman on the BCBS, Delta Dental, VSP and Lincoln renewals.
- Started working on CMS report for prescription drug data collection.
- Held interview with Tim Ervin to fill the operator position at the Wastewater Treatment Plant.
- Current Open Positions
  - Operator- Wastewater Treatment Plant
  - Oiler- Power Plant
  - Skilled Laborer- Parks Dept.
  - Temp. Skilled Laborer- Streets Dept.
  - Dispatch/Jailer
  - Electrician
- 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

- Met with Air Compressor Supply representatives about a replacement for one of our air supply units.
- Attended OMAG Leaders Academy.
- Spoke with Cooper Bessemer about controller issue for Unit 11.
- Spoke with Chris Farabee of Farabee Mechanical about Units 7 and 8.
- Everett McKinney and David Cooper read meters for Utility Department.
- Received emergency roof repairs from Conklin German Roofing.
- Performed routine maintenance on all operational engines.
- Clean the engine bay and basement, and updated lighting.
- Air Hygiene performed emissions stack testing between 5 – 2 thru 5 – 4.
- Scheduled maintenance run with GRDA for 5/9/2023 for all operational engines.
- Accepted Cooper-Bessemer’s bid for work on Unit 10.
- Received quotes for a replacement 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.
- Taught exercise classes every Tuesday and Thursday.
- Made a visit to the nursing home to see a senior that had previously attended the Senior Center.
- Hillcrest Hospital provided a Diabetes Education class at the Senior Citizens Center.
- Contacted vendors about new furniture for lobby area.
- Amedysis Home Health came in for blood pressure checks.
- Joe Spychalski with the Oklahoma Department of Veterans Affairs made his weekly visits.
- Welcomed several new seniors to the center for eating and activities.
- Zach Cavett provided music for our Music & Muffins birthday celebrations.
- Attended monthly ODOT meeting.
- Attended monthly C.A.R.E meeting at Hillcrest Hospital, Cushing.
- Visited a senior in the hospital.
- Traditions Home Health hosted monthly BINGO.
- Helped to distribute food from Our Daily Bread.
- Hosted weekly dances on Friday nights.
- Brookdale Senior Living hosted the monthly SINGO.
- Attended financial presentation and study session at City Hall.
- Attended monthly Department Head meeting.
- Distributed monthly Food Bank boxes to qualifying seniors.
- Held monthly Advisory Board meeting.
- Talked to manager of local income-based apartments in town for a senior.
- Visited with a senior about our bus services.
- Spoke with a senior about food services provided by Project H.E.A.R.T.

### **Wastewater Production Plant – Tim Ervin**

- With help from the Fire Department, we drained and repaired SBR # 2.
- Howard Construction continued construction on our Sludge Residuals project. Start up is tentatively scheduled for next week.
- Myers Engineering inspector was on site to access the construction progress.
- Staff attended DEQ renewal classes.
- Dylan Sizemore of Water Tech brought samples of various polymer to test with our sludge to determine the proper concentration and polymer type that will work best with our sludge.
- DEQ conducted our annual inspection. Only minor unavoidable violations were found.