

Administrative Services Department

Fourth Qtr. 2013—Happenings



C I T Y O F G I L L E T T E

DIVISIONS

- CLERKS
Print Shop
- FAC. MAINTENANCE
Custodial
- GIS
- IT
- MUNICIPAL COURT
- RISK MANAGEMENT
Claims
Property & Liab. Pools
- SUSTAINABILITY
- VEHICLE MAINTENANCE

G R E A T T H I N G S A R E G O I N G O N !

M O R E G R E A T T H I N G S H A P P E N I N G !

◆ **Risk Management** has submitted 6 Liability Claims and 4 Property Claims to WARM. The Atlas Storm Claim submitted to WARM totaled over \$500,000.



Pamela L. Boger
Administrative Services
 Director



◆ **GIS** staff rolled out the latest version of COG Maps to users across the organization. These easy to use map applications are designed in-house and provide a huge amount of GIS information. Staff released a new data DVD to engineers, designers, and developers. Many different summaries were also generated for the City of Gillette Annual Report (area within city limits; length of pipe; and miles of street swept). Staff assisted with several unique projects including the Holiday Lighting contest, street name sign location, and Keep Gillette Beautiful (KGB) Litter Index.

◆ **Municipal Court** staff went through all outstanding Bench Warrants and 153 individuals were removed which resulted in 211 cases being closed or dismissed. Juvenile Diversion, Juvenile Probation and Campbell County Halls of Art Committee joined with two local artists and developed "Fire & Ice," a mural which was selected as the best representation of good and evil and the elements (wind, rain, fire, earth).

◆ **Vehicle Maintenance** staff completed 90% of the AVL installations and this project continues on with the new PD units that were added. Service calls were reduced by 50% this winter due to the Heated Vehicle Storage Facility and non-corrosive wire. Fleet did not have any lost time injuries this quarter.

◆ **Sustainability** recorded an increase in food waste collected from 150 tons in 2012 to 443 in 2013. Keep Gillette Beautiful saw a significant decrease in cigarette litter at its pilot sites. Over 100 staff members pledged to refrain from using single-use cups for the month of November to acknowledge America Recycles Day.

◆ The **Clerks** office started the Liquor Licensing process. Once applications are received from the respective owners, they are sent to the Wyoming Liquor

Division, advertised four consecutive weeks and then a public hearing is held. The Print Shop worked with Electrical Engineering to find paper that was tear proof, water proof, and writable for their map books. The book was printed and the finished product looks great! Staff processed 7 new Senior/ Disability Utility Rate applications and 193 applications were mailed out. Staff answered 3,777 calls, made over 150,825 copies/prints, and spent over \$64,000 on postage this quarter.

◆ **IT** assisted Finance and Human Resources with the Tyler payroll for Go-Live. Staff upgraded the Storage Network System and Backup systems. IT also upgraded the Boxelder switch to a 10 Gig link.

◆ **Facilities Maintenance** continues assisting with the HVAC project at City Hall. Flooring was replaced in the Public Works area at City West. The Wash Bay continues to provide job security with its ongoing maintenance issues. Staff has changed out the generator at City West and disconnected the main.



Fire & Ice