

Administrative Services Department News



HOCUS POCUS, BANANA PEELS & MOVEMBER



CITY CLERK/PRINT SHOP

Liquor license renewals are underway, with 54 total liquor licenses this year: 30 Retail, 10 Restaurant, 6 Limited Club, 2 Microbreweries, 1 Winery, 3 Bar & Grill, 1 Special Malt Beverage, and 1 Resort. The Public Hearing is scheduled in February, 2016.

The new Voting System for regular Council meetings was successfully implemented this quarter.

The Print Shop assisted the Police Department with their Anti-Marijuana campaign postcards and completed a large printing project regarding the Gillette Madison Pipeline Project.

MUNICIPAL COURT

November 17, was the first official court day in the newly remodeled Council Chambers.



In 2015, 64 citations were filed in Municipal Court for Possession of a Controlled Substance. Of those, 38 pled guilty, two pled not guilty, two

City Clerk/
Print Shop

Municipal Court

Facilities
Maintenance

Risk
Management

GIS

Sustainability

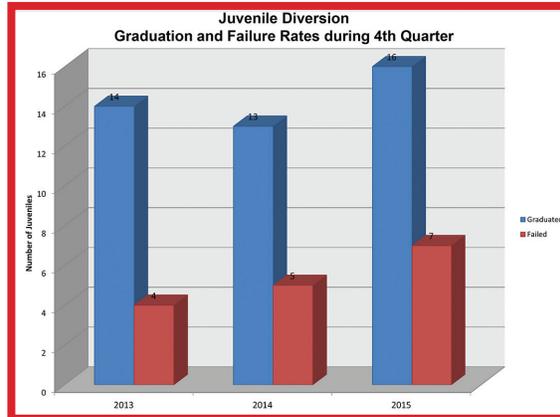
IT Services

Vehicle
Maintenance

This quarter, Administrative Services' staff showed their competitive spirit in the Halloween and Movember employee competitions, including costumes, decorating, the shave off and fake mo's! November also had some real "A-Peel", as the Administrative Services Department enjoyed an All-Staff Banana Split Party!

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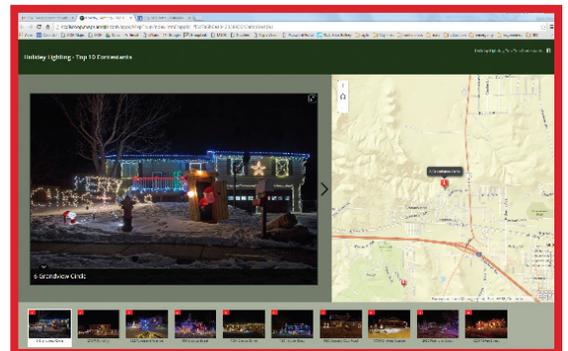
were dismissed by the prosecution, one was dismissed entirely, and 21 cases are still pending. Municipal Court probationers submitted to 240 tests for alcohol and controlled substances.



GEOGRAPHICAL INFORMATION SYSTEMS

Over the course of this past year, the GIS Division has made progress on several important projects, one of which was pulling live data from MUNIS. Thanks to the efforts of the GIS staff, this project is nearing completion with just a few more runs of testing the model. Now, GIS has the ability to present data that was entered into Tyler in the form of spreadsheets, charts and graphs, and also represent or geocode related information on maps or in web applications.

Significant developments have been made in the web application world. This quarter, GIS developed applications to assist other divisions with their workflow, including the Holiday Lighting Geoform created for the citizens of Gillette to sign up for the Holiday Lighting Contest, a story map for the “Memory of the 8”, and an editable One Percent application for the project managers to get information to the public web map in a timely manner.



Finally, GIS assisted with maps, data, and analysis for major projects such as the growth model and the annexation strategy.

BEST NEW WORD

DESTINESIA

(n) when you get to where you were intending to go, but forget why you were going there in the first place.

FACILITIES MAINTENANCE

This quarter, Facilities Maintenance had only a moment to celebrate the completion of the First Floor Remodel Project, the Boiler Project, a small remodel project at the old warehouse, and installation of a new stainless steel sink area at Animal Control, before diving into the City West Remodel Project.

RISK MANAGEMENT

High winds on November 18 blew off part of the Washbay roof and gutters at City West, among some other small losses. On December 15, Winter Storm Echo caused hazardous winter road conditions that resulted in two City vehicles being involved in accidents. In total, the above weather related events resulted in two property claims and three liability claims for the City.

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QUOTE FOR THE QUARTER

The biggest lie I tell myself is, "I don't need to write that down, I'll remember it."

-- Unknown

SUSTAINABILITY

Keep Gillette Beautiful organized the annual K-12 national recycling competition, RecycleBowl, October 19 through November 15. Buffalo Ridge was the local winner with 10 schools and almost 12,000 pounds of recyclables collected from the participating schools.

Education and outreach for all the sustainability programs, plus rebate opportunities, were provided at the Octoberfest Business Expo.

Sustainability worked with GIS to refine mapping and data tracking for the Large Water User (LWU) meter reading project. Draft reports have been prepared and it is anticipated that 2015 Summaries will be distributed to each of the LWUs.

INFORMATION TECHNOLOGY SERVICES

This quarter, the IT Division completed the body camera installation project with the Police Department; completed installation of a new web server and went live with both new external and internal websites; and completed cabling for the remodeled Council Chambers. IT's Senior Systems Analyst, Myra Lacy, was the recipient of the **2015 Support Services Employee of the Year** award!

VEHICLE MAINTENANCE

Vehicle Maintenance completed 716 work orders and three long awaited new refuse trucks were purchased for the Solid Waste Division. Vehicle Maintenance staff is now in the process of replacing the Wastewater Division's compost turner, completing inventory, and working to set up the fuel island in Tyler. Master Fleet Technician, Danny Kluver, was the recipient of the **2015 Employee of the Year** award!

