



# CITY OF GILLETTE

Administration  
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## MEMORANDUM

**TO:** Mayor and Members of the City Council  
**FROM:** J. Carter Napier, City Administrator  
**RE:** General Information  
**DATE:** February 26, 2016

*Forwarded to  
for J. Carter Napier*

The following meetings are scheduled for the week of **February 27-March 4:**

### **Tuesday, March 1<sup>st</sup>**

#### **6:00 p.m. City Council Pre-Meeting, Agenda Attached**

- Madison Update
- Insourcing
  - Traffic Signal Installation
- Review March 1<sup>st</sup> Council Agenda
- Executive Session
  - Litigation
- City Hall – 2<sup>nd</sup> Floor Conference Room
- Dinner served at 5:30 p.m.


#### **7:00 p.m. City Council Meeting**

- City Hall-Council Chambers

1. Attached please find the current monthly **calendar** for **March 2016**.
2. Attached please find **Revised Gillette City Council Goals** for **2016**.
3. Attached please find the **Adopted Capital Improvement Plan** for **Fiscal Year 2015-2016** requested by **Councilman Kuntz**.
4. Attached please find a **document** from **Wyoming Department of Transportation** dated **February 24, 2016** regarding **Proposed Highway Project/Preliminary Plans**.
5. Attached please find a **letter** from **Boys & Girls Club of Campbell County** dated **February 5, 2016** regarding a **Request for Financial Assistance**.
6. Attached please find a **Letter of Appointment** dated **February 9, 2016** to **Lori Jones** for the **Boys and Girls Club Board** provided by the **Campbell County Commissioners**.
7. Attached please find a **letter** from **Marie Sneed** dated **February 24, 2016** regarding **Liquor Deliveries**.
8. Attached please find a **2016 Survey Summary** regarding the **Senior Center** provided by the **Senior Center**.
9. Attached please find **Historic Preservation Commission Meeting Minutes** dated **January 26, 2016**.
10. Attached please find an **Invitation to Tori Jewell's Farewell** in the **Clerk's Office** on **March 4, 2016**.
11. Attached please find **thank you cards** from the **Senior Center**.

# March 2016

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Day	Date	Event
Sunday	6	
Monday	7	
Tuesday	8	<p><b>City Council Pre-Meeting</b> Madison Update Insourcing - Traffic Signal Installation Executive Session - Litigation 6PM - 3rd Fl <b>City Council Meeting</b> 7PM - Chambers</p>
Tuesday	9	<p><b>City Council Work Session</b> Purchasing Policy Discussion System Development Changes Executive Session 6PM - 2nd Fl</p>
Wednesday	10	
Thursday	11	<p>St. Patrick's Day</p>
Friday	12	
Saturday	13	<p><b>Daylight Saving Time</b> Spring Forward 1 Hour </p>
Sunday	14	<p><b>City/County Pre-Budget Meeting with CC Public Land Board &amp; Staff</b> 5:30PM - CAM-PLEX / Energy Hall</p>
Monday	15	<p><b>City Council Pre-Meeting</b> Executive Session 6PM - 3rd Fl <b>City Council Meeting</b> 7PM - Chambers</p>
Tuesday	16	<p><b>City/County/Town Pre-Budget Meeting with CC Joint Powers Fire Board &amp; Staff</b> 6PM - Fire Training Center</p>
Wednesday	17	
Thursday	18	<p></p>
Friday	19	<p><b>NEWY Municipal Leaders Regional Meeting</b> 8AM - City Hall 3rd Fl</p>
Saturday	20	<p><b>Palm Sunday</b></p>
Sunday	21	
Monday	22	
Tuesday	23	<p><b>Council Coffee</b> 7AM City West Employees 8AM City Hall Employees Community Room 2nd Floor</p>
Wednesday	24	
Thursday	25	<p><b>Senior Center Luncheon</b> 12PM</p>
Friday	26	
Saturday	27	<p><b>Easter Sunday</b></p>
Sunday	28	
Monday	29	<p><b>City Council Work Session</b> Stormwater Ordinance Discussion Liquor Deliveries Executive Session 6PM - 2nd Fl</p>

**ADDITIONAL INFO:**

March 19 - 20: NEWCA Home Show, Cam-Plex Wyoming Center

# Gillette City Council Goals for 2016

## Goal Statements

- **Maintain fiscal responsibility by enacting balanced budgets that sustain quality core services consistent with declining revenues.**
  - Identify & Prioritize Core Services
  - Establish Sustainable Service Levels
    - Identify and prioritize core services (Internal & External) - add to SLT Agenda – SLT evaluates monthly review of Expenses and Revenues
  - Minimize Impact on Utility Rates
  - Convey consistent messaging to public about decision and rationale
  - Institute Pay-as-you-build capital program
  - Look for Different Ways to Reward and Incentivize Employee Performance
  - Explore Options for New Funding Streams
- **Implement our Growth Management Plan over the next 3 years**
  - Implement Island Annexation Plan
  - Evaluate Contiguous Areas for Annexation with Existing Agreements
  - Implement a Southern Annexation Strategy
  - Continue to Support Economic Development to Diversify the Local Economy
  - Continue the Development of the Growth Model
- **Exploring Opportunities for Collaboration & Partnerships with Other Agencies**
  - Renew Support Agreement for Gillette College Operations
    - Complete Dorms Capital Project in 2016
  - Initiate the Joint Consolidation Dispatch Process
    - Finalize Joint Powers Agreement for Consolidated Dispatch – May 2016
  - Explore Consolidated Services With Other Agencies
  - Review Operational Contributions for the Fire Board
    - Fire Station #3 Construction Completed – Fall 2016
  - Explore Relationships with Other Agencies Regarding Recycling