



2023



**2023 ANNUAL REPORT**  
**CITY OF GILLETTE**



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## MAYOR & CITY COUNCIL



**MAYOR**  
Shay Lundvall

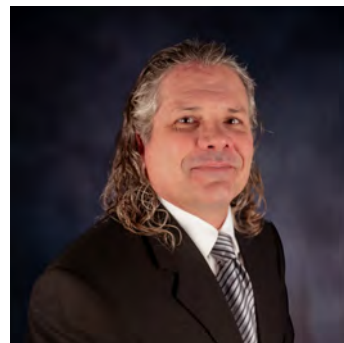
The City of Gillette is comprised of three wards each represented by two Council Members. The Mayor serves at-large.



**CITY COUNCIL**  
**WARD 1**  
Jim West



**CITY COUNCIL**  
**WARD 1**  
Tricia Simonson



**CITY COUNCIL**  
**WARD 2**  
Tim Carsrud



**CITY COUNCIL**  
**WARD 2**  
Billy Montgomery



**CITY COUNCIL**  
**WARD 3**  
Heidi Gross

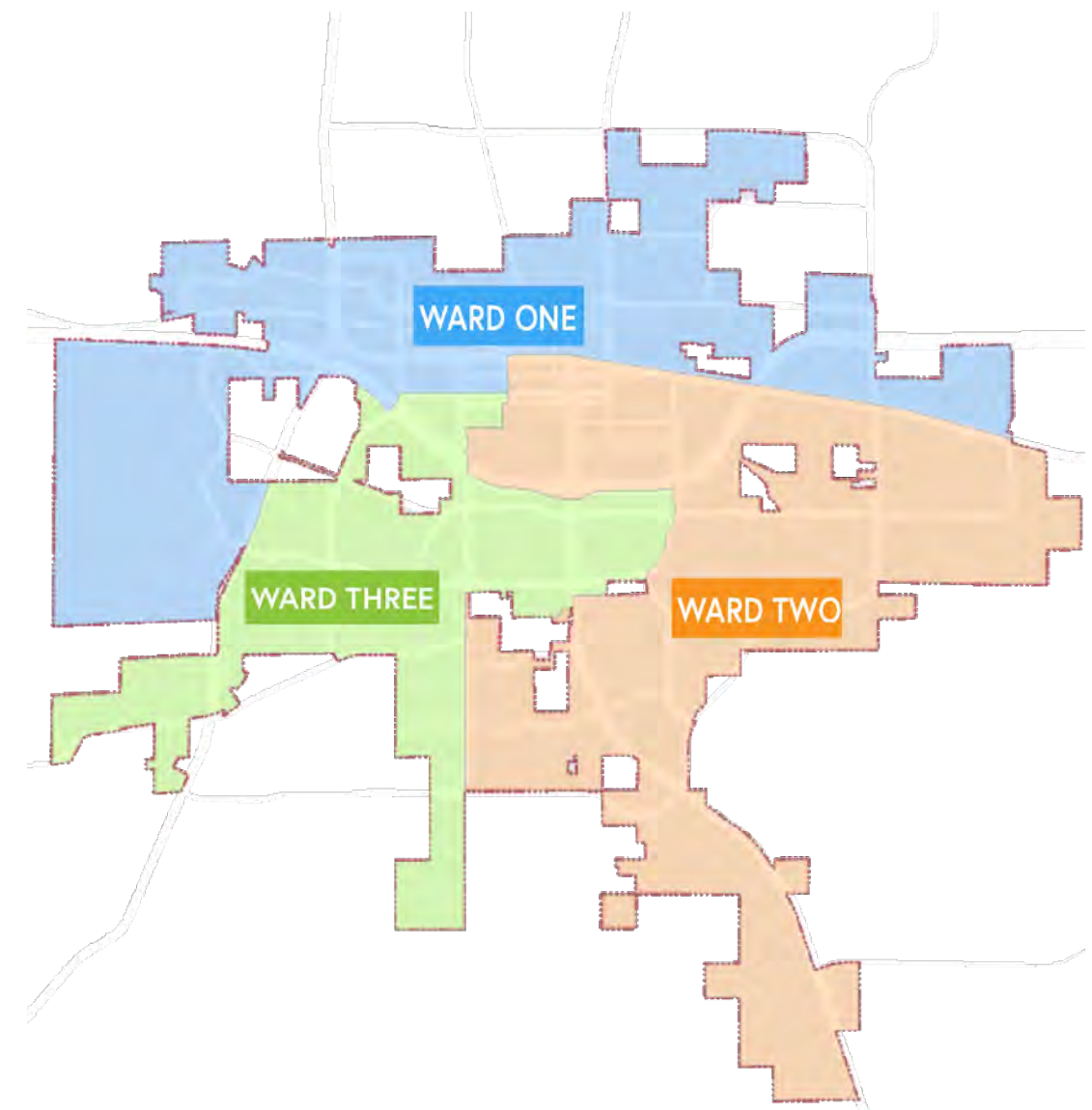


**CITY COUNCIL**  
**WARD 3**  
Nathan McLeland

## GILLETTE BY THE WARDS



Want to find what ward you live in?  
Visit [www.gillettewy.gov/citycouncil](http://www.gillettewy.gov/citycouncil) and click on the City Voting Ward Map.





**CITY ADMINISTRATOR**  
Mike Cole

The City of Gillette prides itself on providing high-quality infrastructure, thoughtful community recreation and cultural amenities, and a positive business environment that fosters economic diversity, growth, and success. We are a safe community and our elected officials and staff work closely to provide cost-effective solutions driven by exceptional customer service.

Critical customer services provided by the City include:

- Street maintenance, parks, drainage and solid waste collection services through our Public Works Department.
- Water, sewer, power and commercial broadband services through our Utilities Department.
- Routine patrol, accident and crime investigation, animal control/shelter, traffic enforcement and related services through our Police Department.

- Building inspection/permitting, capital projects, engineering review, code compliance, zoning and subdivision review services that facilitate private development through our Development Services Department.

Our Public Affairs, Finance and Human Resources Departments provide internal support and additional customer services such as municipal court, public access television, city clerk services (like liquor licenses, parade permits, vendor license, etc.) and utility customer billing.

Through separate joint powers agreements, we partner with Campbell County and local service agencies to support essential social services, provide community-wide fire protection services, and professional management of the CAM-PLEX, our regional multi-purpose event center.

Enclosed for your information is a copy of the City's 2023 Annual Report. The report summarizes key metrics and major accomplishments completed in calendar year 2023. During the past year, we continued to focus our efforts on maintaining existing streets and infrastructure to the highest level possible through existing tax revenues, fees and charges. Some of our very large projects include replacement of the City Pool and major improvements at our Wastewater Treatment Plant. Our Police Department continues to move toward national accreditation through CALEA. Additional progress was made towards improving and expanding workforce housing. In 2023, the City completed a Housing Needs Assessment which provides goals for future implementation. Most importantly, the City started efforts to complete a Comprehensive Master Plan that will guide future development,

community investment and local land uses within Gillette over the next several decades. This Comprehensive Plan is expected to be complete in 2025.

Please feel free to contact the City Administrator, or our Public Affairs Department, at (307) 686-5203 if you have any questions regarding this report or our City organization or services.

# DEVELOPMENT SERVICES

Engineering

Building Inspection

Code Compliance

Planning

Traffic Safety





Providence Park Drainage



Kliver Road PRV Building



Kliver Road PRV Building



Energy Capital Sports Complex West Roadway & Parking Lot Improvements



Fir Avenue Sanitary Sewer Repairs



Lakeway Road Improvements



Monte Vista Waterline



Monte Vista Waterline



7th Street Water Main Replacement



7th Street Water Main Replacement

## ENGINEERING

The Engineering division provides a broad range of professional civil and municipal engineering services to develop, maintain and improve the City's infrastructure. Engineering is responsible for the review of all development proposals and oversight of all capital construction projects.

Major Project Designs Completed in 2023: Heritage Lift Station, Gillette Regional Water Supply Phase IV, Foothills Drainage Improvements.

Some of the major construction projects managed by Engineering in 2023 are pictured.

## BUILDING INSPECTION

Building inspection staff manages contractor licensing and the residential & commercial plan review process. This division has established a normal time schedule for building plan review and offers a variety of over-the-counter permits.



## PLANNING

The Planning Services division is responsible for administering the City's zoning and development code regulations, including subdivision and condominium regulations, annexations, rezoning and comprehensive plan for the City of Gillette. Planning staff reviews development projects and provides support to the Planning Commission.

**43**

Total Cases

**12**

Planning Commission  
meetings held

**260**

Permits Issued

Planning Division kicked off Plan Gillette, the City's newest comprehensive plan. To learn more you can visit [www.plangillette.com](http://www.plangillette.com).

## CODE COMPLIANCE

The overall goal of the Code Compliance division is to work with property owners to address violations of City Code Chapter 13 before they become major issues. Every possible effort is made to prevent the issuance of a citation and eventual abatement.

**1,716**

Total Cases

**1,246**

Grass & Weeds

**231**

Unlicensed/Inoperable  
Vehicles

**13**

Abated Properties

## TRAFFIC SAFETY

Traffic Safety provides a broad range of activities associated with traffic signs, signals, pavement markings, and traffic studies to improve and help maintain a safe transportation network within the City of Gillette.



# FINANCE

Customer Service

General Fund

Information Technology

Penny Power

Purchasing





## CUSTOMER SERVICE

Customer Service is responsible for assisting customers with making changes to existing utility accounts, opening and closing accounts along with maintaining all records associated with the utility accounts, collecting meter reads for both electric and water consumption, processing utility bills, collection of payments, payment agreements, non-payment disconnection and collection of debt.

**17,709**  
Active Customers



**14,533**  
Residential

**3,176**  
Commercial

**\$50.8M**  
Billed in 2023

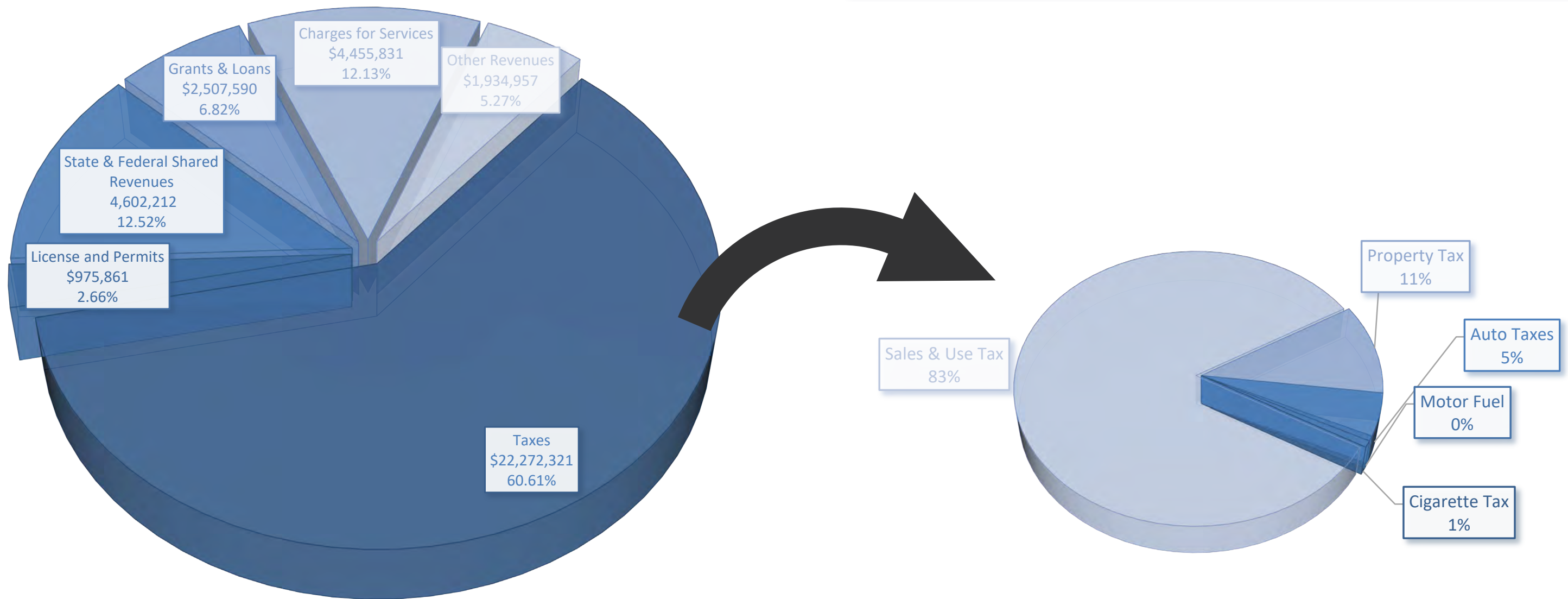
## FINANCE

The Finance division maintains the integrity of the City's financial records and transactions, and ensures the proper and efficient expenditure of City funds. The division uses this information to provide short and long-term impacts of national, state, and local decisions on the City's financial stability. The division invests City funds to maximize the rate of return consistent with state statutes and in accordance with the City's investment policy.

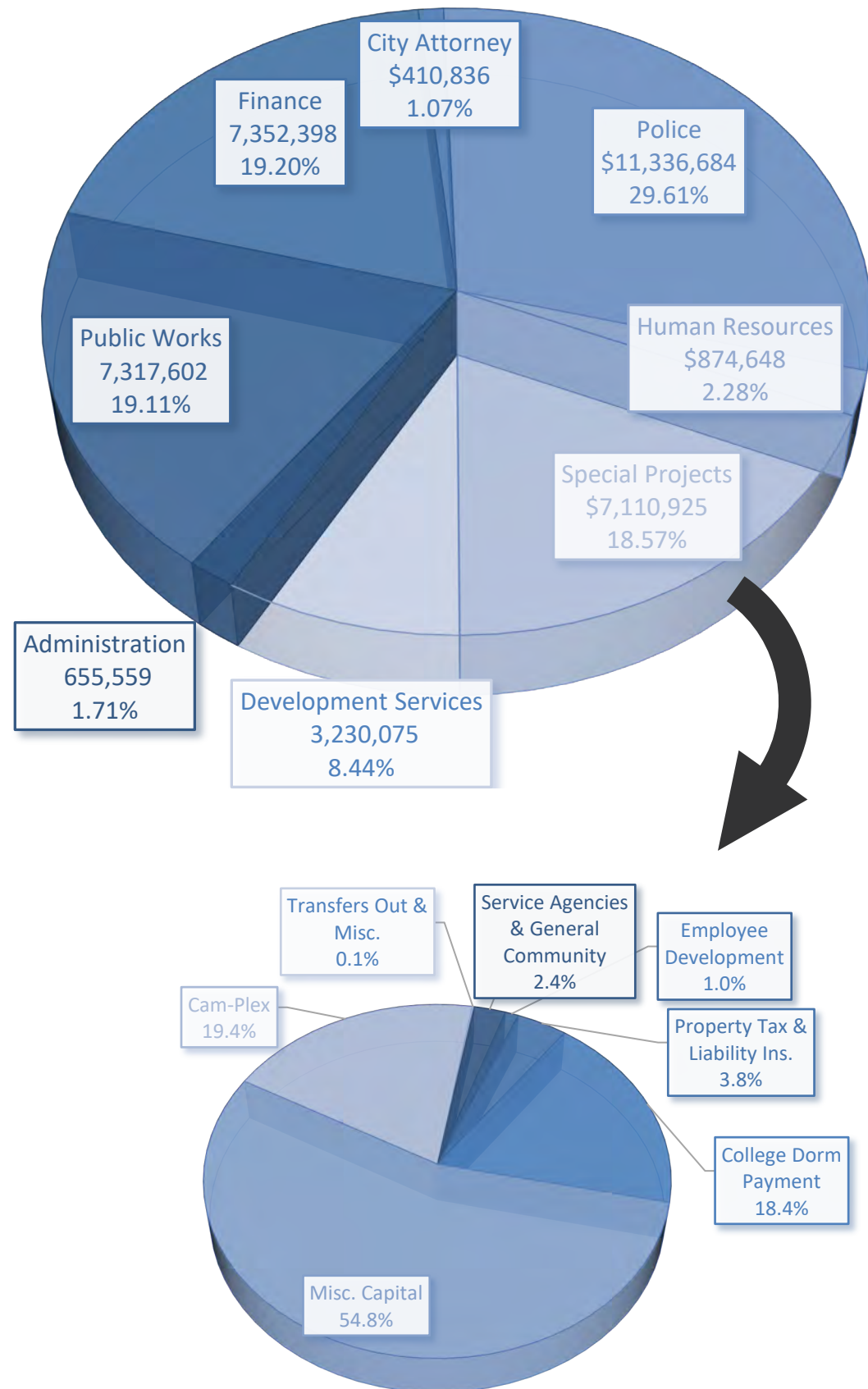


In November the Finance division was presented an Award of Financial Reporting Achievement from the Government Finance Officers Association.

### GENERAL FUND: WHERE THE MONEY COMES FROM...



## GENERAL FUND: WHERE THE MONEY GOES...



## FINANCE

The Finance division manages the centralized payroll, accounts payable, and special assessment functions for the City, and prepares the Comprehensive Annual Financial Report (CAFR). Finance staff also participate in the preparation and review of the Operating Budget and the Capital Improvement Plan.

To learn more about the Finance division and how the general fund works, visit our website at [www.gillettewy.gov/finance](http://www.gillettewy.gov/finance).

**\$4,562,514**  
Grant funds received

**\$4,438,843**  
Federal

**\$121,171**  
State

**\$2,500**  
Local

Of the \$4.562M in grant funding the City received in Fiscal Year 2023, 85% (or \$3.88M) was utilized to directly fund infrastructure improvements for the City's Wastewater Treatment plant and Water fund, therefore helping to reduce the rate increases needed for Sewer and Water. The remaining \$682K allowed the City to leverage taxpayer dollars to improve recreational facilities and provide higher levels of services.

**16,637**  
Vendor invoices processed

**\$21,032,743**  
Total gross payroll

**\$199,676,306**  
Cash & investment balance

**\$588,006,782**  
Total Book Asset Value



## INFORMATION TECHNOLOGY

The Information Technology (IT) division is responsible for maintaining and supporting a reliable, stable, virus-free network and infrastructure. IT supports all City sites and administers the fiber network, mobile technology, telephone, hardware and software used throughout the City organization. IT also maintains and updates the City's website and intranet sites, which provide communication with citizens, visitors and employees.

**5,919**  
Work Orders  
Completed

### TOP FIVE MOST VISITED WEBSITE PAGES

1. HOMEPAGE - 56,096 VISITS
2. GILLETTE BILLPAY - 41,939 VISITS
3. ADOPT-A-PET - 20,999 VISITS
4. ANIMAL CONTROL - 20,345 VISITS
5. EMPLOYMENT OPPORTUNITIES - 19,503 VISITS

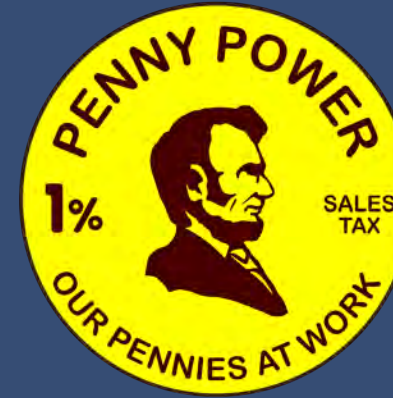
**245,310**  
Website Visits

## PENNY POWER

Since 1976, the Optional 1% sales tax has collected just one penny on each dollar spent by visitors and residents in Campbell County. These pennies are distributed among the City of Gillette, Campbell County government and the Town of Wright to fund dozens of critical infrastructure, public safety and community support projects.

### FEATURED PROJECTS

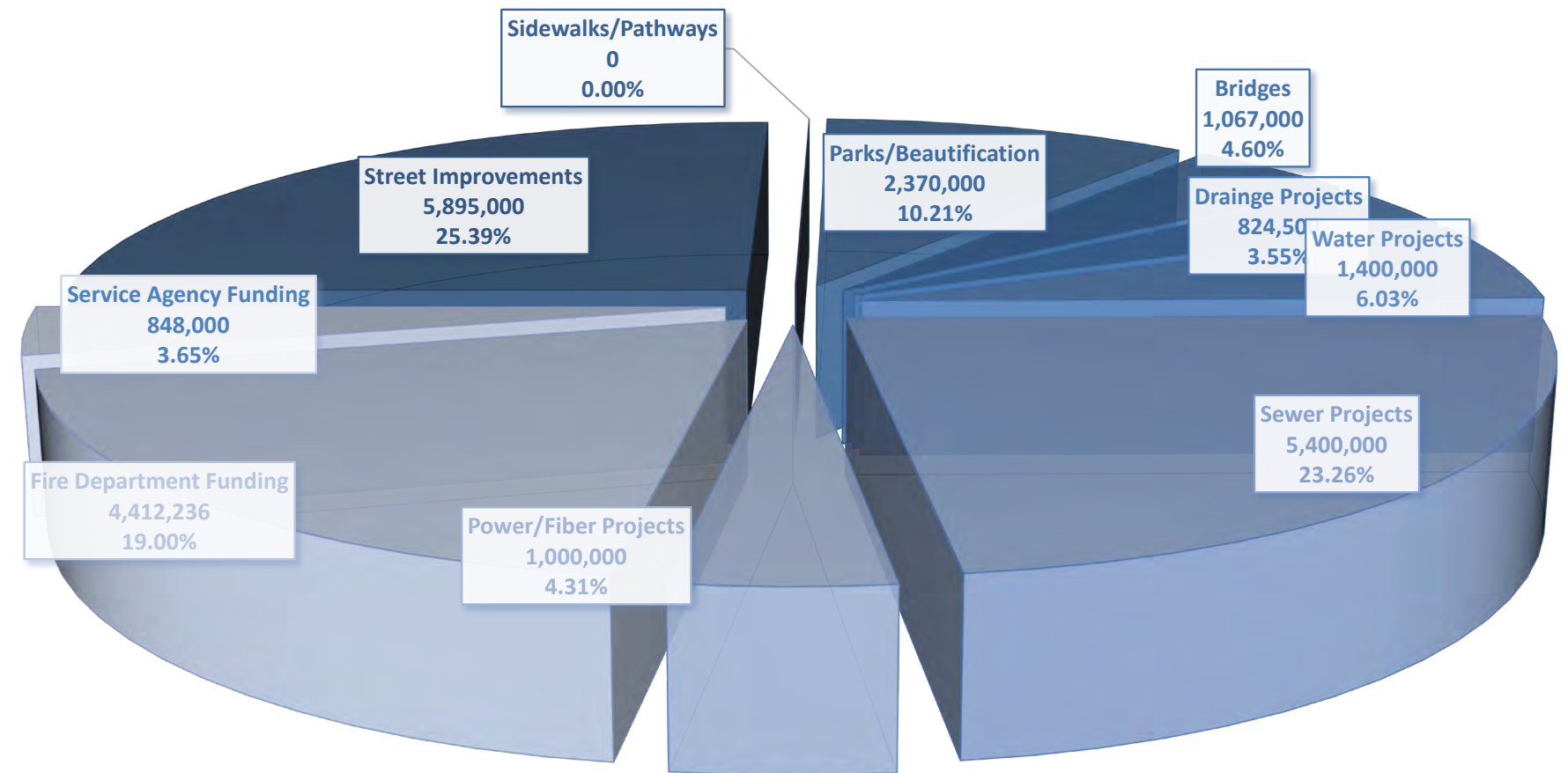
- Annual Pavement Management System
- Annual Alley Pavement Management System
- Pavement Rehabilitation - Large Patches, Crack Seal, Chip Seal
- Lakeway Road Rotomill and Overlay
- Saunders Subdivision Rotomill and Overlay
- Ironhorse Subdivision Improvements
- Gurley Overpass Maint/Replacement Designation
- Beautification - 4J Phase 2A (Parkway Zone)
- Heritage Valley Park Playground Renovations
- City Park Restroom Remodel
- Irrigation Improvements - 4J Phase 2A (Parkway Zone)
- City Hall Landscaping & Irrigation
- FEMA Donkey Creek Flood Study
- Stonepile Drainage Improvements
- Water Main Interconnect Project
- 7th Street Water Main Replacement
- Stonepile Interceptor Manhole Rehabilitation
- Annual Sanitary Sewer Main Replacement
- Fire Department Funding
- Social Service Agency Funding
- Transfer to Power Fund for New Distribution Lines
- Transfer to Fiber Fund for Build Out of Fiber System



## PENNY POWER

Want to see more information on how your pennies are spent? Visit the history and projects made possible with Penny Power [CLICK HERE](#)

### PENNY POWER FUND PROJECTS BY CATEGORY



## PURCHASING

For calendar year 2023, Purchasing staff entered 1,074 Requisitions for materials & entered 1,422 Purchase Orders, with a total value of \$11,956,567.

Additionally, the 06/30/2023 value of the inventory that Purchasing and the Warehouse staff controls was \$5,576,636.

# HUMAN RESOURCES

Human Resources

Safety



## HUMAN RESOURCES

The Human Resources Department strives to provide consistent and collaborative services to the organization as well as to each employee by providing services to nine departments, made up of 32 divisions and 277 employees.

## SAFETY

The Safety division hosted the City's second annual Safety Training Day for employees in June. The event coincided with National Safety Month and featured additional training and a keynote speaker.

**767**  
Applications  
Processed

**202**  
Interviews  
Conducted

**30**  
New  
Employees Hired



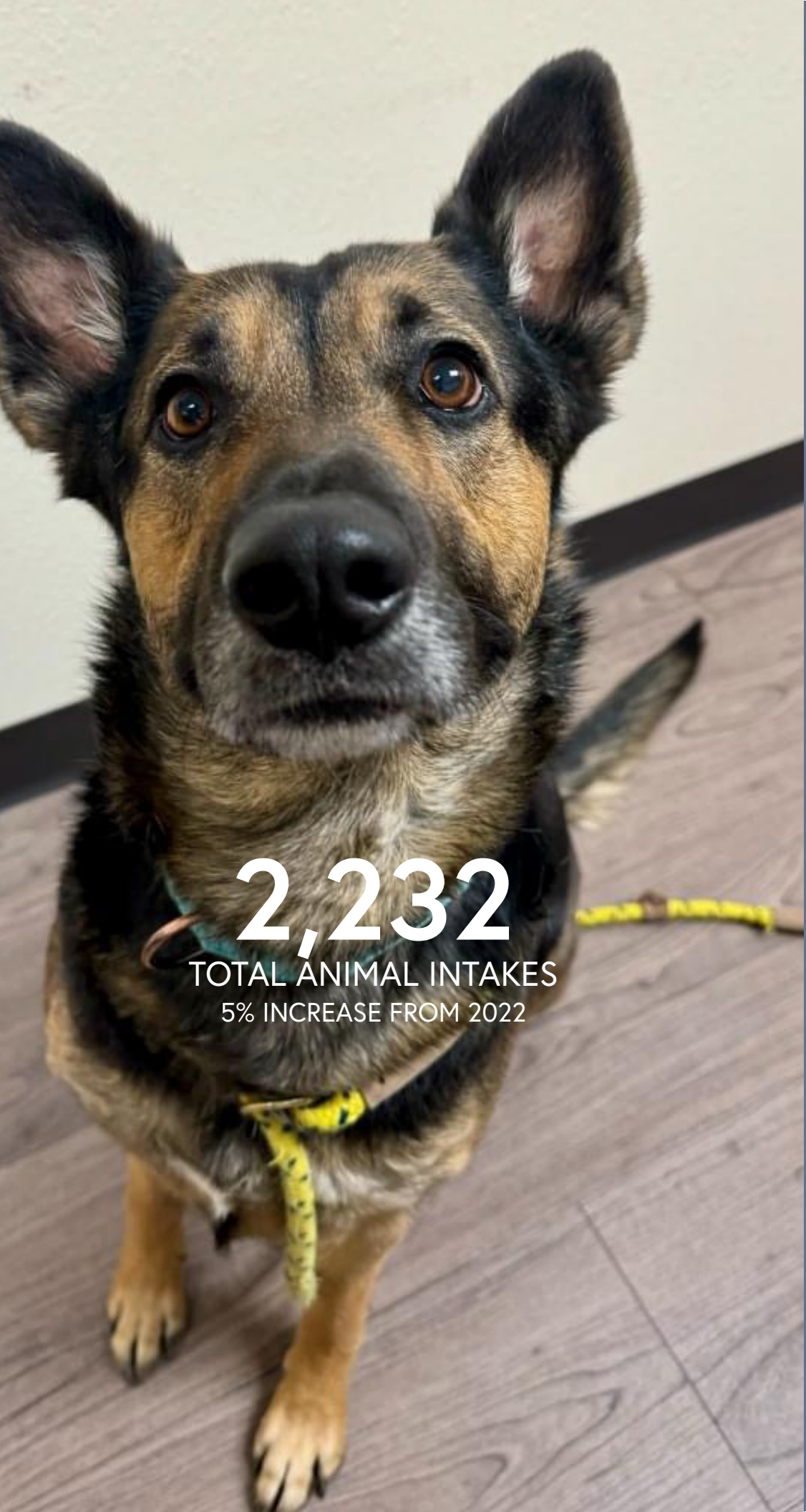


# POLICE

Animal Shelter

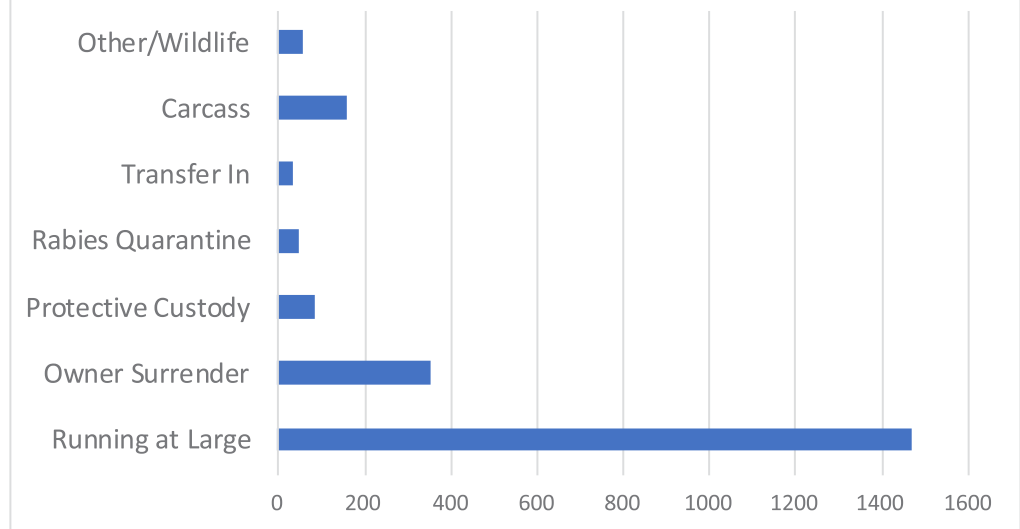
Police





**2,232**  
 TOTAL ANIMAL INTAKES  
 5% INCREASE FROM 2022

### Animal Intakes



|                    |       |
|--------------------|-------|
| Running at Large   | 1,473 |
| Owner/Surrender    | 356   |
| Protective Custody | 88    |
| Rabies Quarantine  | 51    |
| Transfer In        | 38    |
| Carcass            | 164   |
| Other/Wildlife     | 62    |

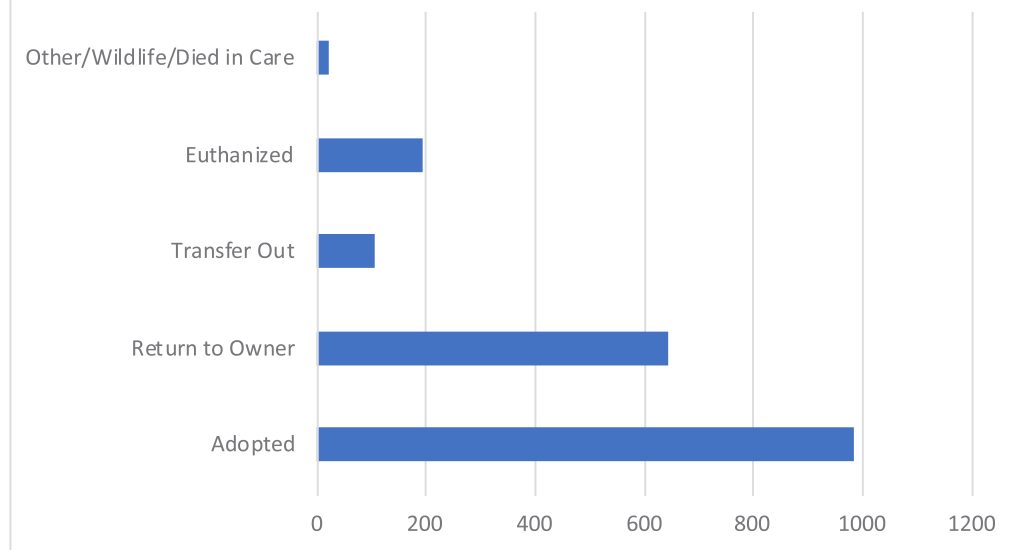


### ANIMAL SHELTER

The Animal Control Division provides enforcement of the City's ordinances on animal control. They work to balance health, safety, and welfare needs of people and animals. The Animal Shelter is a City owned and operated facility. It provides housing and other shelter services for Gillette and Campbell County.

Staff performed many public outreach programs in 2023, including presentations to local schools and group events. In addition, the Foster-to-Adopt program was introduced, which allows animals to be fostered by potential adopters before they are spayed/neutered.

### Animal Outcomes



|                     |     |
|---------------------|-----|
| Adopted             | 986 |
| Return to Owner     | 648 |
| Transfer Out        | 108 |
| Euthanized          | 207 |
| Other/Wildlife/Died | 25  |

Animals Still in Care: 71

## POLICE

### SRT Rescue Truck

The Search & Rescue Truck, provided by the Campbell County Fire Department, is used in conjunction with the Bearcat. This specialized vehicle is used to transport tactical and crisis negotiator equipment, ensuring essential resources are readily available for rapid deployment.



### Bearcat

The Lenco Bearcat is an armored rescue vehicle designed specifically for law enforcement purposes. Utilized primarily by specialized units such as the Gillette Police Department's Special Response Team, the Bearcat serves a crucial role in providing safety to officers during critical incidents and facilitating the rescue of citizens and fellow law enforcement personnel. With its armor, the Bearcat offers enhanced protection and mobility in high-risk situations, ensuring the effectiveness and safety of law enforcement operations.

### New Traffic Team Created

The Gillette Police Department Traffic Enforcement Team is dedicated to ensuring the safety of our community by enforcing traffic laws, particularly focusing on common violations that often lead to accidents. The mission is to decrease the overall number of crashes, with a special emphasis on reducing those resulting in injuries. Through proactive enforcement and education initiatives, they strive to create safer roadways for all residents and visitors.



### K9 Biko Retires

K9 Biko was born in Europe and transported to the United States for police work in 2017. In 2019, Biko was obtained by the Gillette Police Department at no cost from an out of state agency experiencing training issues. The agency was looking to rehome Biko to another police department.

K9 Biko was introduced to Officer Trevor Johnson who had retired his first police dog, K9 Lord, in early 2020. Officer Johnson spent countless hours cultivating trust and a bond with Biko. The two eventually completed a two-month training course in Gillette and went on to be a certified K9 team through the Wyoming Police Service Dog Association.

Biko has been the faithful partner for now Corporal Johnson for the past three and half years. During his time in service for Corporal Johnson, Biko has been a part of over 200 arrests and over 1,500 calls for service. He has searched for narcotics, property, and people for not only the Gillette Police Department, but multiple agencies in Northern Wyoming.

With Biko's age approaching retirement and Corporal Johnson being promoted, Biko was retired from working the street while in good health, allowing him the opportunity to live out a healthy happy retirement in the Johnson household.



| NARCOTICS STATS              | 2022   | 2023     |
|------------------------------|--------|----------|
| Narcotics Related Cases      | 381    | 432      |
| Controlled Substance Arrests | 276    | 263      |
| Paraphernalia Seized         | 143    | 340      |
| Mushrooms Seized             | 104.85 | 474.90   |
| Marijuana Seized             | 1,470  | 1,443.50 |
| Methamphetamine Seized       | 288.39 | 1,877.92 |
| Cocaine Seized               | 326.10 | 66.53    |
| Fentanyl Seized              | 25.04  | 1,246.2  |
| Heroin Seized                | 1.62   | 120.78   |

\*amounts measured in grams

| VEHICLE CRASHES              | 2022          | 2023          |
|------------------------------|---------------|---------------|
| Crashes                      | 1,414         | 1,384         |
| Injuries                     | 80            | 119           |
| Fatalities                   | 0             | 0             |
| <b>Population</b>            | <b>32,968</b> | <b>33,350</b> |
| Number of Crashes/1,000 pop  | .04           | .04           |
| Number of Injuries/1,000 pop | .002          | .003          |

| OFFENSES                    | 2022 | 2023 |
|-----------------------------|------|------|
| Arson                       | 0    | 2    |
| Assault, Aggravated         | 51   | 51   |
| Burglary                    | 44   | 38   |
| Larceny                     | 628  | 534  |
| Motor Vehicle Theft         | 22   | 27   |
| Murder/Homicide             | 0    | 0    |
| Rape                        | 11   | 10   |
| Robbery                     | 3    | 0    |
| Drunkenness                 | 99   | 131  |
| Driving Under the Influence | 256  | 236  |
| Fraud                       | 182  | 219  |
| Embezzlement                | 7    | 6    |



**31,147**  
CALLS RESPONDED IN 2023  
30,412 IN 2022



# PUBLIC AFFAIRS

City Clerk

Gillette Public Access TV

Municipal Court



## CITY CLERKS

The City Clerks' office is responsible for recording the proceedings of the City Council and maintaining custody of minutes, ordinances and resolutions. They are also responsible for administering applications for the Senior Utility Discount program, public records requests and the issue of a number of permits and licenses.

**48**

Council Meeting  
Minutes Prepared

**58**

Liquor Licenses Issued

**17**

Ordinances Passed

**34**

Resolutions Passed



## GILLETTE PUBLIC ACCESS TELEVISION

GPA provides a communication outlet from the City to its citizens via three PEG (Public, Education and Government) channels on local cable television. GPA also produces a significant amount of programming for local entities and agencies. In addition, GPA staff provide a variety of creative services for other City divisions.

**15,021**

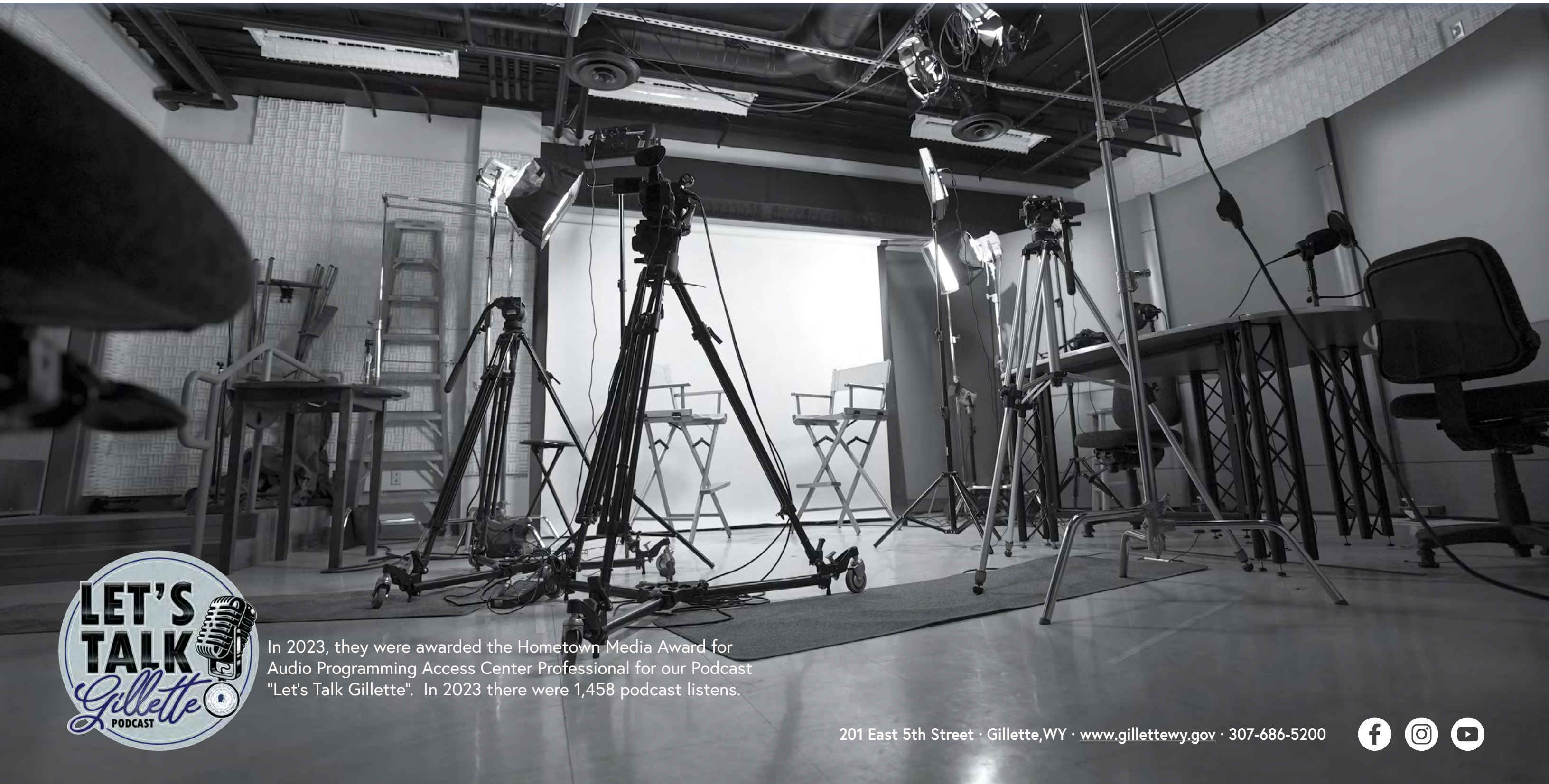
On Demand Views

**148**

# of GPA  
produced programs

**8,656**

Live Views



In 2023, they were awarded the Hometown Media Award for Audio Programming Access Center Professional for our Podcast "Let's Talk Gillette". In 2023 there were 1,458 podcast listens.

## MUNICIPAL COURT

Municipal Court administers the operation of the judicial branch of the City according to ordinances adopted by the City Council. Municipal Court citations are issued by the Gillette Police Department.

**45**

Trial Hearing Days

**100**

Arraignment Days

**2,541**

Citations Processed





# PUBLIC WORKS

Energy Capital Sports Complex  
Facilities  
Forestry  
Parks  
Solid Waste  
Streets  
Vehicle Maintenance



## ENERGY CAPITAL SPORTS COMPLEX

Located at 3400 Garner Lake Road  
Field Reservations can be made through  
the city's website.

**75**

Number of Events  
39 in 2022

**31,060**

Estimated Spectators

The Energy Capital Sports Complex got  
a parking lot addition in 2023 to allow  
more parking near the football fields.



**ENERGY CAPITAL  
SPORTS COMPLEX**



## FACILITIES

The Facilities Maintenance division is responsible for overseeing all City buildings. Notable large projects in 2023 consisted of the beginning of the Police Department Vehicle Storage Project, City Hall Space Needs Study/Design, New Material Storage Building and the City Hall Elevator Replacement Project. Projects completed in 2023 were the Police Department exterior entrance stairs and the City Hall Security Project.



The Facilities Division also  
completed multiple interior  
painting upgrades and  
constructed an over 11 foot tall  
replica puzzle of the 'Gillette'  
Dowdle Puzzle.

C  
L  
E

## FORESTRY

The Forestry division cares for more than 8,000 trees and shrubs located in City parks, 5 boulevard beautification areas, and City facilities and right of ways throughout Gillette. In 2023, the Forestry Division removed 125 trees, planted two memorial trees and responded to 75 citizen requests.

**794**

Trees Trimmed

**61**

Trees Planted

**16**

Trees Transplanted

## PARKS

The Parks division is responsible for overseeing more than 660 acres of developed park land, including two regional parks and 38 neighborhood parks. Notable improvement projects completed in 2023 were the City Park restroom project, City Park Shelter replacement, Splash Pad repairs and expansion of the parking lots at the Sports Complex. More than 5 million square feet of city property was fertilized and sprayed for weeds. Staff also collected 6,158 bags of trash and installed one new memorial bench.

**512**

Parks Reservations

**1,285**

Flats of Adopt-A-Planter  
Flowers

**2,225**

Total Acres of Irrigated  
Mowing





## SOLID WASTE

The Solid Waste division dumped more than 11,000 tons of residential solid waste and more than 1,600 tons of commercial solid waste. Yard waste was up from 2022, at 1,204 vs. 937 tons.

**14,062**

Total Customers Served



**10,411**

Residential Customers

**327**

Commercial Customers

**3,324**

Yard Waste Customers

## STREETS

The Streets division maintains more than 464 lane miles of City streets. Street maintenance includes patching potholes, sweeping and overseeing small patches in roadways and sidewalks. The division mows and sprays for weeds on approximately 702 acres of right of way, including shoulders, detention basins, dead-end streets, fence lines, and other pieces of City-owned property. In 2023, Streets staff was responsible for plowing for 13 separate snow events. They also provided street closure services for 17 special events.



**1,264**

Potholes Repaired

**11,246**

Miles Swept

**30,908**

Miles Plowed

**534**

Bags of Trash from  
Right of Way

**1,674**

Acres Mowed

**56,404**

Linear Feet of  
Channels Cleaned

## VEHICLE MAINTENANCE

1.9

Average Work  
Orders Per Day/Per  
Mechanic

2,487

Work Orders Completed

217

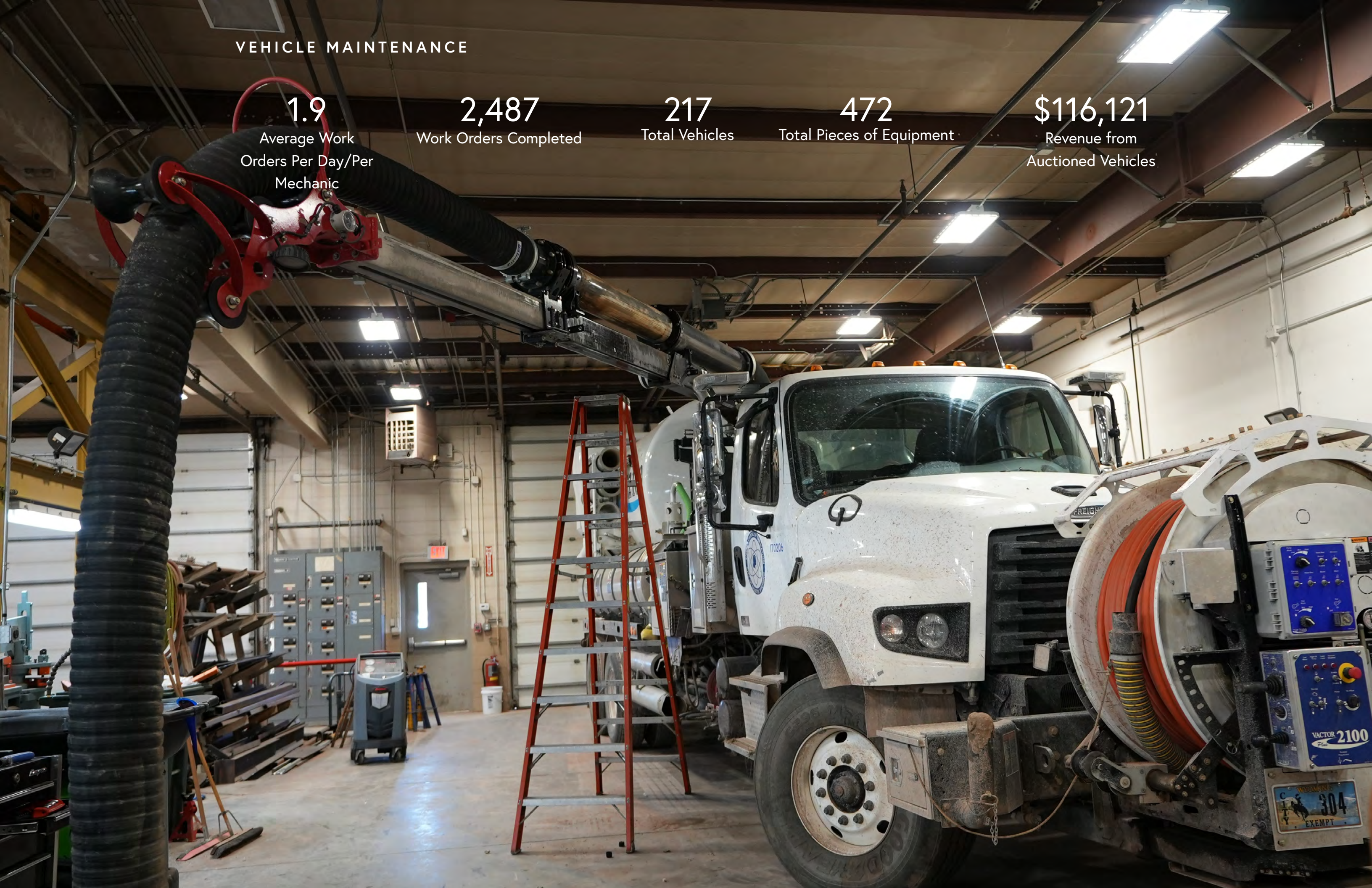
Total Vehicles

472

Total Pieces of Equipment

\$116,121

Revenue from  
Auctioned Vehicles



# UTILITIES

Electrical Engineering

Electrical Services

SCADA

Wastewater

Water

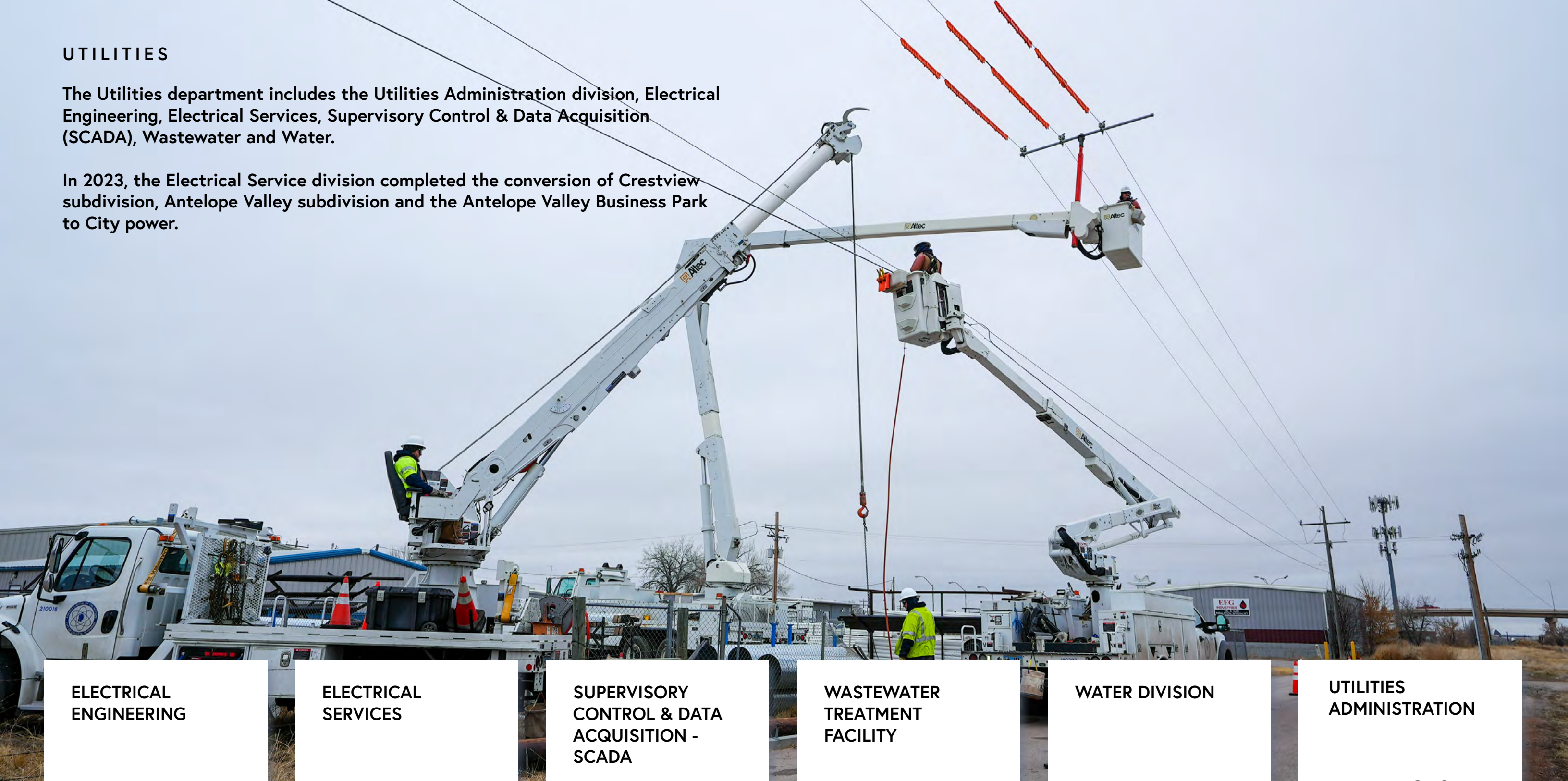
Utilities Administration



## UTILITIES

The Utilities department includes the Utilities Administration division, Electrical Engineering, Electrical Services, Supervisory Control & Data Acquisition (SCADA), Wastewater and Water.

In 2023, the Electrical Service division completed the conversion of Crestview subdivision, Antelope Valley subdivision and the Antelope Valley Business Park to City power.



### ELECTRICAL ENGINEERING

**366,185**

MEGAWATTS  
PURCHASED  
349,746 IN 2022

### ELECTRICAL SERVICES

**364**

MILES OF  
DISTRIBUTED LINES  
348 IN 2022

### SUPERVISORY CONTROL & DATA ACQUISITION - SCADA

**58**

SITE CONTROL  
SYSTEMS  
UPGRADED  
11 IN 2022

### WASTEWATER TREATMENT FACILITY

**97,394**

SEWERLINES  
INSPECTED (FEET)  
110,140 IN 2022

### WATER DIVISION

**7,329**

LOCATES FOR  
WATER AND/OR  
SEWER LINES  
6,310 IN 2022

### UTILITIES ADMINISTRATION

**17,709**

UTILITY ACCOUNTS  
SERVICED  
17,686 IN 2022



First Interstate



WELCOME TO GILLETTE!  
CLIMATE SOLUTIONS, INC

