

Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 04 / 08 / 14

2. Nature of request

Session: Open Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one):

Report

Agenda item title (see instructions):

Department of Public Works FY '15 2nd Quarter Report

Action requested (choose one)

Information only

Action - please describe:

Motion to accept the Department of Public Works FY '15 2nd Quarter Report

3. Justification

Why BC action is required (see instructions):

Mandatory quarterly reporting

4. Supporting Materials

[Instructions](#)

Memo of explanation with required information (see instructions)

Report Resolution Contract (check the box below if signature required)

Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one):

Requestor (if different from above): Bruce A. Danforth, Asst. Development Director/Operations
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

- 1) Save a copy of this form in a pdf format.
- 2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

DEPARTMENT OF PUBLIC WORKS

**Assistant Development Director-Operations:
Bruce Danforth**

**QUARTERLY REPORT:
January/February/March
2015**

Created 3.20.2015

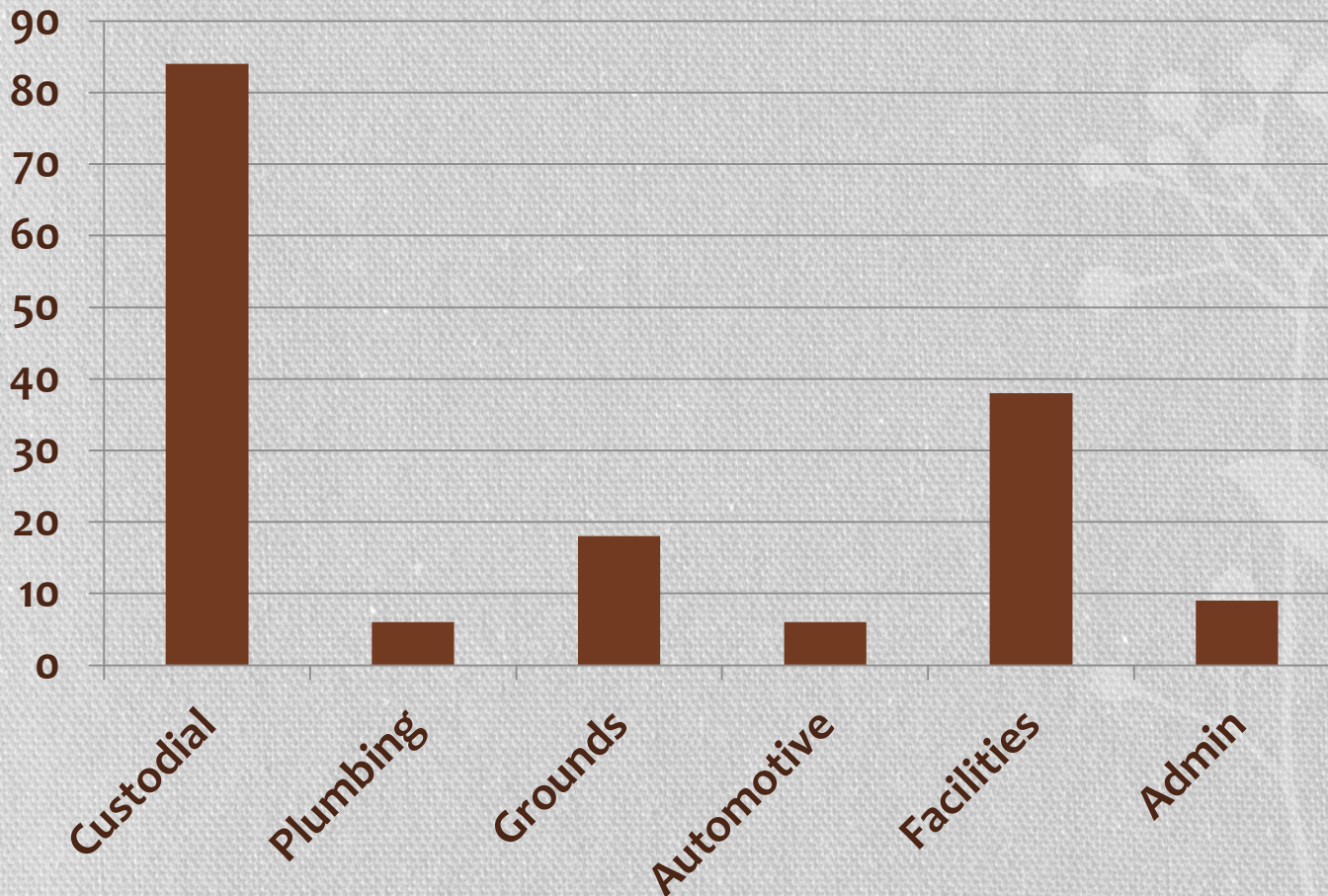


DEPARTMENT OF PUBLIC WORKS

- The mission of the Department of Public Works is to effectively maintain public infrastructure with the utmost efficiency. We provide essential services in the area of Facilities Management and all health and safety code enforcement, Fleet Management, Plumbing Services, and Vehicle Repair & Maintenance. We at Public Works, strive to enhance the appearance of the Oneida Nation by maintaining landscape of all tribal entities along with providing safe roads and pathways for community members, employees and visitors in the utmost practical, useful, economical, safe and beneficial way.
- The Department of Public Works consists of Administration, Groundskeeping, Automotive, Custodial, Facilities, Plumbing and Community Wells & Septic.

Total # of Employees by Department

Employees



Custodial – 84
Plumbing – 6
Grounds – 18
Automotive – 6
Facilities – 38
Admin - 9

■ Employees

DPW-QUARTERLY REPORT

AREAS OF RESPONSIBILITY	
ADMINISTRATION	
Fleet Vehicles	191
Yearly Customers Serviced	60,000
Assets maintained in Dollars	\$600,000,000
PLUMBING	
Yearly Service Calls	600
Tribal Buildings Serviced	58
AUTOMOTIVE	
Average Monthly Vehicles Serviced	190
GROUNDSKEEPING	
Number of Sites	55
Acres of Land	300
Total Acres of Lawn Maintained	250
Road Inventory in Mileage	312

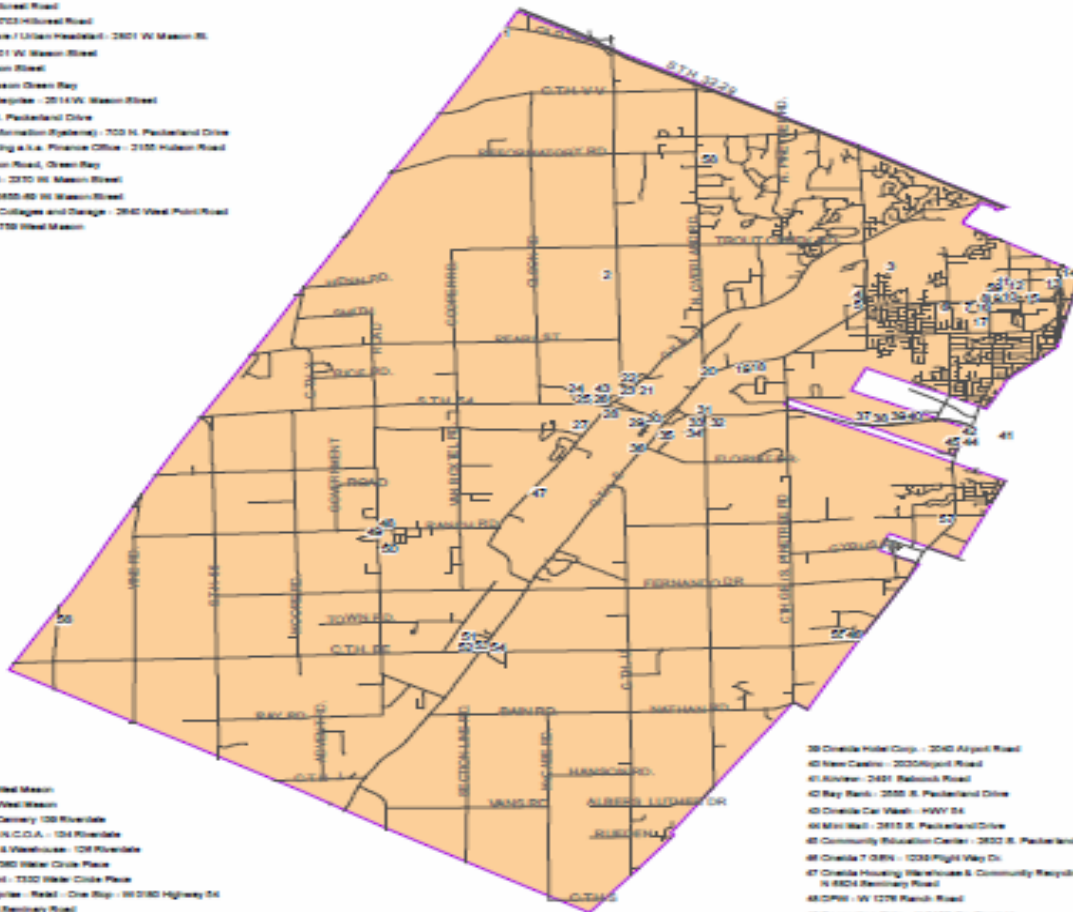
DPW QUARTERLY REPORT

CONTINUED.....	
GROUNDSKEEPING	
Total Miles of Snow Plowing	300
Square Feet of Parking Lots	3,145,804
FACILITIES	
# of Facilities/Structures Maintained	82 (Includes occupied & Storage Facilities)
Square Feet of Facilities Maintained	1,172,500 Square Feet
Value of Facilities and Improvements (Est)	\$150,000,000
CUSTODIAL	
Number of 8 hour shifts	2
Square Feet of Buildings Cleaned	1,500,000
Number of Buildings Serviced	62
Number of Vehicles	7

ONEIDA NATION TRIBAL BUILDINGS AND BUSINESSES

Buildings - Addresses

- 1 Oneida Travel Center - 3228 Oak St
- 2 Concession - N 8047 County Road U
- 3 Decatur Training Center - 431 Hubert
- 4 Language - 3737 Hubert Road
- 5 Cultural Heritage - 3733 Hubert Road
- 6 Three Sisters Depots / Urban Headquarters - 2801 W Mason St.
- 7 Printing / Retail - 2701 W Mason Street
- 8 HRD - 2655 W Mason Street
- 9 Dining 2622 W Mason Green Bay
- 10 Oneida Tobacco Warehouse - 2514 W Mason Street
- 11 ODC Health - 701 N. Packerland Drive
- 12 OIR (Geographic Information Systems) - 703 N. Packerland Drive
- 13 Centralized Accounting & Finance Office - 2155 Hubert Road
- 14 Pupkin - 2035 Larson Road, Green Bay
- 15 One Stop Washin - 2370 N. Mason Street
- 16 West Mason Mall - 2855 60 N. Mason Street
- 17 Social Services & 4 Cottages and Garage - 2842 West Point Road
- 18 Ridgeway Plaza - 2750 West Mason



- 19 Oneida Lodges 3750 West Mason
- 20 Apple Orchard - 3278 West Mason
- 21 Tourist Home - a.k.a. Century 100 Riverside
- 22 Senior Center a.k.a. C.N.C.O.A. - 124 Riverside
- 23 Senior Center Garage & Warehouse - 126 Riverside
- 24 Fuel Distribution - N 7265 Water Circle Place
- 25 Little Bear Development - 7332 Water Circle Place
- 26 Oneida Tobacco Warehouse - Retail - One Stop - W 2850 Highway 54
- 27 Tuttle School - N 7125 Reservoir Road
- 28 Norbert HS Center / High School / BC - N 7210 Reservoir Road
- 29 Child Center - Memorial Building - 2813 Alby Street
- 30 Arrogante Bldg Inc. Library Expansion - 201-216 Elm
- 31 Division of Land Management - 470 Airport Road
- 32 New Health Center - Oneida Rd
- 33 Airport Road Child Care Center a.k.a. Three Sisters Depots - 2885 S. Co
- 34 Lee McLeister - CRP - 2827 2885 S. Overland
- 35 Patrick Hall a.k.a. Elyseupat Patrick Hall - 2838 Freedom Road
- 36 Lee Retirement Center a.k.a. Police Dept. - 2763 Freedom Road
- 37 Casino Va House - 2170 Airport Road
- 38 Ince Music Activity Center - 2120 Airport Road

- 39 Oneida Hotel Corp - 2840 Airport Road
- 40 New Casino - 2820 Airport Road
- 41 Advisor - 2481 Redrock Road
- 42 Bay Bank - 2855 E. Packerland Drive
- 43 Oneida Car Wash - HWY 54
- 44 Mini Mall - 2815 E. Packerland Drive
- 45 Community Education Center - 2820 E. Packerland Drive
- 46 Oneida T OBN - 1235 Flight Way Dr
- 47 Oneida Housing Warehouse & Community Recycling Depot / N 8504 Reservoir Road
- 48 OPRM - W 1276 Reservoir Road
- 49 Recreation Bldg - N 8457 Co. Truck H
- 50 Tomahawk Shelter / Library / Trailer Park - 1275 Red Tail Drive
- 51 Oneida Nation Museum - W 2862 County Trunk RR
- 52 Anna John Nursing Home - W 2848 County Trunk RR
- 53 Former Oneida Health Center - 162715 Freedom Road
- 54 One Stop RR - N 5713 Freedom Road
- 55 Fuel Drive Buildings (2) - 1238 Flightway Drive
- 56 Park - N 8204 County Road C
- 57 Packerland One Stop - 3122 E. Packerland Drive
- 58 Thriftway Club House - 6410 N. Packerland Road
- 59 Sherwin-Williams - 803 Packerland Drive

The map to your left depicts the names and location of buildings the Oneida Tribe is responsible for maintaining.

To view the map in a larger format, please visit

<http://arcims.otiw.org/glis.html>



GEOGRAPHIC LAND INFORMATION SYSTEMS
N 703 Packerland Drive
Green Bay, Wisconsin
(920) 496-2007

File: Hldgs-Business&1.mxd Date: 8-5-98 Revised 05-19-09



Source: Division of Land Management
Coordinate System: Wisconsin State Plane, Central Zone
Lambert Projection, U.S. Foot
Horizontal Datum: NAD83
Vertical Datum: NAV85

Departmental Highlights and Updates

The **Administration** staff of the Department of Public Works is the commitment to enhance support and develop teamwork, communication and quality customer service to the Oneida Nation that provides an approachable friendly atmosphere.

Along with all day to day requests, a completed DPW Business Unit December oversight Report has been completed. March financials for DPW Business Units have also been reviewed and entered. Completed DPW close out report for the OBC. Also started review and preparation for the next FY budget along with attending budget meetings. We are in the beginning stages of cross training a staff member to assist with Custodial Admin work in an effort to save money within the department. Daily we continue to process/pay/create purchase orders and inter-tribal documents as needed. There were 1,519 phone calls that came in to DPW for this quarter.

Fleet is also part of the Administration department. Their main objective is to help departments with their vehicle needs, such as; purchasing a new vehicle, cleaning out the department's vehicle or signing out a loaner vehicle from the fleet that is kept directly at the Department of Public Works. The total number of fleet vehicles to date is 191 with 37 of the vehicles kept on site.

There have been 26 vehicle requests and 96 vehicles cleaned this quarter. Numbers are lower due to the cold temperatures. We don't want vehicle locks and doors to freeze.

Departmental Highlights and Updates

The **Plumbing Departments** main objective is to install and maintain plumbing to protect the public's health, safety, and welfare of our people and our customers.

For this quarter, there have been 67 work orders completed. In January we invoiced 51 customers, in February 40 customers were invoiced and as of March 20th, 21 customers have been invoiced, totalling 112 for the quarter. (See attached Archibus spreadsheet)

Work has been started on the Oneida Housing Authority HUD Projects totaling 16 units.

As of today, Oneida Plumbing has completed 20% of the OHA-Powless Street Project. \$29,000 has been billed towards the completed work so far. This project is fully funded through HUD.

Departmental Highlights and Updates

The **Automotive** Department is here to provide professional and quality service with all Tribal businesses in maintenance and repairs of all Tribal Vehicles.

There have been a total of 197 work orders complete as of March 16, 2015.

Our main issues and what we strive for, are completing all the work orders that come in, in a timely and efficient manner as possible.

We also continue to monitor our monthly expenses.

Departmental Highlights and Updates

The ***Custodial Department*** makes up for the majority of our employee population here at DPW. Their main objective is the cleanliness of all spaces occupied by Oneida Tribal Employees.

With many employees on medical leave, and the winter weather combined with not having enough healthy and productive employees due to age and physical limitations, it causes us to be short staffed and not as productive as we could and should be with a full staff. Custodial pool applicants tend not to bring the best employees. We are currently down eight (8) employees.

With all the vacancies, we have been moving employees around to the best of our ability. We have had one complaint regarding custodians not being very helpful. I'm in the process of setting up a training with HRD.

Departmental Highlights and Updates

The main duties of the **Groundskeeping Department** is to establish a reputable and self-sufficient department for the Oneida Nation in maintaining all the tribal grounds by means of Cutting grass in warmer weather and snow and ice removal in the winter months.

As of March 16, 2015 we have delivered a total of 240 bags of salt to different departments.

So far we have had a very mild winter and have not utilized all the road salt for the year.

We worked on the demolition of the old Health Center and we continue to work on the demolition of the old Anna John Nursing Home. We are in the material separation phase.

Departmental Highlights and Updates

The primary objective of the **Community Wells & Septic (CWS)** Department is the emergency repair or replacement of septic systems. New/replacement systems are funded by IHS/EPA.

We currently have 2 temporary plumbers that assist in the CWS and IHS facilities construction. They attended 3 Pump Installer Classes.

The freezing temperatures have caused some frozen sewer pipes and septic systems. This has also caused frozen water lines for homes on private well water.

An urgent issue we are working on is a site on Service Rd. With the warmer weather coming up the water will be coming closer to the home with the frozen ice very close to the basement.

We are currently assisting in the demo work of the old Anna John Nursing Home.

Departmental Highlights and Updates

Community Wells & Septic Cont...

PROJECT UPDATE	
Emergency Septic System Repair	5 homes served for emergency septic system, frozen mounds, frozen laterals. Sites put on emergency pumping until warm weather melts the ground
Septic Pumping Sites	7 homes served for emergency pumping. 3 homes with failing septic systems, 2 homes with frozen septic systems/laterals and 1 about to fail.
Emergency Existing Private Well System	4 homes served for emergency private wells. No water, unthaw well casing, install whole house water filter, install new well pumps and replace pressure tank. Project complete.

Departmental Highlights and Updates

Community Wells & Septic Cont....

PROJECT UPDATE	
Well Water Sampling	3 samples for WSLH
IHS Scattered Sites	2 new sites to add to new construction list. Not much work for sited due to the weather, snow & rain. Site are not accessible.
EPA/IHS BE-12-G98	4 Applications for POWTS replacements
BE-12-G98 POWTS Database	Carmody Database approved contract and Purchase Order. This is a regulatory requirement to protect the groundwater & tribes sovereignty.

Departmental Highlights and Updates

The **Facilities Department** provides preventative and on-demand maintenance of facilities. The facilities are maintained according to all building codes, licensing requirements, and funding agency specifications so that they may continue to support the delivery of a wide range of governmental services. By coordinating the maintenance, inspection, and permitting of the life safety systems through DPW Facilities, the tribe incurs financial savings through efficient scheduling, volume discounts on supplies, and extended life of equipment.

The two vacant positions have affected our efficiency in completing work orders and keeping up on scheduled preventative maintenance. Maintenance personnel are being moved around to accomplish work requests on a priority basis. Also, the budget constraints and budget cuts have impacted the work requests that we are able to complete due to lack of resources and needing to prioritize the requests based on impact on maintenance of buildings.

The cold weather in February makes any heating system failure an urgent matter due to the possibility of freezing pipes. The crew has done well at maintaining the boilers and furnaces and responding to emergency situations. We had one incident at Elder Service where a sprinkler pipe broke in the attic and required the ceiling to be replaced due to water damage.

Facilities Cont...

- ❖ Facilities department is participating in the budget team meetings and is a member of the Strategic Workforce Development team recommending initiatives that can be accomplished in that area.
- ❖ Moved the Appeals/Judicial Personnel to the new Judicial Center.
- ❖ Assisted Groundskeeping Department with Snow removal as needed.
- ❖ We have 8 employees attending required training for their positions and 16 employees attending other trainings.

PROJECT UPDATES

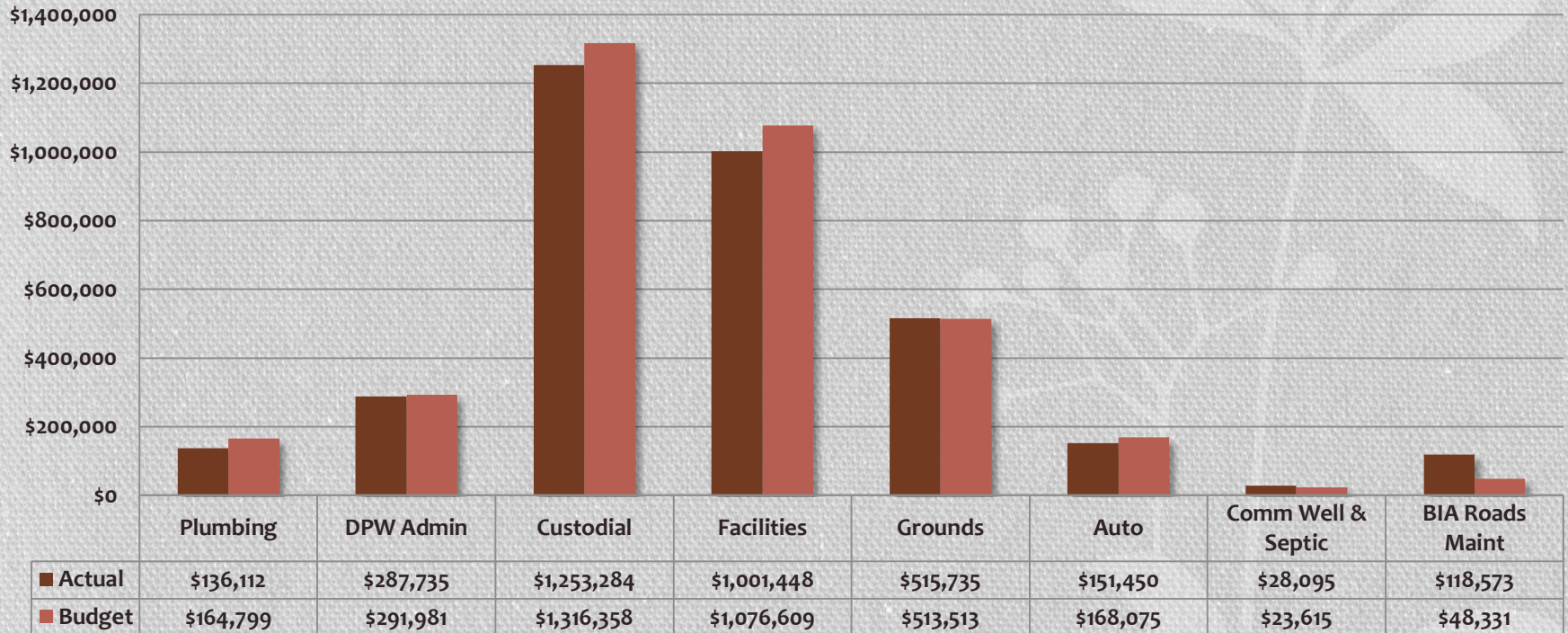
Elevator Modernization	Started February 18 th and scheduled to be completed April 13 th . Involves changing doors to elevator, blockwork around elevator, adding safety devices, and upgrading interior.
Security Camera Installation	Cameras have been installed throughout the Turtle School, High School, and NHC exterior. We have a few large monitors that still need to be connected, but system has been operational for several months. Anticipated completion is March 2015.

Departmental Highlights and Updates

Facilities Cont...

PROJECT UPDATES	
Utility Lift Station Upgrade	Panels for lift stations have been received and Electricians are performing work to have them installed. This will increase the reliability of the lift stations and improve the monitoring of their operation. Emergency generator has been ordered for backup purposes.
LBDC Remodel Interior	Addressed walls and ceilings where water damage occurred due to leaks in the roof. Removed fountain from atrium to create useable meeting space. Currently re-carpeting hallways throughout the building. Need to install new fixtures when they are received. Expected completion is April 2015.

DPW FINANCIALS



YTD DPW has an overall positive variance.

Actual: \$3,492,432

Budget: \$3,603,281

Variance: \$110,849

Archibus Work Order Report

As of 3.23.2015

Archived Work Requests by Problem Type									
		Month							
Problem Type		Total	2014-10	2014-11	2014-12	2015-01	2015-02	2015-03	
Total	Number of Requests	1,052	208		135	145	243	169	152
BLINDS	Number of Requests	2						1	1
CARD ACCESS	Number of Requests	8	4				1		3
CLEANING	Number of Requests	31	1	1				5	24
CONSTRUCTION	Number of Requests	3	1			1	1		
COOLER/FREEZER	Number of Requests	10	3		3	2	1		1
DAMAGE	Number of Requests	4	2	1					1
DOOR-LOCKS-KEYS	Number of Requests	32	13			2	6	9	2
ELECTRICAL	Number of Requests	68	1		1	3	35	20	8
ELECTRICAL PROB	Number of Requests	29	2		1		19	4	3
FINISHES	Number of Requests	2	1				1		
FIRE SUPPRESSION	Number of Requests	1				1			
FLOORING/CEILING	Number of Requests	9	1			1	1	3	3
FURNITURE RELAT	Number of Requests	82	18		14	9	11	15	15
FOUNDATIONS	Number of Requests	3	2			1			
HVAC	Number of Requests	164	27		27	20	45	26	19
HVAC - INSTALL	Number of Requests	1					1		
HVAC-PM	Number of Requests	34	5	1		1	26		1
LIGHTING	Number of Requests	72	15		10	13	17	13	4
MAINTENANCE	Number of Requests	208	52		39	46	30	24	17
OFFICE MOVE	Number of Requests	16	5		1	2	1	2	5
OTHER	Number of Requests	133	30		17	24	19	23	20
PAINT	Number of Requests	3	1			2			
PARKING LOT	Number of Requests	1							1
PLUMBING	Number of Requests	80	14		14	7	21	18	6
PREVENTIVE MAINT	Number of Requests	2	1		1				
REMODELING	Number of Requests	3	1					1	1
RODENTS-INSECTS	Number of Requests	19	1				2	5	11
ROOF	Number of Requests	4	1			2	1		
SAFETY	Number of Requests	6	1		2		1		2
SECURITY	Number of Requests	7	2			1	2		2
SIGNS	Number of Requests	2	1						1
SPECIAL EVENT	Number of Requests	8			2	6			
TABLES-CHAIRS	Number of Requests	3	2			1			
UNUSUAL NOISE	Number of Requests	1					1		
UNUSUAL SMELL	Number of Requests	1							1