

Oneida Business Committee Meeting Agenda Request Form

Deadlines

Instructions

1. Meeting Date Requested: 01 / 14 / 15

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 below:

Agenda Header (choose one): Executive Manager's Report

Agenda item title (see instructions):

Development Division Quarterly report

Action requested (choose one)

Information only

Action - please describe:

3. Justification

Why BC action is required (see instructions):

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. Quarterly Report

3.

2.

4.

Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Troy Parr, Asst. Div. Dir./Devel. & Bruce Danforth, Asst. Div. Dir. Devel. Oper.

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

Save and e:mail

Development Division

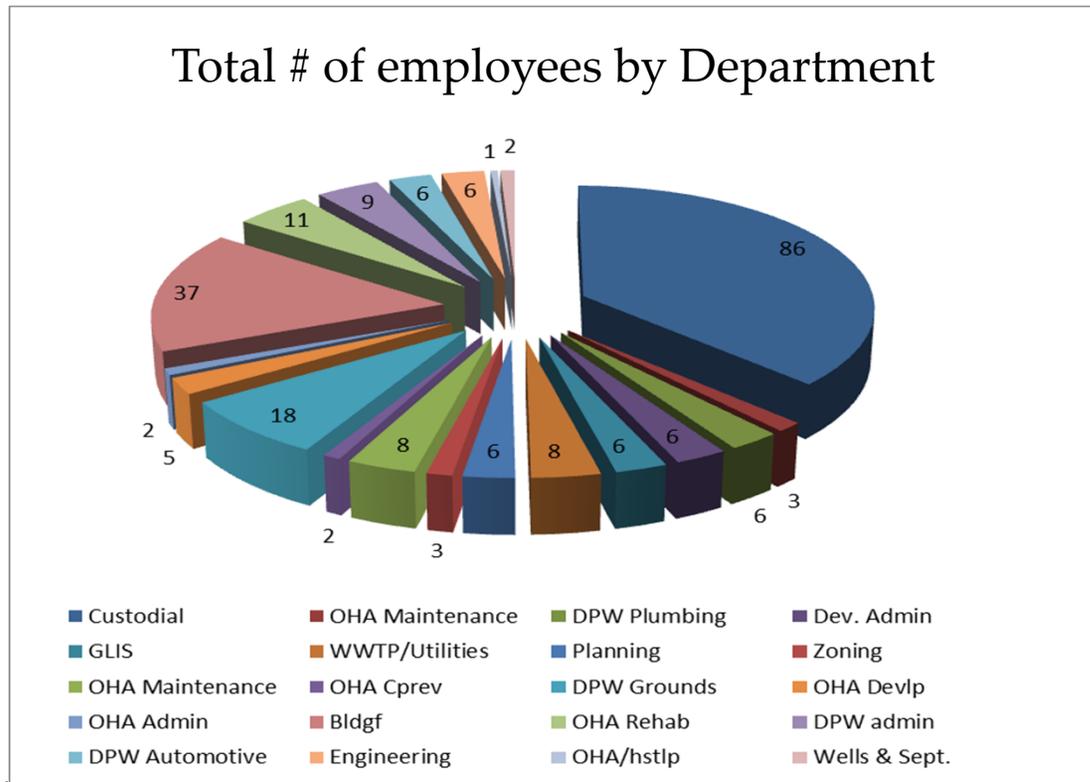
Quarterly Report: December 10, 2014

Revised:12/10/14



Development Division – Quarterly report

- As of Friday, November 28, 2014 Mr. Wilbert Rentmeester has retired from his position as Development Division Director for the Oneida Tribe of Indian. Mr. Rentmeester has been instrumental in many accomplishments with the division, i.e. Sanger B. Powers, Waste Water Treatment Plant, Main Casino just to name a few.....We would like to thank “Butch” for his many years of service and dedication to his job and to the Oneida Tribe.
- The strategic mission of the Development Division supports the overall physical well-being of our nation as expressed by planning, designing, constructing and maintaining the Tribal facilities, space and physical systems and provide accurate corresponding data to the nation.
- The Development Division consists of GIS, Planning, Engineering, Zoning, Department of Public Works, Waste Water Treatment Plant/Utilities and the Community Wells and Septic and the Oneida Housing Authority. December 5, 2014 there are a total of two-hundred and thirty two (231) employees in the Development Division.



Custodial	86
OHA Maintenance	3
DPW Plumbing	6
Dev. Admin	6
GLIS	6
WWTP/Utilities	8
Planning	6
Zoning	3
OHA Maintenance	8
OHA Cprev	2
DPW Grounds	18
OHA Devlp	5
OHA Admin	2
Bldgf	37
OHA Rehab	11
DPW admin	9
DPW Automotive	6
Engineering	6
OHA/hstlp	1
Wells & Sept.	2

Development Division – Quarterly report

Oneida Housing Authority

OHA Grant Balances

As of: 10/31/2014

OHA Grant Obligations and Current Spend Down

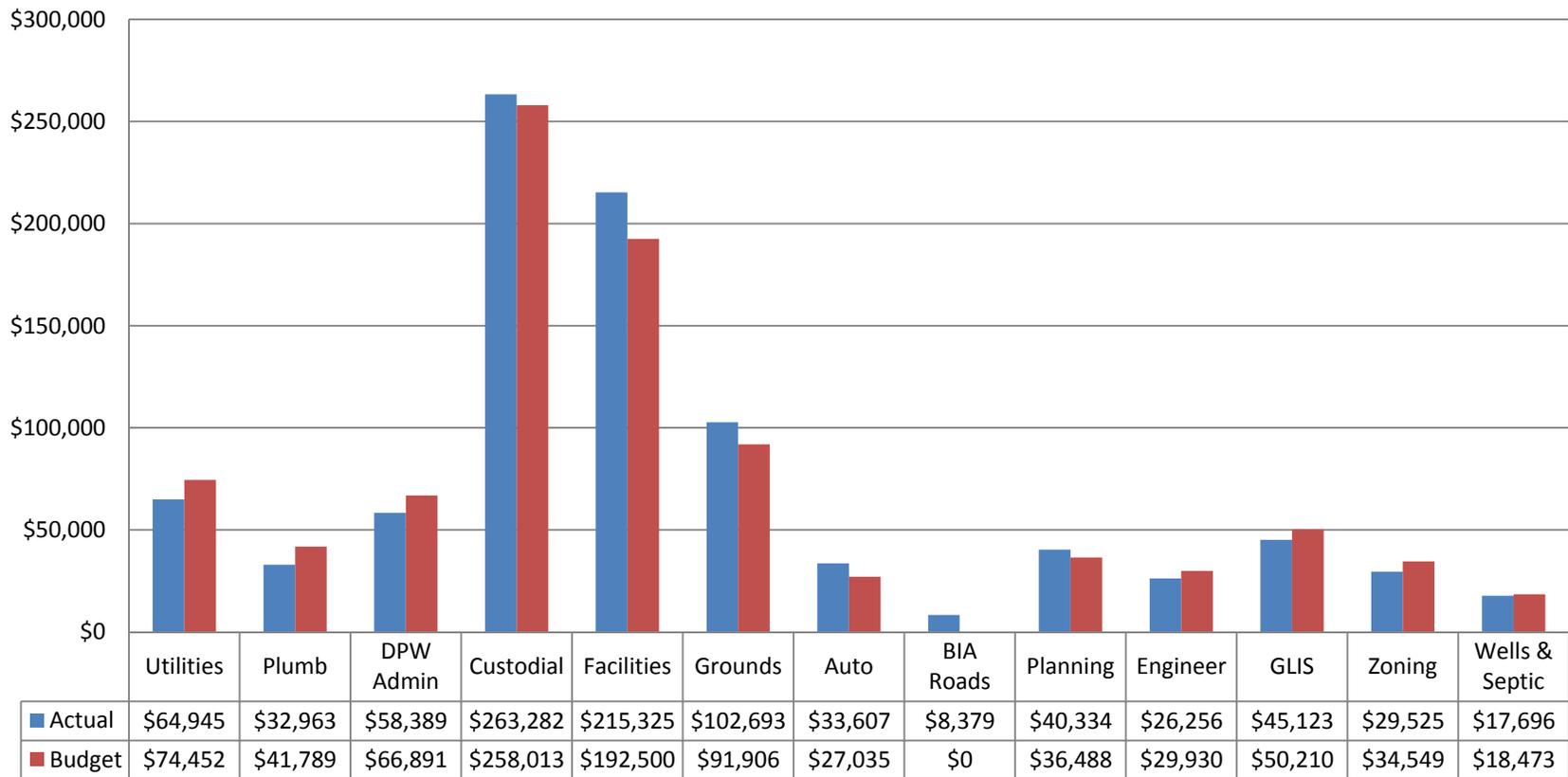
	PRT 00X	PRT 100	PRT 20X	PRT 300		PRT 100	
Grant	Admin/Resident Services TLP/Maintenance	Develpmt	Crime Prv	Rehab	Model Activity	Infrastructure	Total
10 IHBG		223,790.12				300,000.00	523,790.12
11 IHBG		1,494,342.06	73,651.19			600,000.00	2,167,993.25
11 ICDBG						74,821.70	74,821.70
12 IHBG		1,925,129.20	118,191.00	405,757.99		200,000.00	2,649,078.19
12 ICDBG						596,914.70	596,914.70
13 IHBG		2,196,347.53	118,960.00	590,806.00			2,906,113.53
14 IHBG	1,814,901.00	1,128,192.00	85,510.00	590,806.00			3,619,409.00
HCRI							0.00
HOME							0.00
TOTAL	\$ 1,814,901.00	\$ 6,967,800.91	\$ 396,312.19	\$ 1,587,369.99	\$ -	\$ 1,771,736.40	\$ 12,538,120.49

GRANT SPEND DOWN

FY 2015	\$ 9,905,655.49
FY 2016	\$ 2,632,465.00
	<u>\$ 12,538,120.49</u>

Development Division – Quarterly report

Development Division - FY15 Budget to Actual October 2014

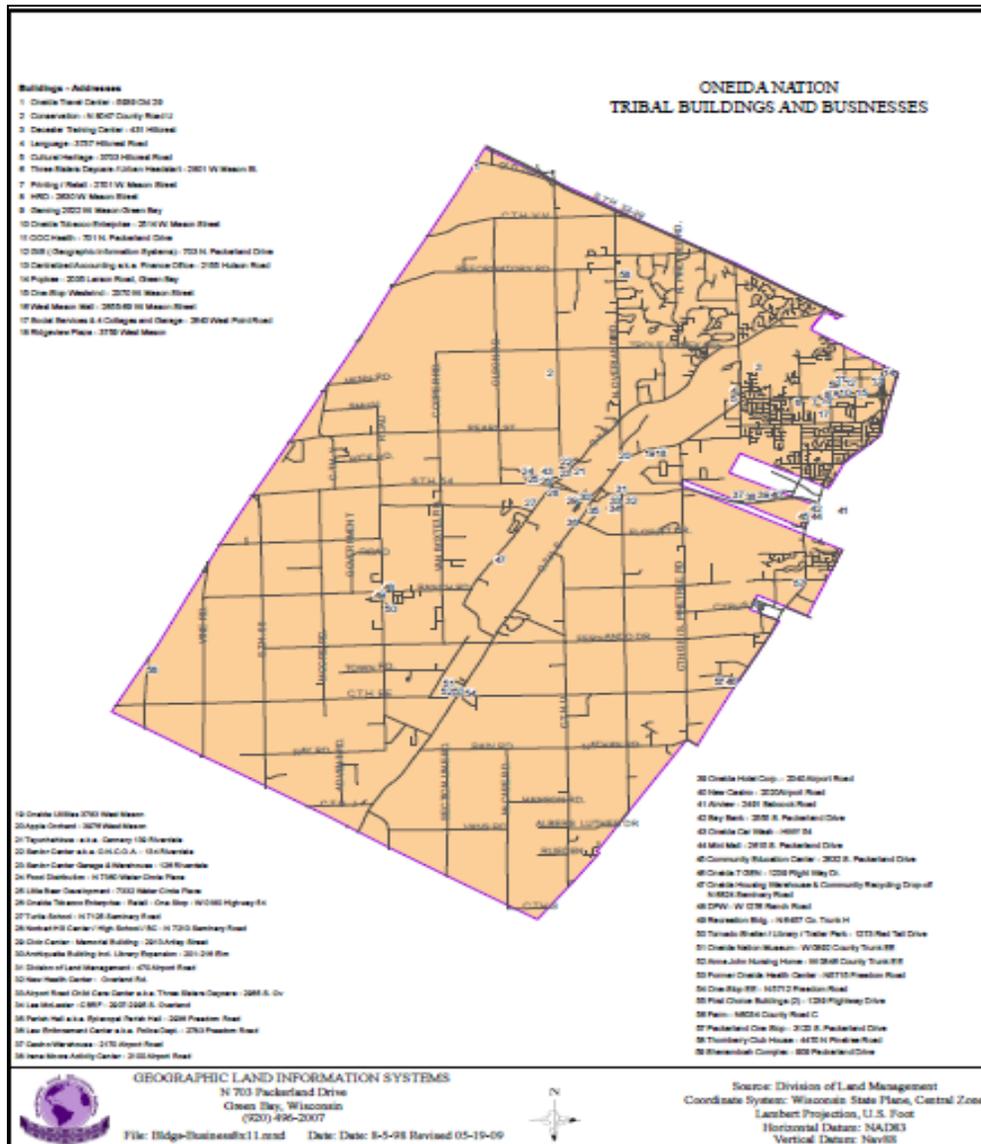


Development Division – Quarterly report

FY Budget thru October 2014, the Development Division has a positive variance of 2.74%

Department	Budget	Actual	Variance	%
Utilities	\$64,945	\$74,452	-\$9,507	-12.77%
Plumb	\$32,963	\$41,789	-\$8,826	-21.12%
DPW Admin	\$58,389	\$66,891	-\$8,502	-12.71%
Custodial	\$263,282	\$258,013	\$5,269	2.04%
Facilities	\$215,325	\$192,500	\$22,825	11.86%
Grounds	\$102,693	\$91,906	\$10,787	11.74%
Auto	\$33,607	\$27,035	\$6,572	24.31%
BIA Roads	\$8,379	\$0	\$8,379	100.00%
Planning	\$40,334	\$36,488	\$3,846	10.54%
Engineer	\$26,256	\$29,930	-\$3,674	-12.28%
GLIS	\$45,123	\$50,210	-\$5,087	-10.13%
Zoning	\$29,525	\$34,549	-\$5,024	-14.54%
Wells & Septic	\$17,696	\$18,473	-\$777	-4.21%
BIA Advanced Funding	-\$3,079	-\$7,162	\$4,083	-57.01%
Transportation Planning	\$0	\$0	\$0	0.00%
Tribal Transportation	\$0	-\$4,528	\$4,528	-100.00%
Community Fire	\$0	-\$54	\$54	-100.00%
Total FY14	\$935,438	\$910,492	\$24,946	2.74%

Development Division – Quarterly report



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

To view the map in larger format, please visit site: <http://arcims.otiw.org/glis.html>. Click on Maps then Oneida Buildings in the format desired.

Development Division – Quarterly report

- Communication for the Division - Even though the Division Director position is vacant, we continue to communicate on a daily basis to ensure work and information is always .
- Project List by department: (Please call Manager for specific questions on each project)
 - **Engineering** – (contact Paul Witek: 920-869-4543)
 - Health Center Miscellaneous
 - Duck Creek Trail
 - Oneida Fishery Restoration
 - Oneida Community Trails: Safe Routes to school
 - Park Upgrades Phase II
 - Green Earth Trailer Court Enhancements
 - Elder Village Cottages
 - Green Valley Houses
 - Oneida Community Trails: Wolf Path
 - Community Signage
 - Building Demolitions
 - Casino Clean Agent Systems
 - Oneida Judiciary Center

Development Division - Quarterly Report

○ Engineering Continued

- 54 One Stop Replacement
- Oneida Public Transit Garage
- SEOTS Community Center
- Oneida Nation High School
- Cemetery Improvements
- OHA Assistance
- Uskah Village Infrastructure
- Uskah Village Apartments
- OCHC Pharmacy Remodel
- Early Headstart Building

○ WWTP/Utilities

I H S Water system analysis

○ Planning

- Lutu Part 2 – The department continues its role of processing LUTU – part 2 Land requests
- Neighborhood Development – Uskah Village – The design of this housing development is underway.
- Comp Plan Update – Measures have been gathered and were reported to OBC, also on GTC agenda for January 2015 meeting.
- Parks Upgrade – LaCrosse Field CIP project being development
- Transportation Planning – Transportation & Trail improvements: Green Earth Roadway Improvement, Safe routes to School trails.
- Economic development – Working on Economic Development area.
- Trail Hub – Duck Creek Trail Hub – Developing concept.

Development Division - Quarterly Report

- Planning continued..
 - Farmers Market- Currently development concepts.
 - Hwy 54 One stop – Hwy 54 design, currently involved in community meetings to gain additional community input. Also connecting to new “Oneida Harvest, Life Sustenance Center” concept.
 - Development Plans – Central Oneida, rural nest, West Mason Street Corridor, 29/32 Interchange & 29 Corridor, Airport Development, Border protection and expansion.

- GLIS
 - 911 – In process of updating with Premeir One, but we are currently installing maps on and on-demand bases.
 - Flyover – Complete and waiting for final layers to arrive.
 - Updating burial projects – Continuously ongoing.
 - Digital filing system – Getting all old files into an electronic filing system and further organizing physical data.
 - Serving tribal members and departments – We service all tribal member customers and 52 departments of the Oneida Tribe.
 - Community Resource Maps – Continually providing resource maps for members of our tribe and community, such as hunting maps, etc...
 - AS400 Training – Team member has completed AS400 training and continues to practice and further pursue.

Development Division - Quarterly Report

- Department of Public Works
 - NHC replaced elevator
 - NHC install gas fired steam kettles and remove old boiler
 - Replace fluorescent fixtures at Skenandoah
 - HVAC controls web interface and upgrade at various buildings
 - Replace and add surge protection at various buildings
 - Oneida High School security camera upgrade and expand system
 - Install new electrical service for MIS room upgrade and Skenandoah
 - Remodel for Judicial Center near completion

Development Division Quarterly Report

- Below indicates Number of Work Orders for the reporting quarter: (This does not include the day to day routine daily required duties of each department.)

	10/31/14	11/30/14	12/10/14	TOTAL
GLIS	539	421	30	990
Waste Water Treatment Plant	59	51	10	120
Automotive	118	56	22	196

Archibus Work Order Report from the Department of Public Works DPW Archived Work Requests by Problem Type

Problem Type	Number of Requests	Month											
		Total	2014-01	2014-02	2014-03	2014-04	2014-05	2014-06	2014-07	2014-08	2014-09	2014-10	2014-11
Total	Number of Requests	2,150	215	199	192	215	192	202	227	218	169	208	113
BLINDS	Number of Requests	5			2				1	2			
CARD ACCESS	Number of Requests	36	1		3	1	1	7	3	9	7	4	
CLEANING	Number of Requests	48	1	1	14	12	5	5	2	2	4	1	1
CONSTRUCTION	Number of Requests	9	1		2		1		1	1	2	1	
COOLER/FREEZER	Number of Requests	11						1		1	3	3	3
DAMAGE	Number of Requests	9		1	1			1	3		1	2	
DOOR-LOCKS-KEYS	Number of Requests	100	11	16	8	4	5	9	13	11	10	13	
ELECTRICAL	Number of Requests	110	13	15	7	28	3	1	22	17	2	1	1
ELECTRICAL PROB	Number of Requests	41	5	5	3	9	3	2	5	6	1	2	
FINISHES	Number of Requests	3						1			1	1	
FIRE SUPPRESSION	Number of Requests	2								2			
FLOORING/CEILING	Number of Requests	28	1	1	7	9	4	1	2	2		1	
FURNITURE RELAT	Number of Requests	191	35	19	22	21	14	11	16	12	10	18	13
GROUNDS	Number of Requests	48	19	2		1	18	4		2		2	
HVAC	Number of Requests	302	43	27	15	25	36	41	25	16	21	27	26
HVAC - INSTALL	Number of Requests	8				1	1	2	1	3			
HVAC-PM	Number of Requests	92		17	17			4	18	26	4	5	1
LIGHTING	Number of Requests	122	8	11	14	13	7	6	17	10	12	15	9
MAINTENANCE	Number of Requests	374	32	27	28	35	34	33	31	31	36	52	35
OFFICE MOVE	Number of Requests	31	3	1	5	3		1	5	5	2	5	1
OTHER	Number of Requests	237	20	27	13	17	18	23	23	34	19	30	13
PAINT	Number of Requests	19			1	1	3	1	3	6	3	1	
PARKING LOT	Number of Requests	6		1			3		1	1			
PLUMBING	Number of Requests	189	13	22	7	16	24	34	26	6	21	14	6
PREVENTIVE MAINT	Number of Requests	6	1		1		1				1	1	1
REMODELING	Number of Requests	8	2			1		2	1		1	1	
RODENTS-INSECTS	Number of Requests	37	1	1	8	14	1	2	4	2	3	1	
ROOF	Number of Requests	16	2	3	1		1	2	1	4	1	1	
SAFETY	Number of Requests	20	2	2	3		1	3	2	4	1	1	1
SECURITY	Number of Requests	5	1					2				2	
SIGNS	Number of Requests	8			1	2	2	1		1		1	
SPECIAL EVENT	Number of Requests	10			4		3	1					2
TABLES-CHAIRS	Number of Requests	16			3	2	2	1	1	2	3	2	
UNUSUAL NOISE	Number of Requests	1			1								
UNUSUAL SMELL	Number of Requests	1					1						
VANDALISM	Number of Requests	1			1								

Development Division Quarterly Report

AREAS of Responsibility	
<u>Admin – DPW</u>	
Assets maintained in Dollars	\$600,000,000
Fleet Vehicles	195
Road Inventory in Mileage	312
Yearly Customers services	60,000
<u>Plumbing</u>	
Yearly Service Calls	600
Tribal buildings services	58
<u>Automotive</u>	
Average monthly vehicle serviced	190
<u>Grounds-keeping</u>	
Number of sites	55
Acres of Land	300
Total Acres of Lawn Maintained	250

Development Division – Quarterly Report

<u>Groundskeeping ..continued</u>	
Total miles of snowplowing	300
Square feet of parking lots	3,145,804
<u>Facilities</u>	
Number of facilities/structures maintained	82 (Includes occupied and storage facilities)
Square feet of facilities maintained	1,172, 800. Sq. Ft.
Value of facilities and improvements (est.)	\$150,000,000
<u>Custodial</u>	
Number of 8 hour shifts	2
Square feet of buildings cleaned	1,500,000
Vans	7
Number of buildings services	62
<u>Engineering</u>	
Projects assigned yearly	20
<u>Planning & Statistics</u>	
Short Term Projects	170
Long Term Projects	40

Development Division –Quarterly Report

Planning and Statistics continued...	
Service meetings yearly	40
<u>GLIS</u>	
Customers Serviced Yearly	700
Maps generated	3,200
<u>Zoning</u>	
Fire Inspections	250
Commercial/Residence Inspections	1,800
Permits issued	FY 13 – 77
<u>Wastewater Treatment Plant/Utilities</u>	
Water Customers	633
Sewer Customers	558
Lift Stations	13
Well Houses	5
Other responsibilities include:	Centralized WWTP; Sand-hill Circle Wastewater Plant; AJNH Waste Water Treatment System; Site 1&2 Water Booster station; Rolling Hills Water Tower; Little Bear Water Tower.

Development Division – Quarterly Report (Departmental Updates)

- GLIS : Cost containment is currently prohibiting employees from attending the necessary training classes, courses and conferences necessary for job requirements,(money that was in our budget). Their flyover is complete and the only thing we are currently waiting on are the final layers to arrive. Research Assistant Amy Doxtator has become trained in AS400 to assist the department. Also, maps are being distributed throughout the community. (Vacant positions: 0 ; Celene Elm, GIS/IP Manager)
- Engineering : Department employment status; We are understaffed for the number of projects we currently have making it very difficult to properly manage them. Project schedules have been sliding due to workload of Project Managers. Sign off levels on purchase order approvals is very limiting and adds a significant amount of time to project . Projects are. Oneida Judiciary Center – Construction has started; Resident Centered Care Community – Coordinating completion of warranty items and project closeout; Oneida Public Transit Garage – Assembling a CIP Package for the project; Duck Creek trail – Preparing bidding documents for Phase IA Scope of work; Oneida Fishery restoration – Preparing bidding documents for Phase IA Scope of work; Building Demolition – Project finding activated. Coordinating with DPW on demolitions, Asbestos, abatement out for bids; Oneida Community Trails – Safe Routes to School – Finalizing easement agreements to allow project bidding; Oneida Golf Enterprise Remodel – Scheduling remaining Exterior work with operations to minimize conflicts; SEOTS Community Center – Bids received, construction contract in approval process; Elder Village Infrastructure – Construction complete except for electric utility work; Wolf Path – Waiting on #09-013, will be bid at same time; Community Signage – Initialed building signs installed; Main Casino Expansion – Construction complete except data center; completing punchlist and closeout items.; 54 One Stop Replacement – Holding community meetings to gather input on food amenity per GTC. Design will resume after budget confirmed.

Development Division – Quarterly Report (Departmental Updates)

- Engineering continued: Numerous other CIP and Non CIP projects - Projects are in various stages of development or implementation. (Vacant positions: None. Senior Architect, Paul Witek)
- Planning & Statistics : We will continue to request funding to support planning efforts. With cost containment there is little opportunity to expand community engagement opportunities by providing an incentive (food, venue, other) to draw community to the event and gathering input. The department continues to engage the community in the Land Use Plan update for recommendations to bring back to GTC in July of 2015. Priorities are the Comprehensive Plan, Land Use Policy, Area Development Plans. The department completed the 2014 Measurement Reporting and presented to OBC in November 2014. The was approved to forward to GTC for January 2015. The department completed recommended improvements to the Land Use Plan and presented these to GTC on November 2014. The department will be working with the Land Commission to gather community input into updates needed to the Land Use Plan and also to develop the six area development plans for future Oneida Reservation Planning. (Vacant positions; 1 ; Manager; Troy Parr, Assistant Division Director – Development Branch.)
- WWTP/Utilities : Staff continues to be extremely busy with day to day activities and maintenance of Utilities and WWTP duties; We currently have 635 water customers/some are new some have been demolished. 563 Sewer customers. 563 are water residential and 497 are sewer residential. The rest are commercial or internal buildings. Projects: Water System Analysis – Test Well is complete. IHS is in the process of trying to secure EPA funding to build new pump house, two new community wells and also loop the water system from King Lane to County E South of OPD. We are replacing ten existing water/wastewater control panels.

Development Division – Quarterly Report (Departmental Updates)

- WWTP/Utilities continued. We have received the 6 lift station panels, installation is contingent on the availability of the DPW electricians, and also weather permitting. We continue to have a key employee's leaving on medical, which will leave us very short on employees for on call needs, emergencies, repairs and maintenance. We also need to get additional employees hired soon to be prepared for possible retiree's in the near future. (Vacant positions: 0 ; Scott Cottrell, Manager.)
- Department of Public Works: Facilities –The DPW Area 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 need for additional front line employees to perform the work required to adequately maintain the ever growing number of facilities, related systems, and additional grounds. We are not allowed to increase number of positions, although there is a tremendous need to add younger employees in this area due to many department employees approaching retirement age. Skilled workforce requires years of experience to perform the necessary duties. Completed flooring projects throughout various facilities.
 - Automotive – Completing Work orders for repairs and maintenance on departmental tribal vehicles in a timely manner. Continuing monitoring our monthly expenses. Wes Smith returned to work on November 24, 2014..

Department of Public Works continued:

- Custodial – Issues – We keep getting more older employees, employees that have to take time off because they have been here over the 15 years and have to take vacation/personal time so as not to lose it. Not enough labor hours being used to the best of our ability. Some locations short on staff. Some buildings having enough staff but because a lot of our employees have to take vacation/personal time as to not lose it we become short staffed. We have senior staff that are not as fast as they once were and do not do as much as they used to be able to do. With cost containment and us having to cut staff we were forced to cut services to office area. The office employees do not understand and we keep getting calls everyday because a waste basket wasn't emptied or their floor was not dust mopped/wet mopped/ vacuum. Custodial workers are getting stressed and burned out from working short. Health works now has over 4000 members and that has caused extra work for our department. They are doing the best with what they have to work with. Customers do not understand why we have to cut back on our services.
- Plumbing - Our objective is to install and maintain plumbing to protect the public's health, safety, and welfare of our people and our customers. Service calls for the month of August 1 – Comm Wells and Septic; 4 – Elderly Services; 14 – Facilities Department; 11 – Oneida Housing Authority, 1 – Utilities/Wastewater Treatment Plant; 10 from the Oneida Community.

Department of Public Works continued:

- Zoning We have filled the Permit Processor position on September 15, 2014 with a fantastic new hire Susan K. Doxtator. Susan has greatly improved office operations and allowed the inspectors to have more time in the field by handling the permits administration. Winter Fire Inspections have begun. Permit SOP is being drafted and currently under review. On going inspections of construction sites. Permit Processor is developing "HOW TO" sheets for easy to use reference for Zoning Clients. Vacant positions: (0) Management staff include; Troy Parr, Assistant Division Director. Larry Cornelius, Senior Inspector; Susan Doxtator, Permit Processor.

- **Oneida Housing Authority – New Construction update:**

- OHA New Construction Update

- 504 Duplex's Metoxen Lane

- The landscaping is the only remaining item to be finished. It will be completed in the spring/early summer 2015.

- Green Valley II

- Construction has started on the first duplex with completion currently scheduled for the end of February 2015.
- The plan moving forward is to build the duplexes and then the three (3) split level homes. Multiple homes will be under construction in different phases as the project progresses.
- A new home will start every three (3) to four (4) weeks. This means that a home will be completed every three (3) to four (4) weeks starting at the end of February 2015.
- Substantial completion of Green Valley II project is planned for June 20, 2014

- Elder Village

- Elder Village & Green Valley II projects are being constructed under the same contract.
- Because the footings and foundations were already installed for the Green Valley portion of the project, the Elder Village portion of the project will begin April 3, 2015.
- The first unit is currently scheduled for occupancy July 1, 2015.
- Substantial completion of the Elder Village Project is set for October 15, 2015.

- Uskah Village Multi Family Housing Development

- On Thursday, November 13, the first of three Design Charretts was completed. The second and third Charrettes are booked for December 3rd and December 19th.
- A Charrette is a collaborative session in which a group is tasked with generating a design solution. In this case Uskah Village Multi Family Housing Development
- The design for the project is scheduled to be completed the first part of April 2015.

Development Division – Quarterly Report (Departmental Updates)

- Community Wells and Septic's: Our urgent issue currently is to work with Housing Authority to install a 12 x 12 building for the water pump located near the farm. In November ran a discharge line of 400 feet for the Tall Feather Way Subdivision to resolve the basement flooding issues. Also installed 3 sump discharge drains for 3 homes, approximately 300 feet. IHS Inspections for Scattered Sites. Interdepartmental Work Projects: HIS Scatter Sites – 1 home served for well water systems; EPA/IHS BE-12-G98 database – Due to WE, weather sites will be moved to next sprint for install of POWTS. Oneida Cemetery on Adam Drive – Manager coordinated the Cemetery improvement project with Carl's Trucking. Some ditching and installed a culvert to help resolve some of the flooding issues at the Cemetery. Vacant positions: 0; (Manager - Dennis Johnson,) .

Comm. Well & Septic Customers August 2014 to September 2014	
Service	Home/Units
Septic Systems Installed	8
New Wells & Well renovation & New Water Supply	2
Emergency Well & Septic	39
WSLH & Badger Lab Water Samples	12
Emergency Pumping	10
Soil Evaluations	9