

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 07 / 08 / 15

2. General Information:

Session: Open Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Requesting acceptance of the Quarterly Report for the Dept of Public Works - Operations

- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Assistant Development Director
of Operations



Bruce A. Danforth

DEPARTMENT OF PUBLIC WORKS

QUARTERLY REPORT:
April/May/June
2015

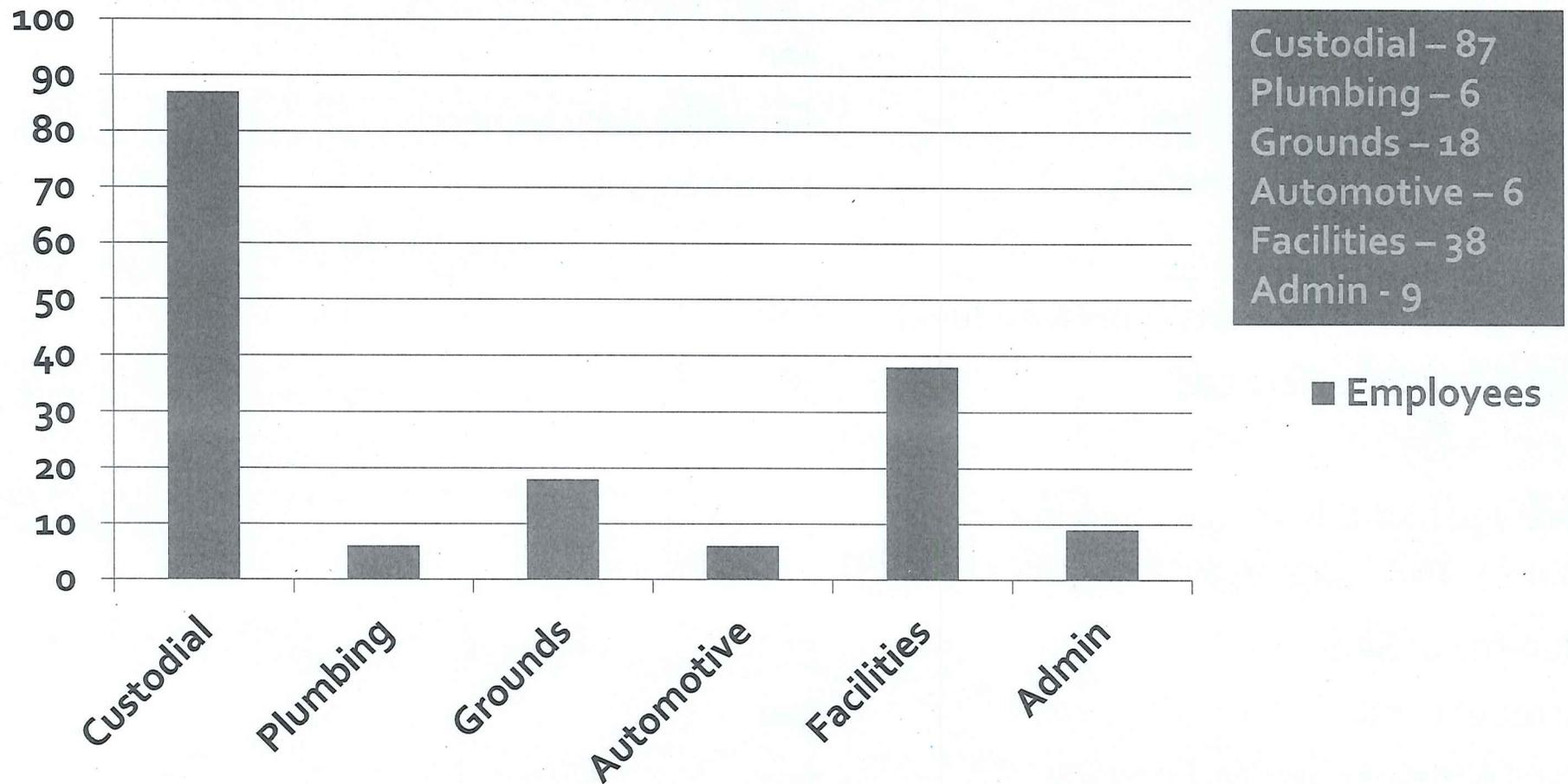
Created 6.23.2015

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



DPW-QUARTERLY REPORT

AREAS OF RESPONSIBILITY	
ADMINISTRATION	
Fleet Vehicles	190
Yearly Customers Serviced	Approximately 60,000
Assets maintained in Dollars	\$600,000,000
PLUMBING	
Service Calls & Requests (April May June)	108
Tribal Buildings Serviced	58
AUTOMOTIVE	
Average Monthly Vehicles Serviced	90
GROUNDSKEEPING	
Number of Sites	55
Acres of Land	300
Total Acres of Lawn Maintained	250
Road Inventory in Mileage	312

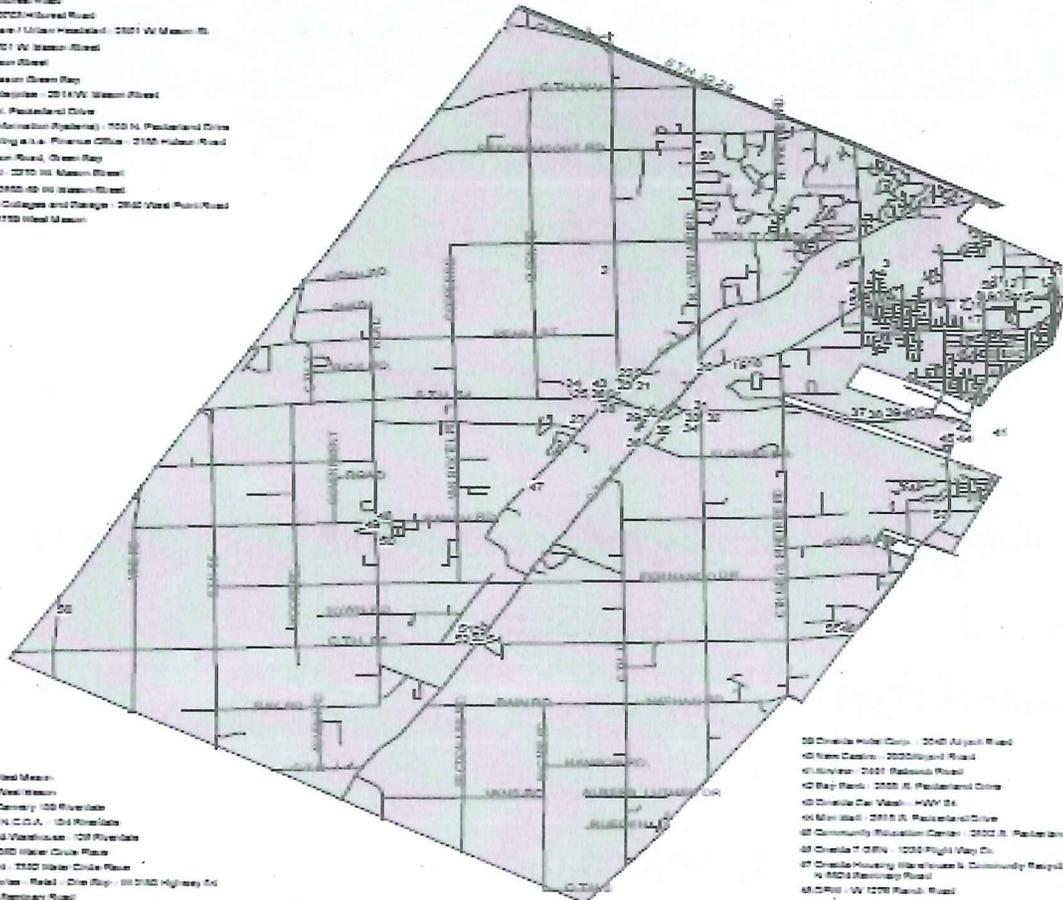
DPW QUARTERLY REPORT

CONTINUED.....	
Total Miles of Snow Plowing	300
Square Feet of Parking Lots	3,145,804
# 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
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 Tribal Center - 5000 Oak St
- 2 Convention - N 80th County Road 10
- 3 Oneida Training Center - 401 Wilson
- 4 Language - 2727 Highway Road
- 5 Cultural Heritage - 2020 Highway Road
- 6 Three Stars Casino / Union Hall - 2021 W Mason St
- 7 Printing Plant - 2701 W Mason Street
- 8 HRD - 2800 W Mason Street
- 9 Gaming 2027 W Mason Green Bay
- 10 Oneida Tobacco Warehouse - 2014 W Mason Street
- 11 DDC Health - 701 N. Packard Drive
- 12 GIS (Geographic Information Systems) - 700 N. Packard Drive
- 13 Centralized Accounting s.a. Finance Office - 2100 Hudson Road
- 14 Pupkin - 2000 Larson Road, Green Bay
- 15 One Stop Veterinary - 2070 W Mason Street
- 16 Hotel Mason Hall - 2000 W Mason Street
- 17 Rural Services & Cottages and Change - 2000 West Point Road
- 18 Polysperma Plaza - 2100 West Mason



- 19 Oneida Millers 1100 West Mason
- 20 Apple Orchard - 2070 West Mason
- 21 Repurposed s.a. a. Cannery 100 Riverside
- 22 Senior Center s.a. O.N.C.C.A. - 104 Riverside
- 23 Senior Center Garage & Warehouse - 100 Riverside
- 24 Rural Distribution - N 7000 West Point Road
- 25 Little Bear Development - 2500 State Circle Road
- 26 Oneida Tobacco Warehouse - Road - Green Bay - 60 2100 Highway 54
- 27 Tuttle School - W 7100 Ramsey Road
- 28 Hobbs/HQ Center (High School) SC - W 7100 Ramsey Road
- 29 Club Center - Memorial Building - 2013, A Day Street
- 30 Oneida Building (old Library) - 201, 210, 210
- 31 Division of Land Management - 270 Airport Road
- 32 New Health Center - Oneida Rd
- 33 Airport Road Child Care Center s.a. Three Stars Casino - 2000 S. Dr
- 34 Law Building - 2000 - 2007 2000 S. Oneida
- 35 Parish Hall s.a. Episcopal Parish Hall - 2000 Freedom Road
- 36 Law Enforcement Center s.a. Police Dept. - 2000 Freedom Road
- 37 Casino Warehouse - 2170 Airport Road
- 38 Gene Stone Activity Center - 2100 Airport Road

- 39 Oneida Hotel Corp. - 2040 Airport Road
- 40 Rose Center - 2000 Highway Road
- 41 Review - 2001 Packard Road
- 42 Ray Bank - 2000 S. Packard Drive
- 43 Oneida Car Wash - HWY 54
- 44 Mail Mail - 2010 S. Packard Drive
- 45 Community Recreation Center - 2000 S. Packard Drive
- 46 Oneida T. O'By - 1000 Flight Way Dr
- 47 Oneida Housing (apartments) Community Recycling Center - W 8000 Ramsey Road
- 48 DPO - W 1200 Ramon Road
- 49 Recreation (old) - W 8400 Co. Trunk W
- 50 Toronto Station Library (Trade Park) - 1225 Red Tail Drive
- 51 Oneida Nation Museum - W 2000 County Trunk RR
- 52 Anna John Nursing Home - 60 0248 County Trunk RR
- 53 Former Oneida Health Center - 10710 Freedom Road
- 54 One Stop RR - 10710 Freedom Road
- 55 Post Office Building (2) - 1000 Pigeonary Drive
- 56 Park - 10000 County Road C
- 57 Packard One Stop - 2100 S. Packard Drive
- 58 Thunder Club House - 4170 N. Packard Road
- 59 Aberdeen Complex - 600 Packard 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 701 Packard Drive
Green Bay, Wisconsin
(920) 496-2007



Source: Division of Land Management
Coordinate System: Wisconsin State Plane, Central Zone
 Lambert Projection, U.S. Foot
Horizontal Datum: NAD83
Vertical Datum: NAVD83

File: Bldgs-Businesses\1.mxd Date: Date: 8-5-08 Revised: 05-19-09

Departmental Highlights and Updates

The **Administration** staff of the Department of Public Works commits 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, daily we continue to process/pay/create purchase orders and inter-tribal documents as needed. There were 1,350 phone calls that came in to DPW for this quarter. We cross trained our Admin II with the Custodial III Admin in an effort to save money; this seems to be working out very well. Budget preparation is and has been in effect this quarter. Financial analysis projects also completed this quarter with Community Wells and Septic and Construction Plumbing.

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 departments vehicle or signing out a loaner vehicle from the fleet that is housed directly at the Department of Public Works. The total number of fleet vehicles to date is 190 with 36 of the vehicles kept on site.

There have been 55 vehicle requests submitted and 70 vehicles cleaned this quarter. Numbers are rising due to the warmer temperatures. There has also been discussion on contracting with Lamers Bus Lines with Head Start instead of purchasing a new bus and selling our three (3) older busses. This is in the works to date.

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 108 work orders completed. In April we invoiced 53 customers, in May 34 customers were invoiced and as of June 23, 21 customers have been invoiced. (See attached Archibus spreadsheet for fine details)
- Work continues on the Oneida Housing Authority HUD Projects totaling 16 units.
- As of today, Oneida Plumbing has completed 50% of the OHA-Powless Street Project. \$29,000 was billed the 1st quarter and \$70,000 is being billed as of June 23, 2015. This project is fully funded through HUD.
- We currently have two of our plumbing employees working fulltime within the Community Wells & Septic Department.

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 237 work orders completed in April, May and June, 2015.

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

We have been preparing our budget for the new FY.

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.

We moved a full time employee over to the Social Services Building, which was needed due to the number of people attending the Oneida Family Fitness Center. There is also a daycare facility at this location.

We have been working on the Budget for this quarter.

We continue to have aging employees in our department who cannot do the physical labor required and the hiring pool is very limited. We currently have a supervisor and a custodian on medical leave. We have also been dealing with a lot of turnover in our department.

Departmental Highlights and Updates

Custodial Cont.....

PROJECT UPDATE	
Oneida High School and Elementary School year end class room cleaning.	Currently in the progress. This is an annual occurrence after each school year.
ONES Stripping and finishing floors.	Floors are being stripped and finished. Only half of the floors are stripped each year with the other half being deep cleaned and recoated.
Social Services Building & NHC Stripping and finishing of hard floors.	We are 2/3 complete with this SSB project and 1/4 complete with the NHC project. The floors are taking longer than anticipated due to the length of time between finishing due to cost containment. It's harder to get the wax and sealer off when it's been on so long.
Equipment Tech Department	DPW Custodial has been doing inventory on all our equipment. Once this is complete we will do an end of year inventory with accounting.

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.

We are the proud owners of 2 new Toro Groundmaster commercial mowers. These will improve the amount of large land parcels that we are able to cut.

We continue working on the Anna John demolition; the separation process is complete and we are hauling our refuse and concrete and filling the area with fill and top soil.

We leveled out the ONES parking lot and added gravel.

We had 18 employees attend mandatory training.

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.
- ❖ Tall Feather way has had some flooding issues in the month of June. CWS connected the pump to storm sewer pipe going west to alleviate flooding in the future.
- ❖ Three homes reported having no water.
- ❖ Removed 200 loads of sand out of the Borrow Pit Project and stock piled it on Adams Drive.
- ❖ In April, 2015 we had 7 frozen pipe issues and 7 homes with failing septic systems.

Departmental Highlights and Updates

Community Wells & Septic Cont.....

- ❖ One IHS Site complete along with the the old AJNH and clinic.
- ❖ 12 service calls
- ❖ Well drilling for Oneida Lake Project

Project Updates	
Emergency Septic Service	33 homes were served this quarter for emergency septic system repairs.
IHS Scattered Sites	1 home complete with new septic system
POWTS Data Base	System has been installed and we are currently working on filing in the property profiles. We received training on the database unit.
Well and Water Sampling	13 homes

Departmental Highlights and Updates

Community Wells & Septic Cont...

PROJECT UPDATE	
Emergency Septic System Repair	5 homes served for emergency septic system, frozen mounds and 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.
Oneida Lake Project	Drilled a new well for the lake site future rest rooms.

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.

- ❖ One of the two vacant positions was posted and filled in April. The other vacant position was posted the week of June 22, 2015. These vacancies have hampered our efforts to respond to all work requests in a timely manner and to keep up with the preventative maintenance needs of the facilities.
- ❖ The warm weather in the summer months creates a demand on the air conditioning systems and any system failures need to be addressed asap by our short staffed crew. In some buildings such as Social Services, window units have to be installed in each office which requires additional manpower and/or overtime to accomplish this task.
- ❖ The Facilities Department continues to be involved in the budget process by leading the Workforce Development Budget Team. Recommendations from these teams were to have LOC work on the Employment Law and proceed with implementation and also to address whether the various department leases with DOLM could be re-evaluated for a more streamlined system.
- ❖ Training- 8 attended Asbestos Training. 15 attended Lift Training. 5 attended Misc training.

Facilities Cont...

PROJECT UPDATES	
Elevator Modernization	Involves changing doors to elevator, block work around the elevator, adding safety devices, upgrading interior. Electrical upgrade was needed. Involved in this project, MIS, UPS installation, and Cannery.
Security Camera Installation	Cameras have been installed throughout the Turtle School, High School and NHC exterior. Large monitors were installed in each of the main offices and old cameras were removed.
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. This is a joint project with the Utilities Department.

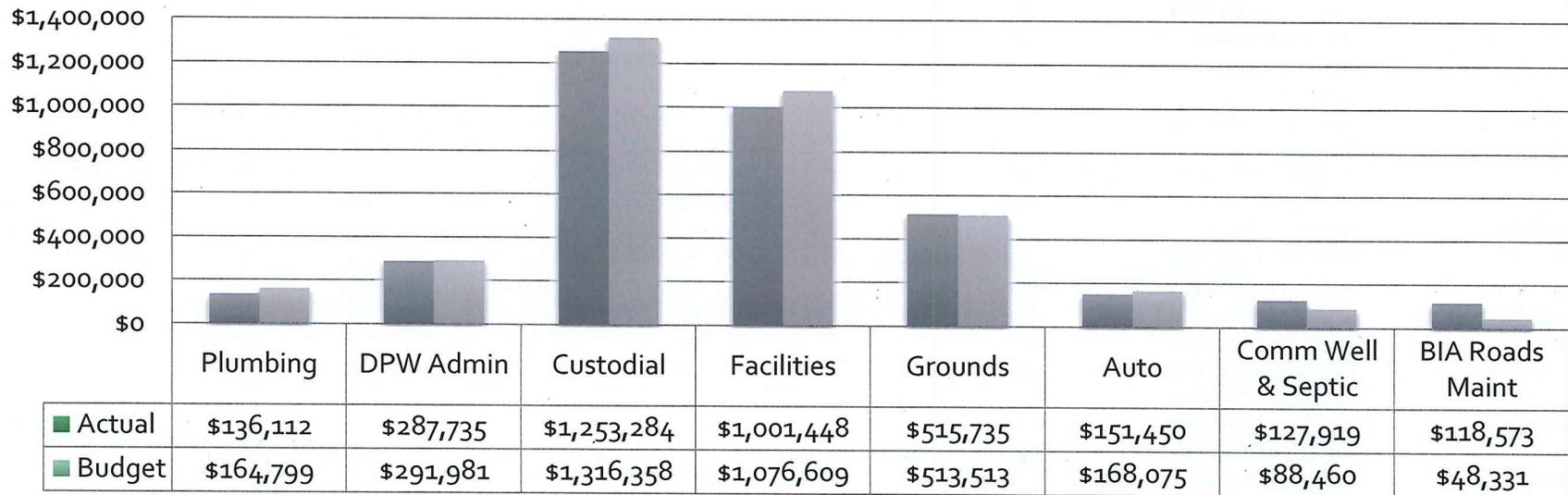
Departmental Highlights and Updates

Facilities Cont...

PROJECT UPDATES	
LBDC Remodel Interior	Addressed walls and ceiling where water damage occurred due to leaks in the roof. Removed fountain from atrium to create useable meeting space. Re-carpeted hallways throughout the building. Installed new fixtures and computer cabling.
Oneida Nation Farm	Upgraded electrical for cattle shed and added new service and feeder for well and pump house.
Norbert Hill Center	Pond pump house electrical upgrades.

DPW FINANCIALS

***Revised YTD thru February 2015 Actuals Compared to Budget 6/19/15
DPW Division Financials
Actual to Budget
YTD thru February 2015**



***Revised CW&S 2nd Qtr Actuals compared to Budget**

YTD DPW has an overall positive variance.

Actual: \$3,592,256
Budget: \$3,668,126
Variance: \$75,870

Archibus Work Order Report

As of 6.23.15

Problem Type		Month									
		Total	2014-10	2014-11	2014-12	2015-01	2015-02	2015-03	2015-04	2015-05	2015-06
Total	Number of Requests	1,728	208	135	145	243	169	236	218	235	139
BLINDS	Number of Requests	5					1	1	2	1	
CARD ACCESS	Number of Requests	25	4			1		4	3	11	2
CLEANING	Number of Requests	42	1	1			5	24	6	4	1
CONSTRUCTION	Number of Requests	5	1		1	1		1	1		
COOLER/FREEZER	Number of Requests	17	3	3	2	1		1	3	2	2
DAMAGE	Number of Requests	7	2	1				1	2	1	
DOOR-LOCKS-KEYS	Number of Requests	53	13		2	6	9	6	9	4	4
ELECTRICAL	Number of Requests	93	1	1	3	35	20	11	6	7	9
ELECTRICAL PROB	Number of Requests	38	2	1		19	4	3		2	7
FINISHES	Number of Requests	2	1			1					
FIRE SUPPRESSION	Number of Requests	2			1						1
FLOORING/CEILING	Number of Requests	14	1		1	1	3	4	1	1	2
FURNITURE RELAT	Number of Requests	157	18	14	9	11	15	28	22	22	18
FOUNDATIONS	Number of Requests	60	2		1				8	43	6
HVAC	Number of Requests	225	27	27	20	45	26	26	23	18	13
HVAC - INSTALL	Number of Requests	4				1			2	1	
HVAC-PM	Number of Requests	54	5	1	1	26		9	6	3	3
LIGHTING	Number of Requests	114	15	10	13	17	13	13	14	9	10
MAINTENANCE	Number of Requests	313	52	39	46	30	24	28	43	34	17
OFFICE MOVE	Number of Requests	25	5	1	2	1	2	7	5	1	1
OTHER	Number of Requests	232	30	17	24	19	23	27	28	44	20
PAINT	Number of Requests	7	1		2			1	2	1	
PARKING LOT	Number of Requests	4						1	1	2	
PLUMBING	Number of Requests	145	14	14	7	21	18	17	19	15	20
PREVENTIVE MAINT	Number of Requests	2	1	1							
REMODELING	Number of Requests	6	1				1	2	2		
RODENTS-INSECTS	Number of Requests	29	1			2	5	12	7	2	
ROOF	Number of Requests	6	1		2	1			1	1	
SAFETY	Number of Requests	7	1	2		1		2		1	
SECURITY	Number of Requests	7	2		1	2		2			
SIGNS	Number of Requests	3	1					1	1		
SPECIAL EVENT	Number of Requests	15		2	6			3	1	1	2
TABLES-CHAIRS	Number of Requests	7	2		1					3	1
UNUSUAL NOISE	Number of Requests	1				1					
UNUSUAL SMELL	Number of Requests	2						1		1	