

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 14 / 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.

**Assistant Development
Director of Operations**



Bruce A. Danforth

DEPARTMENT OF PUBLIC WORKS

**QUARTERLY REPORT:
July/August/September
2015**

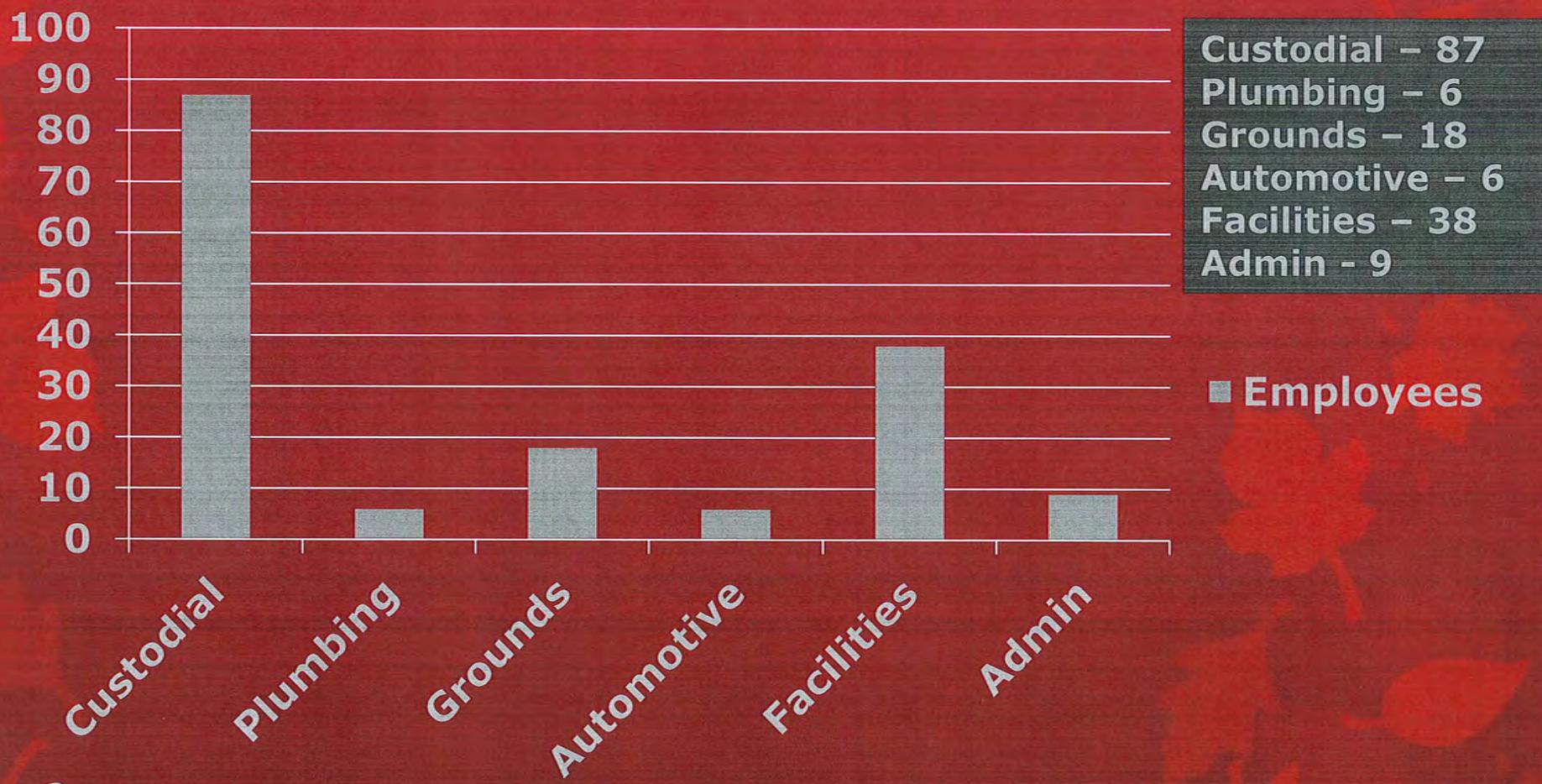
Created 9.30.2015

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	191
Yearly Customers Serviced	Approximately 60,000
Assets maintained in Dollars	\$600,000,000
PLUMBING	
Service Calls & Requests (July Aug & Sept)	161- Archibus & Call Ins
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.....	
GROUNDSKEEPING	
Total Miles of Snow Plowing	Approximately 40
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	
Square Feet of Buildings Cleaned	1,500,000
Number of Buildings Serviced	62
Number of Vehicles	7

**ONEIDA NATION
TRIBAL BUILDINGS AND BUSINESSES
AND DEPARTMENTS**

Buildings (Department) - Addresses

- 1 Oneida Travel Center - 5939 Old 29
- 2 Conservation - N 8047 County Road U
- 3 Decaster Storage - 431 Hillcrest
- 4 Language - 3737 Hillcrest Road
- 5 Cultural Heritage - 3703 Hillcrest Road
- 6 Three Sisters Daycare / Urban Headstart - 2501 W. Mason St.
- 7 Printing & Mail Center - 2701 W. Mason Street
- 8 Oneida Judiciary - 2630 W. Mason Street
- 9 Mason Street Casino/Smoke Shop - 2522 W. Mason Green Bay
- 10 OOC Health - 701 N. Packerland Drive
- 11 GIS (Geographic Information Systems) - 703 N. Packerland Drive
- 12 Old Accounting Building- 2155 Hutson Road
- 13 Poplarc - 2035 Larson Road, Green Bay
- 14 One-Stop Westwinds - 2370 W. Mason Street
- 15 West Mason Mall - Gaming Commission - 2655-69 W. Mason Street
- 16 Social Services & 4 Cottages and Garage - 2640 West Point Road
- 17 Ridgeview Plaza - 3759 West Mason

**Departments in Building 17
(Social Services)**

- Behavioral Health
- Community Options Program
- Center for Self-Sufficiency
- Child Care Services
- Child Support
- Children & Family Services
- Family Fitness
- Health Pro motions
- Personnel Commission
- OBUDSMAN

**Departments in Building 18
(Ridgeview Plaza)**

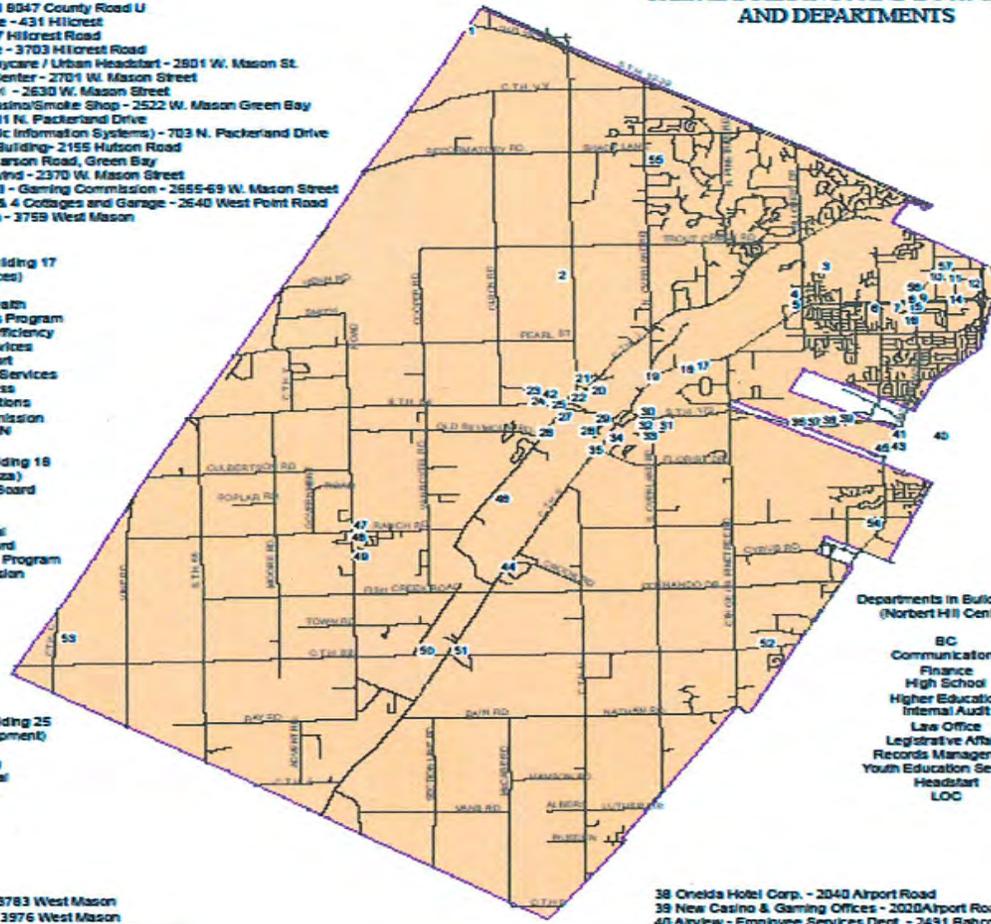
- Child Protection Board
- Transit
- Environmental
- Resource Board
- Juvenile Intervention Program
- Police Commission

**Departments in Building 25
(Little Bear Development)**

- Engineering
- Environmental
- Planning
- Zoning

**Departments in Building 28
(Norbert Hill Center)**

- BC
- Communications
- Finance
- High School
- Higher Education
- Internal Audit
- Law Office
- Legislative Affairs
- Records Management
- Youth Education Services
- Headstart
- LOC



- 18 Oneida Utilities 3783 West Mason
- 19 Apple Orchard - 3976 West Mason
- 20 Tsyunhethkwa - a.k.a. Cannery 139 Riverdale
- 21 Veterans Department - 134 Riverdale
- 22 Senior Center Garage & Warehouse - 126 Riverdale
- 23 Food Distribution - N 7360 Water Circle Place
- 24 Little Bear Development - 7332 Water Circle Place
- 25 Oneida One Stop - Retail - One Stop - W 0160 Highway 54
- 26 Turtle School - N 7125 Seminary Road
- 27 Norbert Hill Center - N 7210 Seminary Road
- 28 Civic Center - Memorial Building - 2913 Arley Street
- 29 Archquette Building Incl. - Enrollments Dept. - 201-216 Elm
- 30 Division of Land Management - Register of Deeds - 470 Airport Road
- 31 Oneida Community Health Center - Overland Rd.
- 32 Airport Road Child Care Center a.k.a. Three Sisters Daycare - 2965 S. Overland Rd.
- 33 Lee McLeaster - Elder Center - 2907-2995 S. Overland Rd.
- 34 Parish Hall - 2936 Freedom Road
- 35 Law Enforcement Center- 2783 Freedom Road
- 36 Casino Warehouse - 2170 Airport Road
- 37 Irene Moore Activity Center - 2100 Airport Road

**Departments in Building 59
(Skenandoah Complex)**

- Accounting
- GM Administration
- Grants
- HRD
- Kathwasaks
- MIS
- Purchasing
- Retail
- Risk Management
- Tourism
- Trust Committee

- 38 Oneida Hotel Corp. - 2040 Airport Road
- 39 New Casino & Gaming Offices - 2020 Airport Road
- 40 Anvlew - Employee Services Dept. - 2431 Babcock Road
- 41 Bay Bank - 2655 S. Packerland Drive
- 42 Oneida Car Wash - HWY 54
- 43 Old Smoke Shop (Rest Stop OPD)
- 44 Community Education Center - 2632 S. Packerland Drive
- 45 Oneida 7 GEN - 1239 Flight Way Dr. 47 Oneida Housing
- 46 Warehouse & Community Recycling Drop-off
N 6824 Seminary Road
- 47 DPW - W 1276 Ranch Road
- 48 Recreation Bldg. - N 6457 Co. Trunk H
- 49 Tornado Shelter / Library / Trailer Park - 1273 Red Tail Drive
- 50 Oneida Nation Museum - W 0892 County Trunk E
- 51 One-Stop EE - N 5712 Freedom Road
- 52 First Choice Buildings (2) - 1239 Flightway Drive
- 53 Farm - N6034 County Road C
- 54 Packerland One Stop - 3120 S. Packerland Drive
- 55 Thornberry Club House - 4470 N Pinetree Road
- 56 Skenandoah Complex - 909 Packerland Drive
- 57 Larsen Rd One Stop- 501 N Packerland Drive

GEOGRAPHIC LAND INFORMATION SYSTEMS

N 703 Packerland Drive
Green Bay, Wisconsin
(920) 496-2007

File: Bldgs-Business+Dpts.mxd Date: 09/16/10 Revised 04/07/15

Coordinate System: Wisconsin State Plane, Central Zone
Lambert Projection, U.S. Foot
Horizontal Datum: NAD83
Vertical Datum: NAV88

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

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 1,129 phone calls that came in to DPW for this quarter

The Admin II put an additional 49 hours in with the Custodial Department in our efforts to cross train without having to hire. This seems to be working out very well and will continue indefinitely.

There were 8 funerals held at the Parish Hall this quarter and the building was rented out a total of 12 times.

Employee evaluations were completed for all Employees this quarter.

Inter-Tribals and Purchase Orders were created for the new Fiscal Year 16. We continue to work on and monitor the budget. This is a very busy time here at DPW.

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 housed directly at the Department of Public Works. The total number of fleet vehicles to date is 191 with 27 of the vehicles kept on site. We also purchased a new vehicle with Cap-Ex for OHA.

There have been 80 vehicle requests submitted this quarter and 109 vehicles cleaned. Numbers will be slowly declining with the colder weather moving in.

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 55 work orders completed and approximately 161 outside Plumbing calls. In July we invoiced 40 customers, in August 40 customers were invoiced and as of September 30, 39 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 75% 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.
- Two of our plumbing employees continue to work 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 were 85 work orders completed in July, 96 in August and 100 in September.

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 have been working on the Budget for this quarter.

The State inspected the Nursing Home and we did not have any deficiencies, we had an excellent report. We have also received many compliments on the cleanliness of the Schools.

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. This still remains to be one of our biggest problems to date.

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.

There were 30 work orders submitted through Archibus this quarter. We also had 22 work orders called in directly, and completed.

The Anna John demolition was worked on and completed this quarter. We are now anticipating the demolition work on the 54 One Stop.

BP Concrete Removal is on going.

OPD was investigating a lawn mower theft in in July. This has since been closed and the mower was recovered undamaged.

We had 18 employees attend 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. Also the inspection & Compliance of Septic Systems, maintenance of systems and existing private well water emergencies. Drill new or renovate existing Wellsm funded by HIS. We also supply Well Operation Permits.

- ❖ Plumbers from the DPW Plumbing Department continue to assist in the CWS/IHS department.
- ❖ We are assisting OHA with Tall Feather Way homes needing sump pumps and soil for sites. Replace pump for pump station.
- ❖ Three homes reported having no water.

Departmental Highlights and Updates...CWS

Project Updates	
Emergency Septic System Repair Services	25 Homes served for emergency septic system repair: retro fit septic tank, replace mound pump & clean out, repaired 2 way clean out, new mound pump and replace new wire in control box.
Septic Pumping Sites	8 Homes served for septic pumping. 4 Failing Septic Systems. 3 Homes for emergency repairs and 1 Home for POWTS inspection.
Emergency Existing Private Well System Repair	4 Homes served for emergency. 2 Well chlorination, replace 1 pressure tank, replace a well pump.
Inter-Departmental Work Project	Demo Site near Oneida Farm and Jonas circle.

Departmental Highlights and Updates

PROJECT UPDATE	
Inter-Departmental Work Project	A meeting is scheduled for the Oneida Lake Bathroom Project.
Inter-Departmental Work Project	Continuing to check the water levels at the Oneida Cemetery on Adams Drive. On going.
Well Water Sampling	12 Samples taken this quarter.

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.

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. Completed This quarter.

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. Completed This Quarter

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. Completed in September

Departmental Highlights and Updates

Facilities Cont...

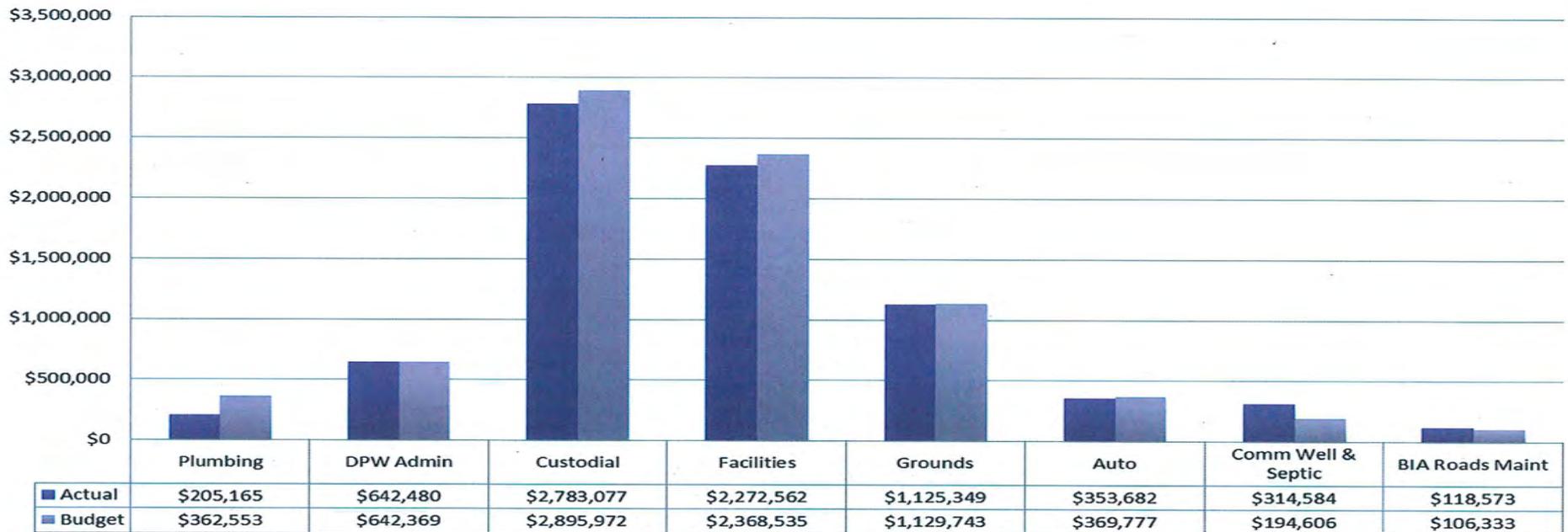
PROJECT UPDATES	
LBDC Remodel Interior	Addressed walls and ceiling where water damage occurred due to leaks in the roof. Removed fountain from atrium to create useable meeting space. Re-carpeted hallways throughout the building. Installed new fixtures and computer cabling. Completed in July.
Oneida Nation Farm	Upgraded electrical for cattle shed and added new service and feeder for well and pump house. Still in Progress.
Department of Public Works	Upgraded flooring in August.

Departmental Highlights Facilities Cont.....

PROJECT UPDATES	
Oneida Health Center	Up-Graded Flooring
Retail	One Stop Passport System Installations
Fitness Center	Shutdown Electrical Projects
Printing	Equipment Installations and removals
Oneida Museum	Smart Board Installation
ONES SYSTEMS	Installed scored boards on the Oneida High School Football Field and in the Large Gymnasium.

DPW FINANCIALS

- DPW Division Financials
- Actual to Budget
- YTD thru August 2015



YTD DPW has an overall positive variance.

Actual: \$7,815,472
Budget: \$8,069,888
Variance: \$254,416

Archibus Work Order Report

As of 9.28.15

Archived Work Requests by Problem Type														
		Month												
Problem Type		Total	2014-10	2014-11	2014-12	2015-01	2015-02	2015-03	2015-04	2015-05	2015-06	2015-07	2015-08	2015-09
Total	Number of Requests	2,503	208	135	145	243	169	236	218	235	201	255	193	265
BLINDS	Number of Requests	6					1	1	2	1				1
CARD ACCESS	Number of Requests	38	4			1		4	3	11	2	5	5	3
CLEANING	Number of Requests	57	1	1			5	24	6	4	1	8	5	2
CONSTRUCTION	Number of Requests	6	1		1	1		1	1			1		
COOLER/FREEZER	Number of Requests	33	3	3	2	1		1	3	2	3	8	3	4
DAMAGE	Number of Requests	17	2	1				1	2	1	1	6	1	2
DISPOSAL	Number of Requests	2												2
DOOR-LOCKS-KEYS	Number of Requests	87	13		2	6	9	6	9	4	5	14	5	14
ELECTRICAL	Number of Requests	142	1	1	3	35	20	11	6	7	19	11	10	18
ELECTRICAL PROB	Number of Requests	49	2	1		19	4	3		2	8	5	2	3
FINISHES	Number of Requests	3	1			1						1		
FIRE SUPPRESSION	Number of Requests	2			1						1			
FLOORING/CEILING	Number of Requests	22	1		1	1	3	4	1	1	2	5	1	2
FURNITURE RELAT	Number of Requests	234	18	14	9	11	15	28	22	22	27	22	16	30
GROUNDS	Number of Requests	93	2		1				8	43	9	6	12	12
HVAC	Number of Requests	287	27	27	20	45	26	26	23	18	18	20	20	17
HVAC - INSTALL	Number of Requests	5				1			2	1		1		
HVAC-PM	Number of Requests	87	5	1	1	26		9	6	3	3	2	15	16
LIGHTING	Number of Requests	153	15	10	13	17	13	13	14	9	16	13	9	11
MAINTENANCE	Number of Requests	473	52	39	46	30	24	28	43	34	31	59	29	58
OFFICE MOVE	Number of Requests	41	5	1	2	1	2	7	5	1	2	4	4	7
OTHER	Number of Requests	316	30	17	24	19	23	27	28	44	24	30	23	27
PAINT	Number of Requests	16	1		2			1	2	1		7		2
PARKING LOT	Number of Requests	7						1	1	2	1	2		
PLUMBING	Number of Requests	204	14	14	7	21	18	17	19	15	24	8	26	21
PREVENTIVE MAINT	Number of Requests	4	1	1								1	1	
REMODELING	Number of Requests	10	1				1	2	2			2	1	1
RODENTS-INSECTS	Number of Requests	41	1			2	5	12	7	2		6	1	5
ROOF	Number of Requests	9	1		2	1			1	1		1		2
SAFETY	Number of Requests	11	1	2		1		2		1		1	2	1
SECURITY	Number of Requests	8	2		1	2		2				1		
SIGNS	Number of Requests	4	1					1	1					1
SPECIAL EVENT	Number of Requests	20		2	6			3	1	1	2	3	1	1
TABLES-CHAIRS	Number of Requests	10	2		1					3	2		1	1
UNUSUAL NOISE	Number of Requests	1				1								
UNUSUAL SMELL	Number of Requests	4						1		1		1		1
VANDALISM	Number of Requests	1										1		