

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 6 / 13 / 16

## 2. General Information:

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

Other - Development Division July 3rd Quarter Report

Agenda Header: Reports

Accept as Information only

Action - please describe:

## 3. Supporting Materials

Report  Resolution  Contract

Other:

1. Development Division Quarterly Reports

3.

2.

4.

Business Committee signature required

## 4. Budget Information

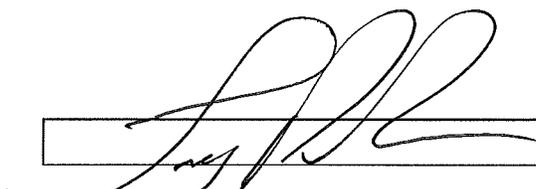
Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

## 5. Submission

Authorized Sponsor / Liaison:



Primary Requestor/Submitter:

TROY D. PARR, AIA ASST. DEV. DIV. DIR.  
Your Name, Title / Dept. or Tribal Member

Additional Requestor:

\_\_\_\_\_  
Name, Title / Dept.

Additional Requestor:

\_\_\_\_\_  
Name, Title / Dept.

# Development Division

Development Branch - Troy D. Parr  
Operations Branch - Jacque Boyle  
Wastewater/Utilities - Scott Cottrell

**3<sup>rd</sup> Quarterly Report: April thru  
June 2016**

Revised: 6/29/16

## Development Division – *Renewed Vision & Effort*

*The Oneida Development Division of the early 1990's was a robust and progressive component of the Oneida Nation that facilitated tremendous growth and development for the Oneida Reservation and it's People.*

As an Oneida Architect, and the current caretaker of this enormous responsibility, my focus has been to lead the Development Branch Team by establishing a **Renewed Vision & Effort** for the Development Division. This is done through initiatives to restore and exceed the rate of progress, growth and accomplishment that was started over two decades ago and that has brought the Oneida Nation the prosperity we enjoy today. This effort aligns to the new emerging economic times we are in today. This effort needs to be approached with an understanding that existing markets mature, new markets emerge, technology continues to evolve and we need to be ready to respond with new innovative undertakings so we can get to the next level of advancement. Lastly, these efforts align fully with, and in support of, the Four Focus Initiatives of: **Community Development, Reducing Debt, Improving Employee Programs and creating New Revenues.**

With a renewed effort to fully engage in economic, community, business and the physical development of the Oneida Reservation (and beyond), the Development Division Team is once again poised to bring the next level of advancement for the Oneida Nation. After over a decade of weathering an uncertain economy and completing a great deal of Planning effort, it is time to move forward with implementation for growth.

This **Renewed Vision & Effort** with a commitment to new growth will be accomplished by the Development Branch Team through continued strategic - planning, acquisition and activation of lands by creating a sense of "place". These efforts will be completed in order to create new revenue streams, leverage existing assets already on the Reservation, while protecting the environment and the rural character of the Oneida Reservation, that we all enjoy. With the support of the Land Commission, the Oneida Business Committee, and future budget allocations this Vision can be achieved.

My commitment is to lead the Development Branch Team by continuing to work to deliver this **Renewed Vision & Effort** into our New Reality.

Yaw^ko,

Troy D. Parr, AIA

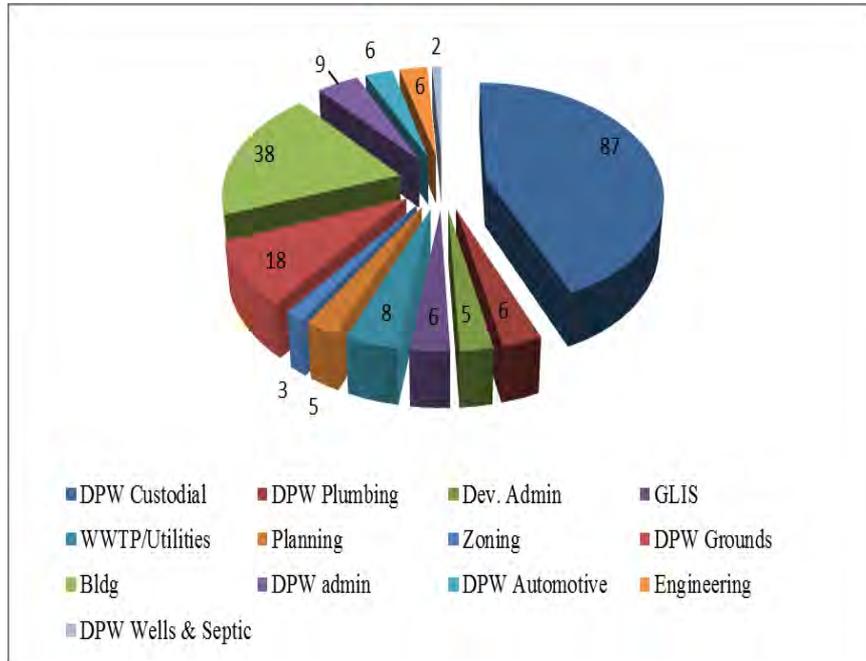
Oneida Architect



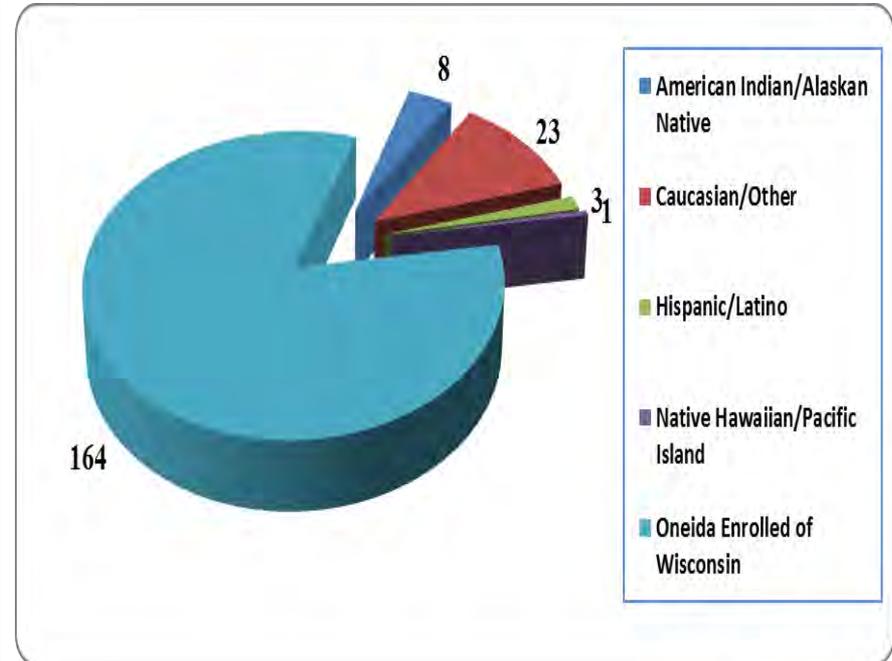
## Development Division – Quarterly report

- 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 & Statistics, Transportation, Engineering, Zoning, Utilities/Wastewater Treatment Plant and the Department of Public Works. DPW include; Plumbing, Facilities, Groundskeeping, Custodial, Automotive, Fleet and Roads.

### # Employees by Department



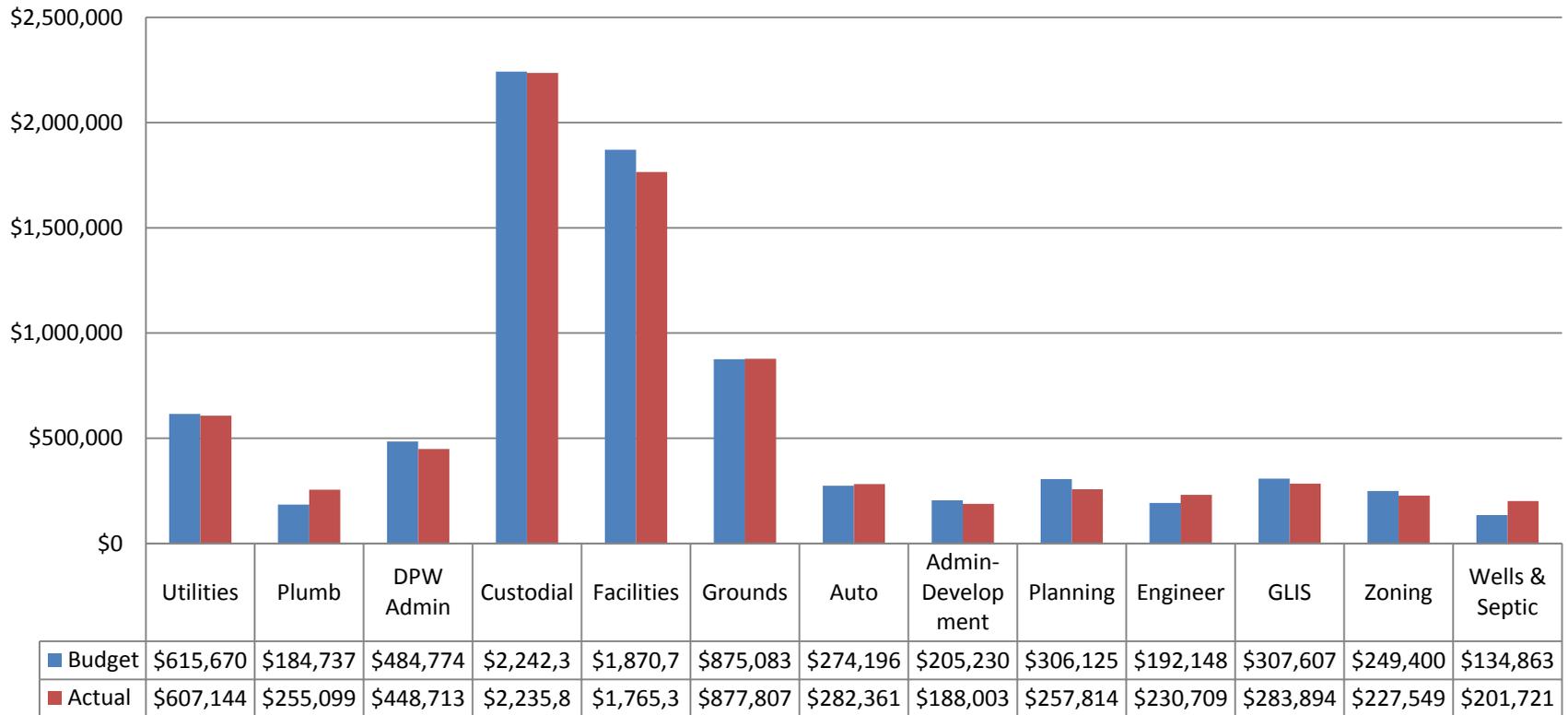
### # Tribal Members vs. Others



## Development Division – Quarterly report

Budget through May, 2016. As of this date, June has not closed yet so report does not cover the entire 3<sup>rd</sup> quarter. (Development Division is .81 % better then budget)

### Development Division FY'16 (Budget to Actual) 3<sup>rd</sup> Quarter Report



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## Development Division – Quarterly report – FY 16 (3<sup>rd</sup> Quarter)

<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>%</b>
Utilities	\$615,670	\$607,144	\$8,526	1.38%
Plumb	\$184,737	\$255,099	-\$70,362	-38.09%
DPW Admin	\$484,774	\$448,713	\$36,061	7.44%
Custodial	\$2,242,300	\$2,235,840	\$6,460	0.29%
Facilities	\$1,870,701	\$1,765,368	\$105,333	5.63%
Grounds	\$875,083	\$877,807	-\$2,724	-0.31%
Auto	\$274,196	\$282,361	-\$8,165	-2.98%
Admin-Development	\$205,230	\$188,003	\$17,227	8.39%
Planning	\$306,125	\$257,814	\$48,311	15.78%
Engineer	\$192,148	\$230,709	-\$38,561	-20.07%
GLIS	\$307,607	\$283,894	\$23,713	7.71%
Zoning	\$249,400	\$227,549	\$21,851	8.76%
Wells & Septic	\$134,863	\$201,721	-\$66,858	-49.57%
BIA Advanced Funding	-\$24,615	-\$8,871	-\$15,744	63.96%
BIA Roads Maintenance	\$17,328	\$19,697	-\$2,369	-13.67%
Tribal Transportation	\$0	-\$1,335	\$1,335	
<b>Total FY 16</b>	<b>\$7,935,547</b>	<b>\$7,871,513</b>	<b>\$64,034</b>	<b>0.81%</b>

## Development Division – Quarterly report

### • Project List by Department:

- Engineering – (Contact Paul Witek: 920-869-4543)

- Residential Homes Sites
- Health Center Miscellaneous
- Oneida Fishery Restoration
- Social Services Building Remodel – Phase V
- Elder Village Infrastructure
- Community Signage – Phase II
- 54 One Stop Replacement
- Oneida Nation High School
- Park Upgrades Phase II
- Green Earth Trailer Court Enhancements
- Cemetery Improvements
- Elder Village Cottages
- Uskah Village Infrastructure
- Uskah Village Apartments

- Oneida Nation Farms Barn
- Early Head Start Facility
- Oneida Golf Enterprise Remodel – Phase II
- Water Main Loop
- Norbert Hill Center Remodeling – Phase VIII
- Business-Park-Storm Water
- Oneida Fishery Restoration – Phase II
- Solar-Electric-Deployment, assistance
- Tribal-Transportation Program, assistance
- NHC Headstart
- Beachtree Lane Extension
- Oneida-Recreation Complex
- Miscellaneous Small Projects

- Utilities/Wastewater Treatment Plant (contact Scott Cottrell: 920-497-5806)

- Community Wells Pump houses and Water Main Loop – Phase 1 was completed in FY 15 which consisted of the Test Well, Exploratory Soil Borings and Ground Water Study. Phase II, IHS is requesting an additional pump and water test on well #4 to ensure water test meet EPA standards. The plans and specs for this project are going through the first round of revisions by IHS Senior Engineer.
- Water Loss Mitigation – Completed May 2016 and results are pending
- I & I Study (Infiltration and inflow – Completed May 2016 and results are pending)

## Development Division – Quarterly Report (Departmental Updates)

### ▪ Engineering:

We are managing the various CIP, Non-CIP, OHA, and other miscellaneous projects. We provide assistance to the Zoning Department with plan reviews for code compliance. In addition, we help various Tribal Departments with design and construction coordination for minor interior remodel projects. Major projects are identified in listing above. (James Petitjean – Interim Assistant Division Director; Paul Witek - Senior Architect.); (Vacant positions: 0; Paul Witek – Senior Tribal Architect).

### Oneida Housing Authority:

- Green Valley Neighborhood: (Powless Dr. & Metoxen Ln. All 11 units are completed and occupied Elder Village Neighborhood: (Henry Road). All 10 units are completed and occupied
- Elder Village Phase II: (Extension of Henry Rd & Emergency Access Lane to Metoxen Ln)
  - This project consists of grading, storm sewer, water main, sanitary sewer, curb and gutter and asphalt pavement from the termination of Henry Road for 355 feet to Metoxen lane. Also installing culverts and black top paths to cross the ditch for connecting future elder cottages to the trail system. This project will be expending the 2011 ICDGB Grant.
- Uskah Village Infrastructure: (extension of Metoxen Lane to Overland Road)
  - The storm sewer, water main, sanitary sewer, storm water detention pond, curb and gutter, walking paths have been installed and the (8) buildable areas have been build up to the right height. The asphaltic pavement for the road will be substantially completed by July 1<sup>st</sup>, 2016. When this project is finished the 2012
- Uskah Village Townhome Apartment (#1)
  - This project has begun and the footing and foundation walls will be completed by the of June 2016. This Townhome Apartment is on the South side of Metoxen Lane facing north.
- Uskah Village Townhome Apartment (#2)
  - We are in the process of getting this project redesigned to face south on the north side of Metoxen Lane; drawing will be completed by the end of June 2016. After we review the drawings we are going to put this out for bid this year and have the project to begin before the end of September and finished by the spring of 2017 weather pending.

## Development Division – Quarterly Report (Departmental Updates)

- Oneida Housing:
  - Uskah Village Townhome Apartment (#1)
    - This project has begun and the footing and foundation walls will be completed by the of June 2016. This Townhome Apartment is on the South side of Metoxen Lane facing north.
  - Uskah Village Townhome Apartment (#2)
    - We are in the process of getting this project redesigned to face south on the north side of Metoxen Lane; drawing will be completed by the end of June 2016. After we review the drawings we are going to put this out for bid this year and have the project to begin before the end of September and finished by the spring of 2017 weather pending.
- GIS:
  - The mission of the Geographic Land Information System Department is to develop and maintain a comprehensive land information system in order to assist in the preservation, restoration and development of the Sovereign Oneida Indian Nation with communities located in Wisconsin, New York, and Ontario. Daily tasks include daily requests, burial sites, farm leases, database creation, fee to trust, land use updates, new layer creation, 911 updates, emergency planning, facility management for utilities, new burial database, hunting layers, housing site analysis, residential and commercial leases and special tribal member requests. (Vacant positions: 0 ; James Petitjean, interim manager)
- Planning & Statistics: The Planning department works with all components of the Oneida Nation, i.e. legislative, organizational and community, in continuously creating, implementing and evaluating a vision for a sustainable future. At this time the Statistician is currently on a personal leave of absence and will be returning in September. Below are updates from the Planning Staff.
  - Sign Project – 37 signs for buildings, parks, places of interests and natural areas being implemented. Status – Fabrication and installation.

## Development Division – Quarterly Report (Departmental Updates)

- Planning & Statistics – continued
  - Central Oneida Area Development Plan – Assisting with transportation improvements in Central Oneida to include proposals for a walkway overpass, sidewalk improvements and a trail hub. Assisting with the development of a Community Development corridor. Status: RFQ for concept design has been issued and designer selected. Working session one completed.
  - Model Housing Initiative – Design and develop housing units for single and two person households. Status: Concept paper developed.
  - Elder Services Improvements – Assisting Construction Manager to develop Capital improvement Package for Elder Services garages.
  - Community Trails – Assisting in the development of a comprehensive trail system. Status: Exploring the possibility of a Safe Routes to School Planning Grant through the State of Wisconsin for the next phase of the project. Developing draft work plan that include phases and a time line for future development.
  - Elder Village Infrastructure Phase 2 – Assisting Construction Manager with neighborhood design, planning of housing sites and identifying infrastructure improvements. Status: Several phases of the project being implemented and future elder services cottages being designed.
  - Beechtree Housing Area (HBO) – Assisting project team with neighborhood design, planning of housing sites and identifying infrastructure improvements. Status: Revised layout and survey to consider additional wetlands.
  - West Mason Street Corridor Study – Working with the Transportation Project Manager to support a West Mason Street Corridor study through the state of Wisconsin.
  - Apple Orchard Improvements – Working with the Transportation Project Manager to support a West Mason Street Corridor study through the state of Wisconsin.
  - Three Sisters Neighborhood Improvement Plan – Working with HBD Housing Team, Oneida Housing Authority, Parks and Recreation, Experiential Program Center and the Three Sisters Neighborhood Association to develop a Comprehensive Neighborhood Improvement Plan. Elements include new multi and single family housing, recreation and space and comprehensive trail system.

## Development Division – Quarterly Report (Departmental Updates)

- Planning & Statistics (continued...):
  - Former Guntlisbergen Farm Neighborhood Plan – Working with HBO Housing Team and Oneida Housing Authority to develop a housing neighborhood. Status: Concept layout discussion.
  - Central Food Hub – Working with Governmental Services Director on a Food Hub proposal in Central Oneida. Status: In the planning phase of the Tribal Capital Improvement Process.
  - Oneida Public Transit Garage: No activity.
  - Oneida Fishery Restoration Project: Work on Fishing Camp continuing. Investigating possible park amenities.
  - 54 One Stop Replacement: construction stage is complete. Final punch list items are currently being addressed in order to start the close out process. The project is ahead of schedule.
  - Oneida Nation High School: Currently investigating potential partnerships and funding sources. The Concept Paper for this project will be on the July 13th BC Agenda for approval.
  - OHA Elder Village Cottages: This project is in close out.
  - Uskah Village Apartments: Construction of the first four-plex is underway.
  - Oneida Nation Farms Barn: Design contract being processed. Proposals for construction due Thursday, June 30, 2016.
  - Early Head Start: Sommerville Architects have provided several design options. The Early Head Start Project Team has selected their preferred option. Sommerville now working on the fine tuning of the design.
  - NEW ASSIGNMENTS
  - The following projects have not yet been assigned numbers. We are in the preliminary planning stages of the CIP.
  - Elder Day Care Program Facility: O.N.C.O.A. has approved the CIP application.
  - Expansion of the Elder Apartments: Collecting and researching information on these structures.

## Development Division – Quarterly Report (Departmental Updates)

### • Planning & Statistics (continued...):

- Community Outreach- Developed a tour of Oneida’s sustainable initiatives for CMN Sustainable Development Institute staff and faculty.
- Central Oneida Transportation Plan- Met with Studio Indigenous to provide a review of previous work focused on Central Oneida. Presented a “live work” prototype housing unit for Central Oneida at the Housing Resource Fair held at the VFW on June 4th. Facilitated meetings with stakeholders impacted by the Central Oneida Transportation Project. This included having individual meetings to gather input with the Cannery, Tsyunhehkwa, OCIFS/ Farmer’s Market and Governmental Services Director. Next steps, I will be doing community outreach at the Oneida Powwow to present visuals Central Oneida and give Tribal Members an opportunity to provide comments and input on the project.
- Community Trails- Assisting in a draft plan for a trail system that will connect Safe Routes to School trail to future housing development at Former Guntilsbergen Property.
- Park Upgrades Phase II- Clifford E Webster Recreation site has two multipurpose fields constructed. Lacrosse field at Flying Leaf Park (Site II) is near completion.
- Wellness Council- Working on adding additional language to the Exercise at Work Policy. Policy will be reviewed at the next Quality of Life meeting held in July.
- Fishery Restoration Project (Oneida Lake)- Working with the Lake Project Team to address community concerns on the size of the beach and access to camp site. Also, working with the team to find funding for park equipment.

# Development Division – Quarterly Report (Departmental Updates)

## • Utilities/Wastewater Treatment Plant

- Primary Objective is to provide safe drinking water and environmentally safe wastewater treatment and Septage removal. Provide Billing for Sewer/Water, Septic removal and refuse/recycling services. Currently the department has eight (8) full-time employees with no vacancies. Six (6) of our employees require training throughout the year to acquire CEC's required for their annual license renewals.
- Budget NOTES: WE are currently under budget by approximately \$8500, even with the FY 15 Expenses of \$17,573.17 recorded in November FY 2016.
- Reminder: August 28<sup>th</sup>, invoices were sent to accounting to be paid totaling \$17,573.17. On November 5, 2015 we were contacted by one of the vendors for payment, at that time I noticed none of these invoices were paid. Therefore, this amount will be reflected in our FY 16 budget.

## • Zoning Department:

- Zoning has been very busy with the continual inspections for large projects with Festival Foods, Walmart and most recently 54 One Stop. Larry Cornelius has assumed the role of Interim Zoning Administrator while Troy Parr is on special assignment.
- Continues to work on electronic system in order to make permitting process quicker and easier for all of our internal and external customers. Participated in a resource fair at the VFW to share information on the permitting process and to answer questions. Building permits issued 17; Land use permits issued 5; Sanitary permits issued 2.

Assistant Development  
Director of Operations  
DPW

Jacque Boyle



# DEPARTMENT OF PUBLIC WORKS

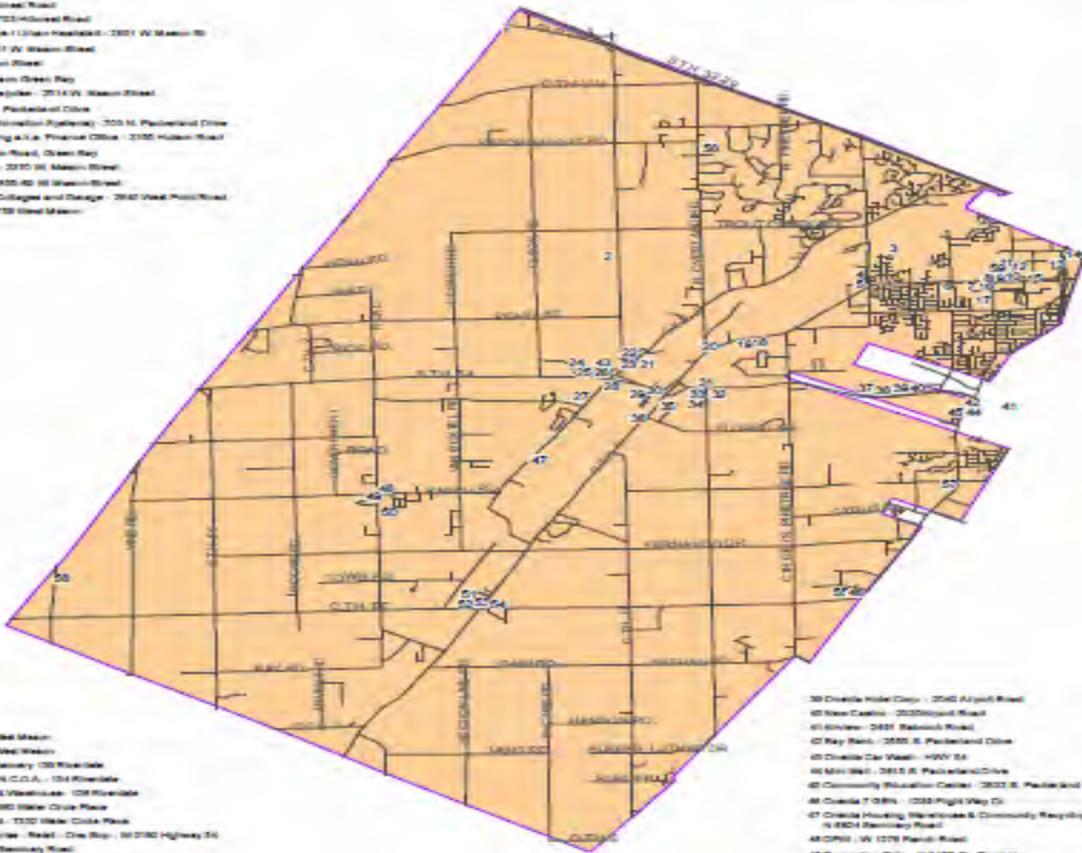
QUARTERLY REPORT:  
April/May/June  
FY2016

# 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.

ONEIDA NATION  
TRIBAL BUILDINGS AND BUSINESSES

- Buildings - Addresses**
- 1 Oneida Travel Center - 3008 Oak St
  - 2 Oneida Station - N 2047 County Road 12
  - 3 Oneida Training Center - 4311 Highway
  - 4 Language - 3727 Hudson Road
  - 5 Cultural Heritage - 3723 Hudson Road
  - 6 Three Sisters Depress / Union Health - 3301 W Main St
  - 7 Parking / Retail - 2201 W Main Street
  - 8 HRC - 2002 W Main Street
  - 9 Housing - 2002 W Main Street
  - 10 Oneida Tobacco Enterprise - 2019 E. Main Street
  - 11 OGD Health - 701 N. Packerland Drive
  - 12 OGD / Geographic Information Systems - 703 N. Packerland Drive
  - 13 Oneida Accounting & A. Finance Office - 2100 Hudson Road
  - 14 Pughes - 2000 Leaven Road, Green Bay
  - 15 Oneida Veterinary - 2010 W Main Street
  - 16 West Main Blvd - 2005 W Main Street
  - 17 Social Services & A. College and Design - 2007 West Point Road
  - 18 Piquette Plaza - 2100 West Main



- 19 Oneida Little League - 2100 West Main
- 20 Maple Orchard - 3079 West Main
- 21 Tropicana - A & C. County 100 Packerland
- 22 Retail Center & A. GUN C.O.A. - 104 Riverside
- 23 Retail Center Design & Warehouse - 108 Riverside
- 24 Food Distribution - N 7000 State Circle Plaza
- 25 Little Bear Development - 1332 State Circle Plaza
- 26 Oneida Tobacco Enterprise - Retail - One Stop - W 7100 Highway 54
- 27 Public School - N 7123 Secondary Road
- 28 Harbortel Center / High School / BC - N 7100 Secondary Road
- 29 Oneida Center - Memorial Building - 2013 May Street
- 30 Oneida Public Library - Library Expansion - 201-210 St.
- 31 Division of Land Management - 4374 Airport Road
- 32 New Health Center - Oneida Mall
- 33 Airport Road Child Care Center & A. Three Sisters Depress - 2005 E. Ch
- 34 Lee Wheeler - 2007-2005 E. Overland
- 35 Packerland & A. Packerland Plaza - 601 - 2000 Packerland Road
- 36 Law Office - Central & A. Packerland Plaza - 2000 Packerland Road
- 37 Central Veterinary - 2170 Airport Road
- 38 New Movie Activity Center - 2100 Airport Road

- 39 Oneida Hotel Center - 2040 Airport Road
- 40 New Center - 2020 Airport Road
- 41 Oneida - 2401 Packerland Road
- 42 May Mall - 2000 E. Packerland Drive
- 43 Oneida Car Wash - HWY 54
- 44 May Mall - 2015 E. Packerland Drive
- 45 Community Education Center - 2003 E. Packerland Drive
- 46 Oneida T O'Brien - 1034 Pugh Way Dr
- 47 Oneida Housing - Warehouse & Community Recycling Deposit - N 6024 Secondary Road
- 48 OGD - W 1078 Packerland Road
- 49 Reception Bldg - N 6457 Ch. Thrust N
- 50 Tomlinson Shellie / Library / Table Park - 1075 Red Tail Drive
- 51 Oneida Nation Museum - W 2002 County Truck RR
- 52 Area John Working Income - W 2048 County Truck RR
- 53 Oneida Oneida Health Center - N 2715 Packerland Road
- 54 Oneida Oneida - N 2712 Packerland Road
- 55 Oneida Oneida - N 2712 Packerland Road
- 56 Oneida Oneida - N 2712 Packerland Road
- 57 Packerland Oneida - N 2712 Packerland Road
- 58 Packerland Oneida - N 2712 Packerland Road
- 59 Packerland Oneida - N 2712 Packerland Road
- 60 Packerland Oneida - N 2712 Packerland Road



GEOGRAPHIC LAND INFORMATION SYSTEMS  
N 703 Packerland 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: NAV88

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>

# 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 1033 phone calls that came in to DPW for this quarter. We crossed trained our Admin II with the Custodial III Admin in an effort to save money; she put in approximately 84 hours assisting the Custodial department in the Admin area. Budget preparation is and has been in effect this quarter

Fleet is also part of the Administration department. Their main objective is to help departments with there 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 113 vehicles cleaned this quarter. Numbers are rising due to the warmer temperatures. We received 6 new trucks and 1 van and we are currently waiting for the delivery of 1 truck and 1 van. There are currently 2 bids pending on vehicles. We had 2 incident reports this quarter. The vehicle auction will be in September 2016 and the information will be shared in the Kaliwisaks.

# 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 66 work orders completed. In April we invoiced 33 customers, in May 20 customers were invoiced and as of June 23, 13 customers have been invoiced. (See attached Archibus spreadsheet for fine details)
- We are putting together a team to up-grade the prints between Gaming, Zoning and Facilities to up-grade the prints in Plumbing, heating, hvac, electrical sewer, storm, safety and building structure to all of the Tribal buildings in gaming and non gaming. This team will do a walk through every tribal building and put a preventative maintenance schedule together.

# 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 208 work orders completed in April, May and June, 2016.

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.

Staffing concerns: Custodial has a high employee turn over due to the application pool and the procedures in which we hire. We are currently fully staffed with the exception of one Custodial Supervisor. moved a full time employee over to the Social Services Building,

We are working diligently on the FY17 budget.

Custodial continues to receive compliments on our Inventory and Equipment Staff and also on the Safety Data Sheets.

# DEPARTMENTAL HIGHLIGHTS AND UPDATES

## Custodial Cont.....

PROJECT UPDATE	
Oneida High School and Elementary School year end classroom 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 ¼ complete with the NHC project. The floors are taking longer than anticipated due to the length of time between finishing due to <b>cost containment. It's harder to get the wax and sealer off when it's been on so long.</b>
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.
Youth Workers	Two of our locations are working with youth workers.
SDS Books Updated	The safety data sheets for each chemical needed to be changed from MSDS TO SDS and new sheets need to be created

# 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 had 13 work order requests come through to our department.

The Farm requested assistance and utilized an Excavator wit one of our operators for a week.

We have trucked hundreds of loads of fill for the CIP farm barn project.

We continue to keep up with the tribal building lawn maintenance.

# 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.

- ❖ This time of year, the focus of the Facilities Department is in completing the building improvement capex projects. These are often on very tight schedules due to contractors timeframes, weather, and equipment leadtimes.
- ❖ 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. There have been various power outages that have required emergency response to ensure systems are back up and running as soon as possible.
- ❖ The DPW Facilities Department has been very involved with planning and preparing for community events such as the Tribal community Clean Sweep event. In addition, the Electrical Department has devoted many hours in preparation for the annual Oneida Pow-wow.

# FACILITIES CONT...

## PROJECT UPDATES

### SSB Family Fitness Boiler Replacement

The project consists of life cycle replacement of the two existing, light commercial grade, Weil-McLain boilers. These boilers heat the pool water as well as the family fitness offices. Currently both boilers need to run 100% to maintain set points and as failures occur more often, we cannot maintain temperatures. This project will replace the boilers with two larger P-K, commercial grade, high efficiency boilers. The new boilers will also give us partial redundancy as well. The project also replaces the circulating pumps and adds a variable frequency drive on the main loop pumps. The new boilers and pumps will be reconnected to the existing I/Net BMS control system.

Current Status: The equipment is ordered and the project will be installed during the scheduled pool maintenance shutdown on August 22-September 2.

# DEPARTMENTAL HIGHLIGHTS AND UPDATES

## Facilities Cont...

PROJECT UPDATES	DESCRIPTION
Printing RTU Replacement	The project consists of life cycle replacement of three existing <b>Carrier Roof Top Units (RTU's)</b> which furnish heating, ventilating and air conditioning (HVAC) to the Print Shop and offices. The project will replace three of the six units with <b>high efficiency Carrier RTU's</b> . This project includes upgrade and integration of the sites controls to our Schneider Electric Struxure Ware Building Management System (BMS)

# DEPARTMENTAL HIGHLIGHTS AND UPDATES

PROJECT UPDATES	DESCRIPTION
Civic Center RTU Replacement	<p>The project consists of life cycle replacement of six existing Trane <b>Roof Top Units (RTU's)</b> and one Reznor Make-Up Air Unit (MUA) which furnishes heating, ventilating and air conditioning (HVAC) to the civic center offices and the gymnasium. The project will replace the seven units with <b>six high efficiency Carrier RTU's</b>. This project includes upgrade and integration of the sites controls to our Schneider Electric Struxure Ware Building Management System. (BMS)</p>

# DEPARTMENTAL HIGHLIGHTS AND UPDATES

PROJECT UPDATES	DESCRIPTION
Elder Services - RTU Replacement	<p>The project consists of life cycle replacement of the existing 30 ton York Roof Top Unit (RTU) which furnishes heating, ventilating and air conditioning (HVAC) to the Elder Services offices and main building. The new RTU will be a high efficiency Carrier 30 ton unit.</p> <p>This project is currently in the installation stage. The DPW electricians have installed all of the pre-wiring and raceways and are ready for the unit replacement scheduled for June 29<sup>th</sup> &amp; 30<sup>th</sup>.</p>

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Replace Asphalt	Scheduling contractors in July/August for parking lot/driveway replacements at Tsy Farm, LBDC, and a portion of Social Services Building
Roof/Flooring Replacement	Obtaining bids for roof replacement at OPD and for the SSB detached garage. Preparing contracts for flooring replacement in Fitness center exercise room and OPD offices.
Lighting Upgrades	Scheduling installation of lights for Health Center and Pool area

# ARCHIBUS WORK ORDER REPORT

## AS OF 6.23.16

Completed Work Requests by Problem Type											
		Month									
Problem Type		Total	2015-10	2015-11	2015-12	2016-01	2016-02	2016-03	2016-04	2016-05	2016-06
<b>Total</b>	<b>Number of Requests</b>	1,969	190	192	308	227	236	222	226	243	125
BLINDS	Number of Requests	5				1	1	1		1	1
CARD ACCESS	Number of Requests	48	1	2	3	4	7	7	4	10	10
CLEANING	Number of Requests	19	3	4	3		1	3	4	1	
CONSTRUCTION	Number of Requests	14		1	2	1	1	3	5	1	
COOLER/FREEZER	Number of Requests	18		3	4	2	2	2		2	3
DAMAGE	Number of Requests	11	1		1			4	1	2	2
DISPOSAL	Number of Requests	19	1	10	5			1	1	1	
DOOR-LOCKS-KEYS	Number of Requests	71	3	10	9	3	8	11	12	8	7
ELECTRICAL	Number of Requests	167	5	9	34	22	23	11	15	34	14
ELECTRICAL PROB	Number of Requests	28	3		4	5	2	5	3	6	
FINISHES	Number of Requests	2						1		1	
FLOORING/CEILING	Number of Requests	11		1	1	2	1	2			4
FURNITURE RELAT	Number of Requests	186	33	16	24	20	19	24	20	17	13
GENERATOR	Number of Requests	1			1						
GROUPS	Number of Requests	29	1	3	3	7	2	2	4	6	1
HVAC	Number of Requests	276	37	22	40	48	28	36	23	28	14
HVAC - INSTALL	Number of Requests	3				2				1	
HVAC-PM	Number of Requests	94	4	4	18		21	1	21	19	6
LIGHTING	Number of Requests	99	7	12	19	13	16	9	8	12	3
MAINTENANCE	Number of Requests	413	44	50	65	45	48	48	52	40	21
OFFICE MOVE	Number of Requests	24	6	1	2		5	4		5	1
OTHER	Number of Requests	223	23	28	34	20	26	30	21	24	17
PAINT	Number of Requests	17		2	4			4	4	2	1
PARKING LOT	Number of Requests	4				2				2	
PLUMBING	Number of Requests	110	16	7	18	10	18	5	18	17	1
PREVENTIVE MAINT	Number of Requests	16		1	3	11		1			
REMODELING	Number of Requests	3			1			1			1
RODENTS-INSECTS	Number of Requests	16			3	6		2	4	1	
ROOF	Number of Requests	2			1						1
SECURITY	Number of Requests	9		1		1	3	1	1		2
SIGNS	Number of Requests	8	1	2		1	1	1	1	1	
SPECIAL EVENT	Number of Requests	12		2	5		1	2	1	1	
TABLES-CHAIRS	Number of Requests	10	1	1	1	1	2		2		2
UNUSUAL SMELL	Number of Requests	1							1		