

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 7 / 26 / 17

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/Submitter: Troy D. Parr, Development Branch Director
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:

Approve Development Branch 3rd Quarter Report for FY'17.

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



ONEIDA

Development Division

Development Branch

Troy D. Parr, AIA
Development Branch Director

FY`17, 3rd Quarter Report
April, May & June 2017

Revised: 7/18/17

Development Division – *Renewed Vision & Mission*

Below are some highlights of FY '17, Third Quarter Development Branch work efforts:

Economic Development through Land Development

Effort continues to be put forth to explore to new sources of external revenue and job creation. Commercial Land leasing continues to be a very low-risk, low-to-moderate yielding revenue source. Through effective Land-Use planning, we continue to present potential Commercial Land Lease opportunities to the Oneida Land Commission for consideration.

Updating the Development Division

During the Third Quarter of FY 17, the OBC approval planning work was produced to complete the formal split of the Development Division into two separate Divisions. The Development Division had two branches – the Operations Branch and the Development Branch. These two branches have operated effectively for the past 5 years. Over the past 3 years, the Division continued a reporting structure as a single division; however, for all intents and purposes operated more effectively and efficiently as separate branches. These branches were presented to the Oneida Business Committee for review consideration as separate Divisions late in the Third Quarter of FY '17 thus creating our new division – the Community & Economic Development Division (CEDD) and the new Division of Public Works.

As part of the launch of the Community & Economic Development Division, the Management Team developed a new Divisional Vision & Mission that more accurately reflect the services we provide to the Oneida People. We look forward to continuing to serve the Oneida Nation and provide the professional development services that will continue to strengthen and build the great Oneida Nation.

Yaw^ko,
Troy D. Parr, AIA
Oneida Architect

RENEWED VISION & MISSION:

CEDD Vision

To elevate the Oneida Nation by providing community & economic development practices that nurture and sustain Oneida families to prosperity.

CEDD Mission

*To strategically implement systems that foster sustainable development and commerce growth that reflect **Tsi' niyukwalihota** (our ways) with innovative approaches that enrich the natural, built and business environments.*

Development Division – Quarterly report

This information reported is for the 2nd Quarter of the Fiscal Year (January, February and March 2017).

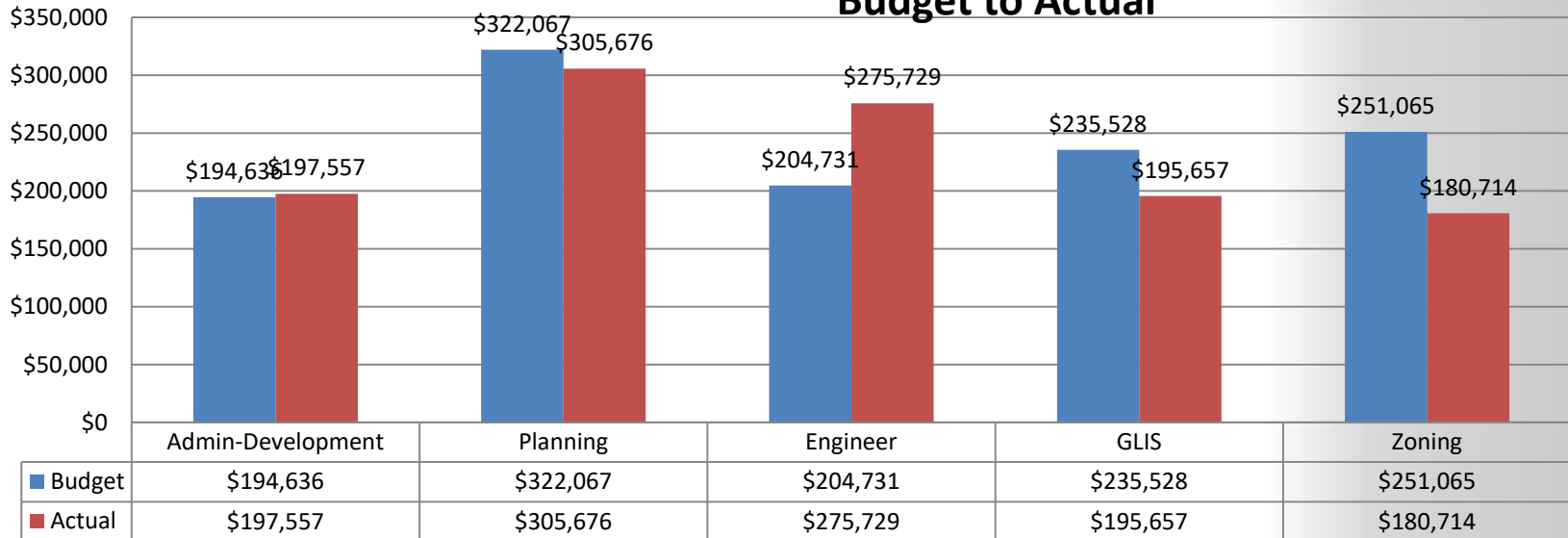


Department	Budget	Actual	Variance	%
Administration	\$194,636	\$197,557	-\$2,921	-1.50%
Planning	\$322,067	\$305,676	\$16,391	5.09%
Engineering	\$204,731	\$275,729	-\$70,998	-34.68%
GLIS	\$235,528	\$195,657	\$39,871	16.93%
Zoning	\$251,065	\$180,714	\$70,351	28.02%
Total FY17	\$1,208,027	\$1,155,333	\$52,694	4.56%

Development Division, Development Branch –
FY 17 (3rd Quarter)
4.65% better than budget



**Development Division, Development Branch - FY17 Quarterly
Budget to Actual**



Development Division - (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.)



Contact Paul Witek

Office: 920-869-4543

- Residential Home Sites
- Health Center Miscellaneous
- Elder Services / Apartments Improvements
- Social Services Building Remodel – Phase V
- Oneida Nation High School
- Cemetery Improvements
- Oneida Nation Farms Manure Pit
- Early Head Start Facility
- Oneida Golf Enterprise Remodel – Phase II
- Water Main Loop
- NHC Remodeling – Phase VIII
- Business Park Storm Water
- Oneida Fishery Restoration – Phase II
- Solar Electric Deployment, assistance
- Tribal Transportation Program, assistance
- Elder Homes Repair
- Beechtree Lane Extension
- Main Casino Exterior Enhancements
- Mason Street Casino Exterior Enhancements
- O.F.F. Facility Improvements
- Oneida Recreation Complex
- OCHC Satellite Pharmacy - AJRCCC
- Tsyunhehkwa Storage/Shelter
- Elder Village Cottages – Phase II
- Uskah Village Apartments – Phase II
- W. Mason C-Store Renovation
- Oakwood Court House Reconstruction
- ONSS – Accessibility Renovations
- Miscellaneous Small Projects

- Planning & Statistics Projects

Central Oneida Area Development Plan- Assisting with transportation improvements in Central Oneida to include a proposal for the Oneida Life Sustenance Community Center, sidewalk improvements, events space, a park and ride for the Duck Creek Trail, streetscape and a public plaza. Status: Ongoing community engagement, grant writing and working the Bureau of Indian Affairs Roads Program.

Model Housing Initiative – Assisting the Oneida Housing Authority to design and construct a series of affordable starter homes for one and two person households. The house design shall have the ability to be modified or expanded as the occupant(s) needs change. Status: Concept.

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. It includes a trail from the Turtle school to the Flying Leaf Neighborhood(Site 2). Status: Developing draft work plan that include phases and a time line for future development.

Development Division - (Departmental Updates)



▪ Planning & Statistics Projects

Apple Orchard Improvements - The Oneida Apple orchard is a center of tourist activity in the summer time with Apple Fest as its main event. Improvements to the facility such as parking, access points in and out of the apple orchard compound, replacing old trees, and production facilities is needed to continue to be community asset. Status: Project Planning Phases

Central Oneida Food Hub-Working with Governmental Services Director on a Food Hub Development Plan.

Agriculture Strategy – Assisting the Agriculture Strategy team with visuals, info graphics, maps, power point presentation and proposed Agriculture Strategy booklet. Introducing the Oneida Food Sovereignty Initiative that includes proposing incremental improvements to how we produce and provide white corn, buffalo meat, beef, and apples in the Oneida Community. Status: On-going

Development Division – (Departmental Updates)



▪ Planning & Statistics Projects

Survey – The Community Health Survey was a success, there were 788 responses total. As a team we were able to contribute all the data in a power point presentation to present to the public. This is one of the biggest surveys distributed to the community and the entire team shares in the success of coordination, implementation and final results.

Community Outreach- Coffee with planner's has been brought back. We held our first one on June 22, 2017. This group while small gave the planning department some valuable information. The focus of this first meeting was too re-introduce the Planning department and get input on how to further communication, educate, and develop the future coffee with the planners. We currently have additional meeting set up and will continue to notify the community of our locations and topics.

ICDBG (Indian Community Development Block Grant) – The Grant Application was successfully submitted for the Upper Oneida Project. We currently are awaiting a decision which should come in October. Efforts to continue work with the Upper Oneida space for future programming events is a focus in the Planning Department.

▪ Planning & Statistics Projects

We had the pleasure of an additional staff member: Intern Dakota John. He is a student from the University of Steven's Point and his study is in interior Architecture. He has 3 semesters or 11/2 years left of school. He has been able to work with Planning, GLIS, Zoning and Engineering throughout his stay to get a full view of how Projects and Concepts are created and completed. It was a pleasure having him here.

Planning completed the budget for 2018, with specific emphasis on the Comprehensive Plan and Vision Oneida. We have also begun to work with On base for electronic storage. This will be a big project but it is our main objective to reorganize the planning projects to a central location.

GLIS

The struggle to find a replacement for the Administrator has been a work in progress. MIS and GLIS are working together to keep the system running and updated without interruption of services. A team has been assembled from MIS to work with GLIS on a regular basis and address concerns as they arise. Overall, this has been working.

Development Division (Departmental Updates)



ZONING

Zoning is currently full staffed.

There are currently 48 ongoing projects. A few major projects are The Sam's Club renovation which is ongoing, Uskah Village Phase 2 which is ongoing, Thornberry Remodel which is complete and Grand Central Station renovation which is ongoing.

This past quarter 30 Building Permits were issued: 14 Land Use Permits were issued and 1 Sanitary Permit was issued.

Zoning has received 19 property complaints which have been investigated and forwarded for additional enforcement if required.

On May 30th the Oneida Gaming Commission recognized Senior Inspector Larry Cornelius and staff for Facility License and their continued excellence in performing the necessary job duties and accepting accountability to ensure minimum internal control requirement are in compliance.

Mariea King has been added to the Zoning Staff and has filled the Permit Processor position on a LTE basis for one year. Welcome Mariea, she has been doing a great job.

Development Division (Departmental Updates)



Transportation Planning

Beechtree has wrapped up near Site II on July 5, 2017. The road extends the current Beechtree rd east connecting to highway H. The road also connects to Green Earth Trailer Park on Six Nation Drive. Scope of work consisted of a fenced in wet pond, curb and gutter, stripping and signage. A flashing beacon for safe crossing will be installed on August 1, 2017.

The following roadways will be receiving grading HMA pavement and drainage improvements beginning September 1, 2017:

Aliskwit Ct

Ranch Rd (2 Miles)

Town Rd (End portion)

Metoxen Rd

Powless Rd

Takwatekha Rd

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Accept and approve the Department of Public Works 3rd quarter 2017 report

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4. Budget Information

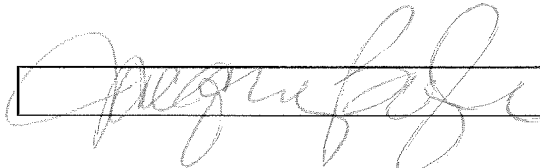
Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:



Primary Requestor/Submitter:

Jacque Boyle, Interim Assist. Dev. Division Director

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

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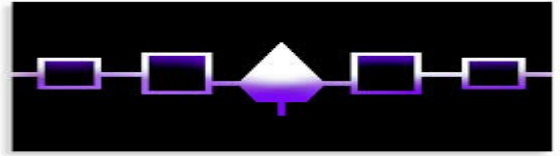
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ONEIDA NATION DEPARTMENT OF PUBLIC WORKS DIVISION

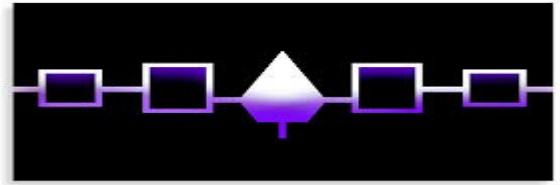


2017 3rd Quarter Report





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Automotive

The most important provisions for the Oneida Nation is safe operations of vehicles used for the Nation's business to remain operational to their full potential. This is done by scheduled maintenance and repairs of departmental vehicles.

Community Wells & Septic, Plumbing

To upgrade the standard of living by providing complying Septic Systems and potable water supply from Private Wells. To be the first line of defense against disease prevention.

Custodial

The DPW custodial department maintains all non-gaming Oneida Nation occupied buildings in a clean, sanitized, and safe environment through teamwork, communication, and quality customer service.

Facilities, Maintenance

The facilities department provides preventative and regular maintenance, remodeling, fire and security monitoring, event coordination, and departmental moves for 80+ buildings and their departments.

Grounds Keeping

The overall maintenance of all of the Oneida Nation's grounds, roads, landscaping, and 24 hour snow removal along with Tribally owned roads is the mission of the Grounds Keeping Department.

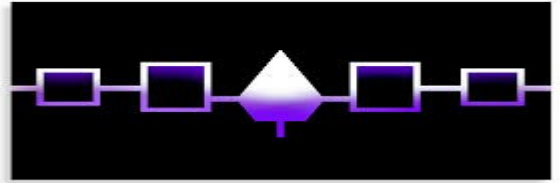
Utilities

Provide safe drinking water and environmentally safe wastewater treatment and septage removal. Provide billing for sewer and water, septic removal and refuse/recycling services.



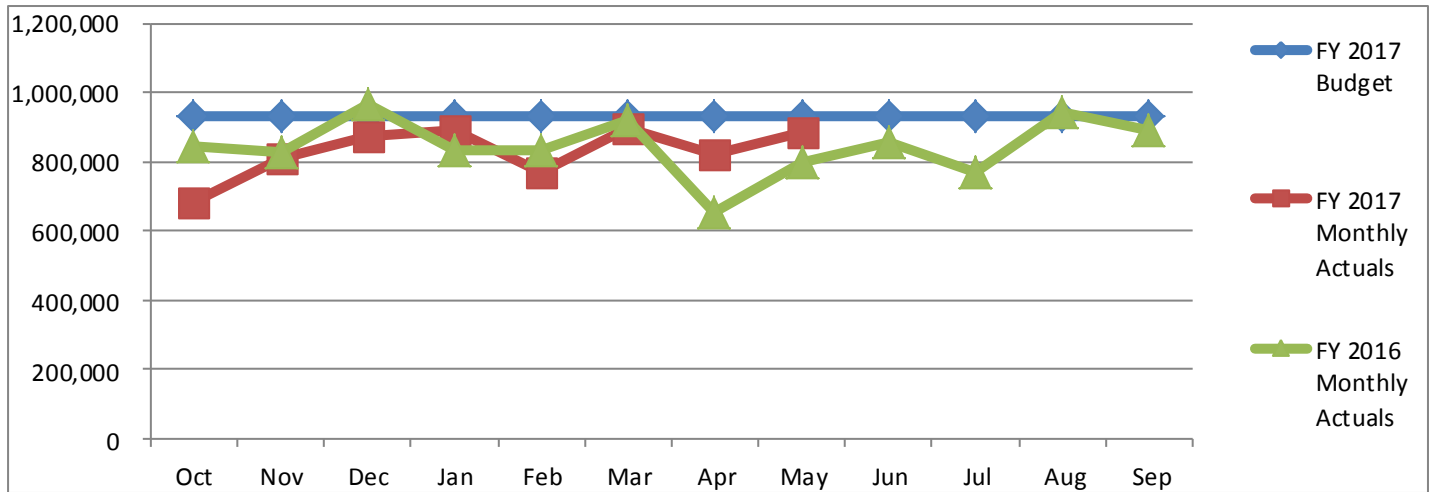


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Department of Public Works Financials

Budget versus Actuals

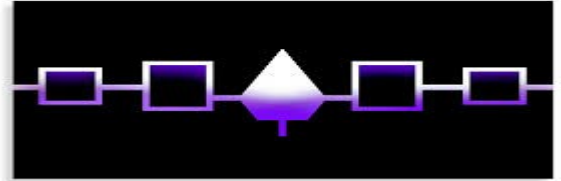


- YTD Actuals as of May are at an \$820,269 positive variance versus YTD Budget which is approximately an 11% variance.
- Major contributing factors to the positive variance are vacant positions, medical leaves, and implementation of trade back for cash to occur later this year.
- Reorganization efforts have also created shared positions, efficiencies, and increased or improved services.
- Project implementation was delayed until the FY17 budget was approved and there are several projects currently in progress.



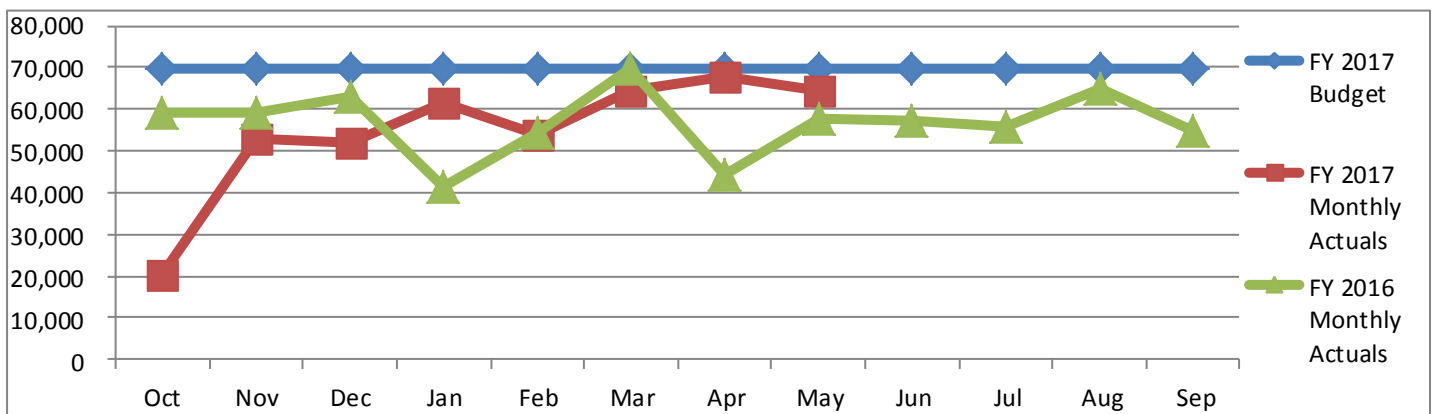


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Department of Public Works

The Department of Public Works Administration provides services and support for all of DPW Business Units, internal and external customers. We provide administrative services, budget and financial support services, community services, continuous improvement, customer services, fleet vehicle services, human resources services, safety awareness, and training services.



DPW has worked with HRD and various other departments in placing interns and current employees in areas which they have a career interest and/or related degrees. This has worked out quite well to give recent graduates and students experience in their field of study. This is one initiative that is contributing to the succession planning that not only our Department is concerned about, but the overall organization. In doing this, it allows employees to gain the necessary experience to qualify for vacant positions. We will also be working with the High School this fall to develop a student employment program to possibly fill part time vacancies in custodial and grounds keeping.

Completion of capital expenditure projects has been a major focus for DPW in this past quarter and will continue all of 4th quarter. Various building projects have been completed including reroofing, replacing flooring, and replacing HVAC equipment.

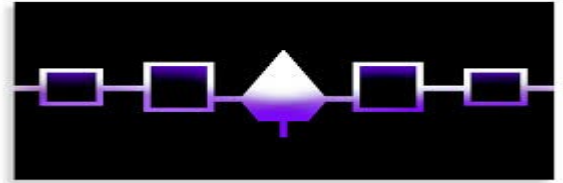
This past quarter, there were additional resources devoted to Grounds Keeping and Landscaping efforts at the various buildings, mainly Turtle School, AJRCCC, and most recently NHC. Building Assessments were used to determine the priorities to be worked on at each site and plans/schedules created to complete them. In addition, DPW has taken on the responsibility of maintaining the HWY 54 bridge area weekly mowing to improve appearances in this area.

The custodial area has continued their assessment and evaluations utilizing industry standards throughout the operation to determine staffing levels, cleaning procedures, and training needs. One of the on going challenges in this department is in meeting staffing needs. This is due to personnel leaving employment for higher wages being offered elsewhere, very few candidates applying for vacant positions, high rate of medical leaves, and retiring employees.

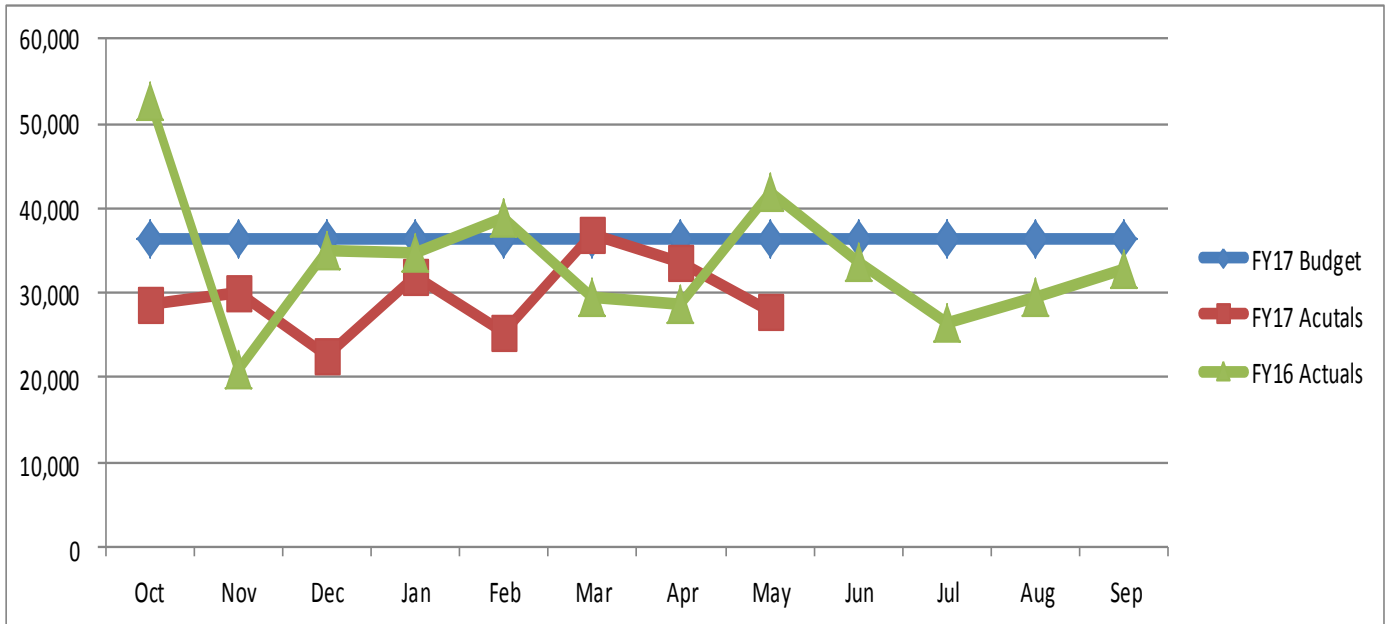




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Automotive Department



3rd Quarter Services

Automotive Work Orders Completed: 297

Vehicle Requests: 79

Fleet Detailing: 153

Property, Equipment, Vehicle Incident Reports: 8

Program Alignment Summary

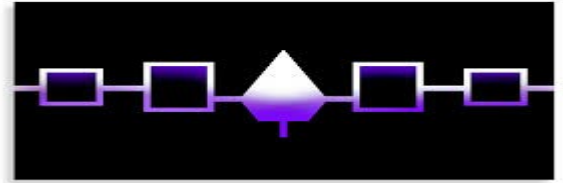
Alignment	Description	Status
Committing to Building a Responsible Nation	Implement Archibus System for inventory	Parts/Supplies data are being entered into the system. Approximately 15% complete.



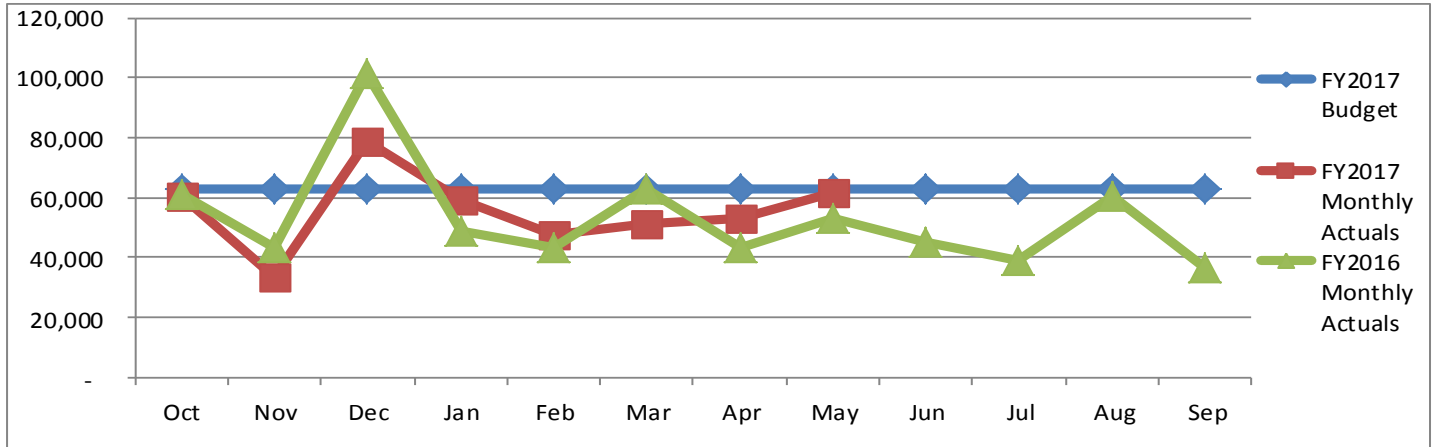


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Community



Wells and Septic, Plumbing



Projects

Description	Status
IHS Project BE-13-J05	3 well drilling, 3 test pumps
IHS Project BE-15-J50	12 sites to serve this year
IHS Project BE-12-G98	7 new HBO sites open (no applicants yet) Remaining work for this project
POWTS Improvement & Inventory	353 POWTS Evaluation Sites

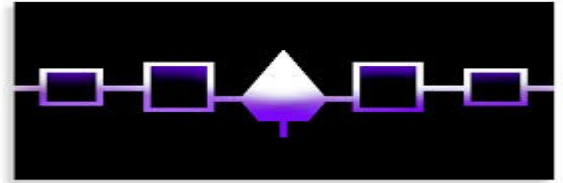
Program Alignment Summary

Alignment	Description	Status
Commitment to Building a Responsible Nation	CWS & Plumbing Repairs	59 Septic System Plumbing Repairs
	Other Calls for Repairs	31 Water Supply/Well Repairs
		34 Other Repairs (not well & septic)
Commitment to Building a Responsible Nation	Engineering CIP Project #	S&W connections at Metoxen Lane, Oska
	Farm Project	Village S&W connections. Farm Barn
	Oneida Cemetery	Project install storm drain, Weekly water
	Conservation Staging Area	height check at OC.
	Oneida Lake Bathroom Facilities	
Commitment to Building a Responsible Nation	Tribal Building Facilities Plumbing projects, repairs and services	34 Work Orders
Commitment to Building a Responsible Nation	Other: Elder Services, Housing Authority, DOLM Sites	28 Work Orders

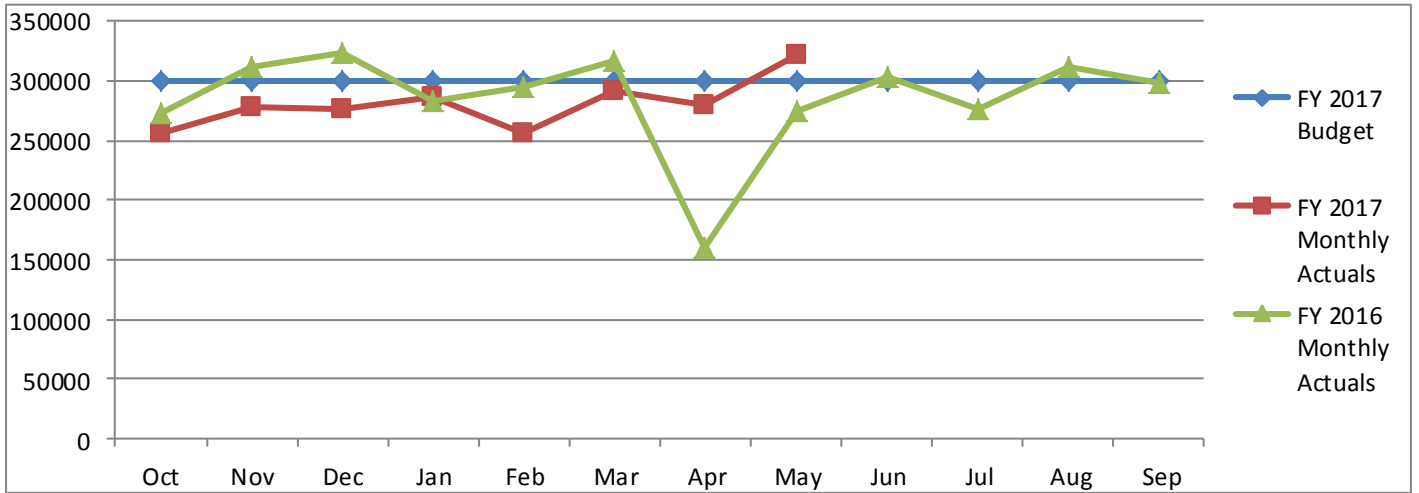




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Custodial Department



Projects/Services

Description/Project

Status

Equipment

Received price and ordered Scrubbing Machine for the OCHC

Ordered a small scrubbing machine to clean

Schools Summer cleaning

Headstart. ONES and NHC High School are

Flooring at Retail Outlets

Coordinating Team to focus on floor care and Oneida One Stops

Program Alignment Summary

Alignment

Description

Status

Create a Positive Organizational Culture

Develop Training Program

Determine procedures to be included and specific to each building

Commitment to Building a Responsible Nation

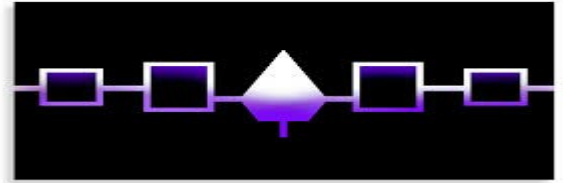
Define Building Cleaning Standards

Custodial team is meeting to update handbook, and began using it for orientation of new employees

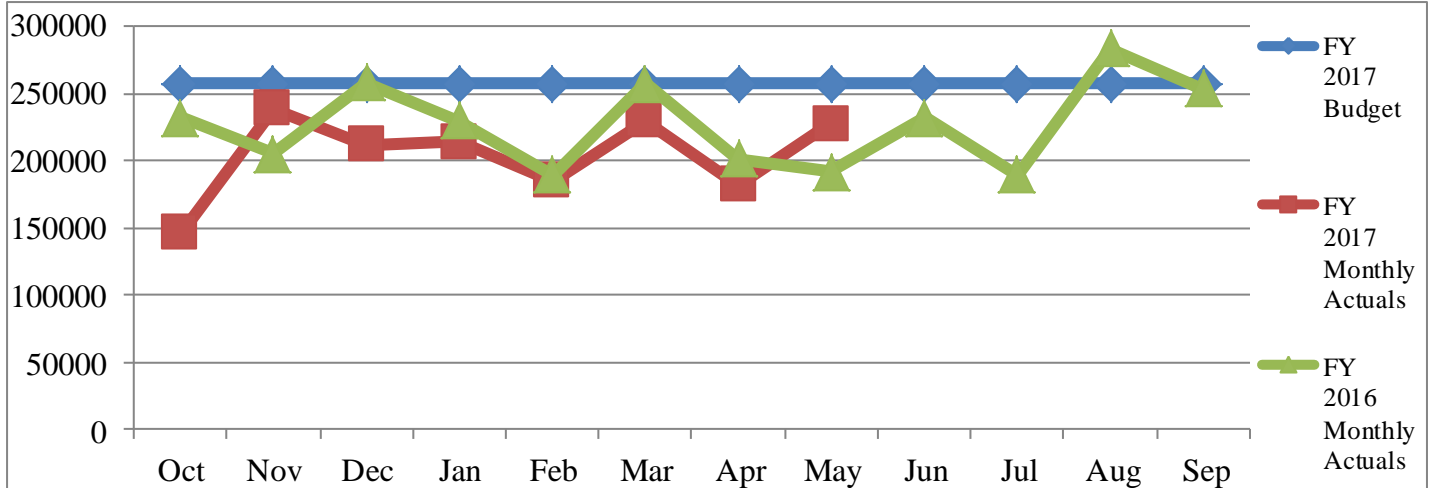




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Facilities Department



Initiatives/Projects

Projects

West Mason Casino , Budget, Social Services Bldg., Early Headstart, Solar Deployment, ARCHIBUS, Old Accounting bldg. boiler replacement, NHC N. Wing scope of work, Mason Street C-Store project.

Training

Four (4) trainings, ALICE (Turtle School), BIE Requirements, Carrier Controls Expert CS 1

Repairs and Maintenance

Control Access, Security Systems, HVAC Control, Inspections, Skenandoah, HVAC Thornberry Creek
 Work Orders: 627
 April 160
 May 262
 June 206

Program Alignment Summary

Alignment

Committing to building a Responsible Nation

Committing to building a Responsible Nation

Description

Completion or extension of funds to carryover to be able to complete Capital Expenditures.

Complete Facility Condition Assessments

Completed

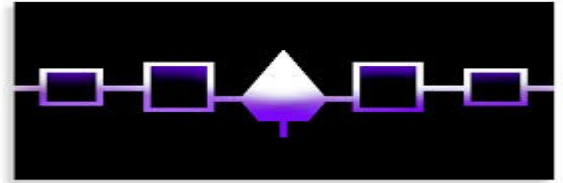
Started project and are working with budget office and team to work through issues.

Building Assessments continue to be completed with additional ones being

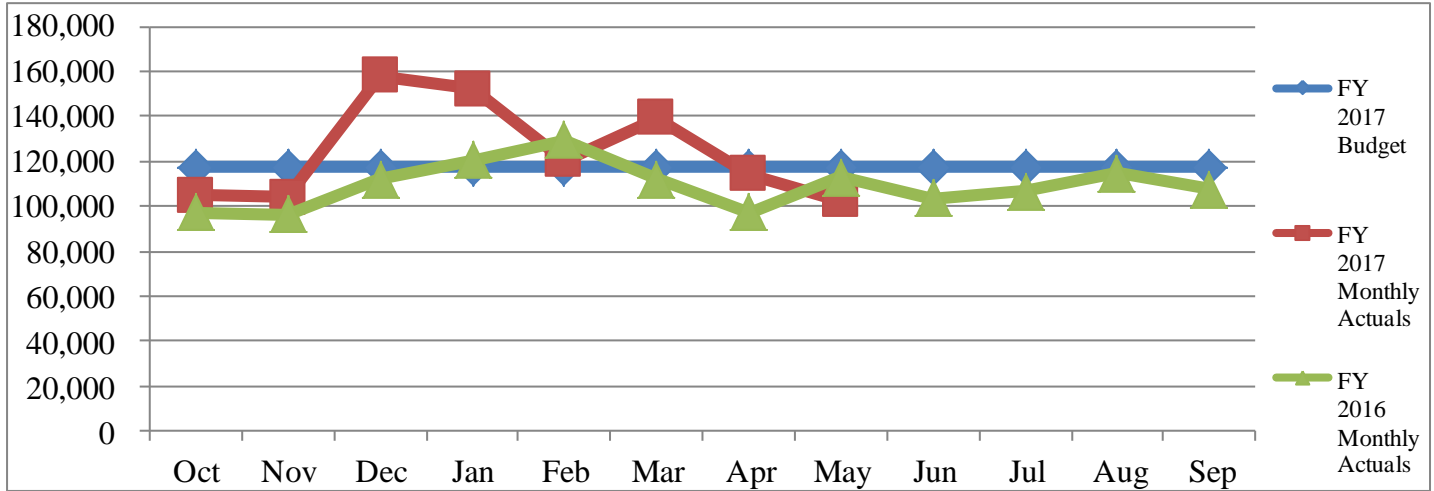




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Grounds Keeping Department



Projects/Services

Project/Services

Status

Beautification of Grounds Surrounding the Nation's buildings	Landscaping completed at Anna John, 172 Daycare, and Turtle School. Currently working at NHC and Farm.
Assets	Finishing the assets list to agree with asset manage-
Equipment	Purchased

Program Alignment Summary

Alignment

Description

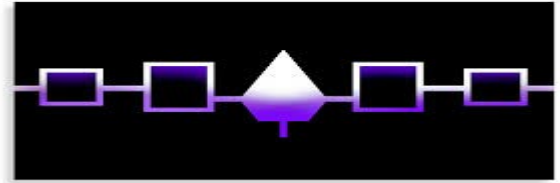
Status

Committing to building a Responsible Nation	Develop Standards for Buildings	Personnel, Routes, Equipment are being refined from last year.
Committing to building a Responsible Nation	Snow Removal Plans	Schedules, site layouts, logs updated from last year to become more efficient.
Committing to building a Responsible Nation	Lawn Maintenance	Continue to do assessments of various facilities.
Committing to building a Responsible Nation	Trucking	Completed 2 gravel pads for the farm.

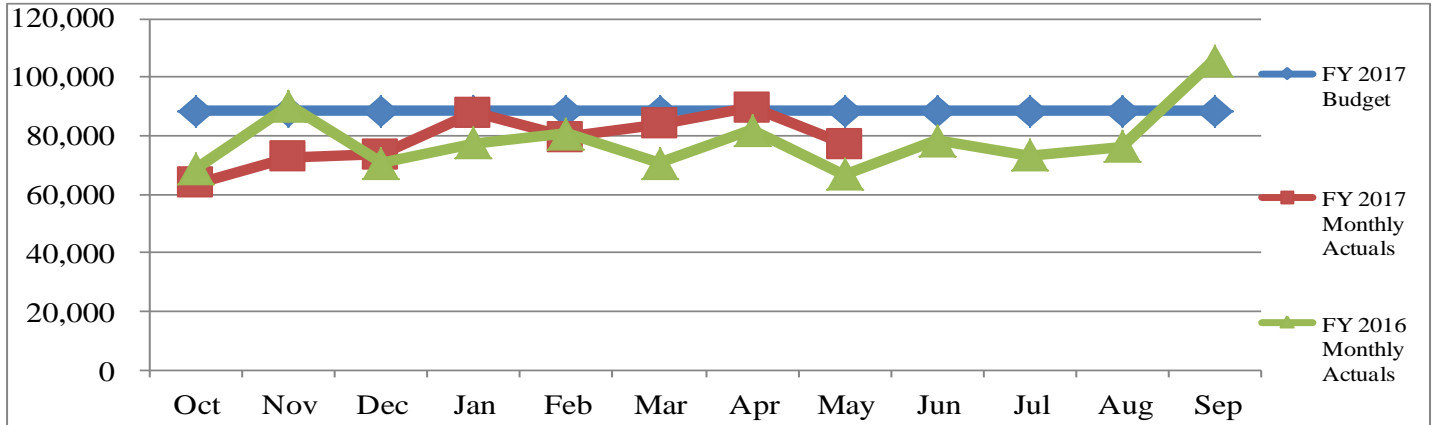




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Utilities Department



Services Provided

Service	Status
Work Orders	77 Completed
Locate Requests	243 Completed
Septic Pumping	160 Completed
Non-payment, Disconnections (April1-Oct. 31st only)	7 Disconnects

Program Alignment Summary

Alignment	Description	Completed
Committing to building a Responsible Nation	Public Water Legal Mandate/ Regulatory Compliance	EPA and Oneida Nation’s Public Water and Wastewater required weekly sampling and testing were completed and in compliance.
Committing to building a Responsible Nation	Public Sewer Legal Mandate/ Regulatory Compliance	EPA and Oneida Nation’s Public Water and Wastewater required weekly sampling and testing were completed and in compliance.

