

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 7 / 25 / 18

2. General Information:

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

Agenda Header:

☒ Accept as Information only

☐ Action - please describe:

Community & Economic Development Division 3rd Quarter Report.

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: Submitted by: Grace Koehler, Executive Assistant
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:

FY18 3rd Quarter Report for the Community & Economic Development Division.

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



Community & Economic **Development Division**

Troy D. Parr, AIA
Division Director

Fiscal Year 2018 - Third Quarter Report
April, May & June 2018

Revised: 7/17/18

Community & Economic Development Division

This information reported is for the 3rd Quarter of the Fiscal Year 2018 April, May & June.



Department	Budget	Actual	Variance	%
Administration-Dev.	\$338,917	\$296,759	\$42,158	12.44%
Planning	\$613,740	\$512,121	\$101,619	16.56%
Engineering	\$255,019	\$165,565	\$89,454	35.08%
Zoning	\$173,436	\$293,033	-\$119,597	-68.96%
Total FY18	\$1,381,112	\$1,267,478	\$113,634	8.97%

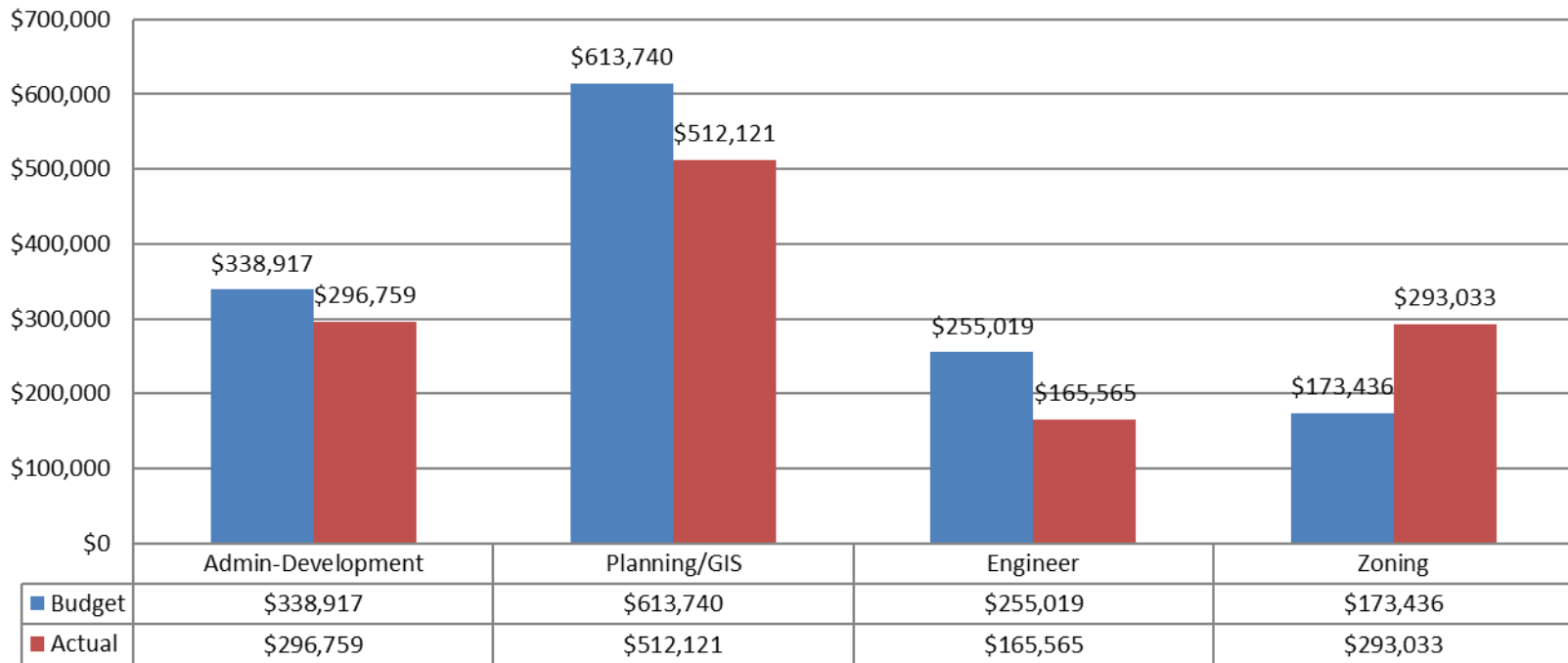
Community & Economic Development Division



FY 18 (3rd Quarter)

For April, May & June

Development Division - FY 18 Quarter 3 Budget to Actual



Community & Economic Development Division



FY 18 (3rd Quarter)

For April, May & June

Variance explanation

- CEDD Administration savings is directly payroll. The administrative assistant position was vacant for the first quarter of FY18.
- Planning/GLIS savings is mostly in payroll. One planner moved to the Zoning department as Zoning Administrator as part of the new Community and Economic Development Division. The budget positive variance is expected to continue for the rest of the fiscal year and offset the Zoning department negative variance. GLIS personnel is in line with budget.
- Engineering variance due to revenue earned from 4 Paths in FY17 but not reported in the financials in FY18. The revenue earned was \$32,500. 4 Paths project also continued into FY18 for revenue that we did not budget for. 4 Paths opened December 2018. Billable hours also increased during the fiscal year. Notable projects include misc. health center projects for dental and pharmacy. The billing rate also increased by \$5 per hour but was not reflected in the budget for FY18. Engineering has made the adjustments in the FY19 budget.
- Zoning variance due to one planner reassigned to Zoning Administrator. The other position not budgeted for was one part time commercial electrical inspector. We currently has 2 commercial electrical inspectors. The other position payroll expensed is being shared with DPW. Zoning is behind in revenue but will make up the permit revenue in the 4th quarter as this is their busiest quarter.
- Community and Economic Development Division has a positive variance of \$113,634 or 8.97% better than budget. Adjustments have already been made to address our variances in FY19.

Engineering:

We are managing the various CIP, Non-CIP, CHD, 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 on next slide.



Early Head Start – Main Entry



Uskah Village Apartments

Paul Witek - *Engineering Director/Senior Architect;*
James Petitjean – *Community Development Area Manager*

Community & Economic Development Division - (Departmental Updates)



Engineering (continued):

Contact Paul Witek
Office: 920-869-4543

Project No.	Project Title	Budget Compliance	Schedule Compliance
23-005	Residential Home Sites	Within budget	On-schedule
05-005	Health Center Miscellaneous Projects	N/A	On-schedule
05-013	Elder Services/Apartment Improvements	Within budget	On-revised schedule
07-002	SSB Remodeling – Phase V	Within budget	On-revised schedule
07-013	Maple Sugar Camp	Within budget	Complete
13-011	Oneida Nation High School	Not established	Not established
14-002	Cemetery Improvements	Within budget	On-schedule
14-012	Oneida Nation Farms Barn & Manure Pit	Additional Budget needed for next phase	Currently drafting schedule
14-013	Early Head Start Facility	Within budget	On-schedule
15-001	Community Food Enterprise Center	Not established	Not established
15-002	Water Main Loop – Community Wells	Additional Budget needed	Revising schedule
15-003	NHC Remodeling – Phase VIII	Within budget	On-schedule
15-004	Business Park Storm Water	Within budget	On-schedule
15-005	Oneida Fishery Restoration – Phase II	Within budget	Not established
15-006	Solar Electric Deployment	Within budget	Complete
15-008	Tribal Transportation Program – Various Projects	Within budget	On-schedule
16-006	Main Casino Exterior Enhancements	Within budget	On-schedule

Community & Economic Development Division - (Departmental Updates)



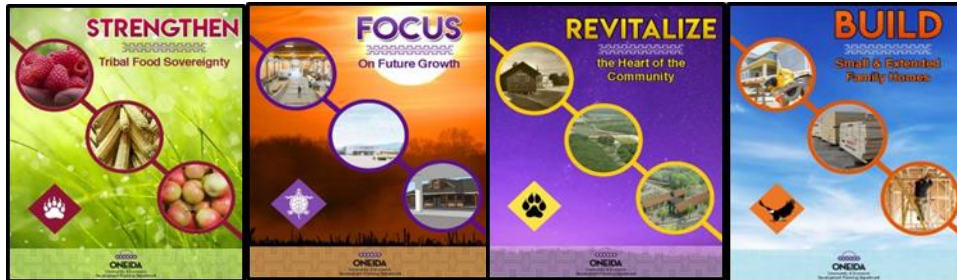
Engineering (continued):

**Contact Paul Witek
Office: 920-869-4543**

Project No.	Project Title	Budget Compliance	Schedule Compliance
16-007	Mason Street Casino Exterior Enhancements	Within budget	On-schedule
16-008	O.F.F. Facility Improvements	Within budget	On-revised schedule
16-011	Oneida Recreation Complex	Not established	Not established
16-013	OCHC Satellite Pharmacy – AJRCCC	Within budget	Complete
16-014	Tsyunhehkwa Storage/Shelter	Not established	Not established
16-018	Elder Village Cottages – Phase II	Within budget	On-revised schedule
17-005	Residential Development – FG	Within budget	On-schedule
17-007	Uskah Village Apartments – Phase II	Within budget	On-schedule
17-008	Oneida Four Paths	Within budget	Complete
17-013	ONSS – Accessibility Renovations	Within budget	On-revised schedule
17-014	State Farm Grazing Project	Not established	Not established
18-003	Oneida Community Trails – Silver Creek	Within budget	On-schedule
18-004	Elders Memorial	Not established	Not established
18-005	Tsi?niyukwalihot^ Wellness Campus	Not established	Not established
18-006	OCHC Dental Renovation	Within budget	On-schedule
18-008	Maple Leaf West Neighborhood	Not established	Not established
18-009	Uskah Village South Neighborhood	Not established	Not established
18-010	Food Distribution Store Concept	Not established	Not established

Planning Department - Projects

**Contact Susan Doxtator
Office: 920-869-4594**



- **Upper Oneida Transportation** – Planning has met with DPW and Environmental Health and Safety and presented the conceptual plans for development of upper Oneida. Each area provided feedback on the transportation project and first phase for development on the “former” BP sight. Status: Setting up a working session with CDPC to discuss funding for non-transportation related items and next phases for development.
- **Model Housing Initiative** – Planning is working on a small home housing project for single and two-person households. Status: Working session is being scheduled through the Community Development Planning Committee.

Susan Doxtator – Planning/GIS Director;

James Petitjean – Community Development Area Manager

Planning Department - Projects (continued):

- **Tji?niyukalihota Wellness Campus** - Project is continuing to define program elements and components. Phone discussions with similar facilities in Indian Country will be conducted this month to gain insight into various issues and concerns. Program work is moving ahead, and staff models are being developed.
- **Community Recreation Initiative** – Current activities include facilitating meetings to further define potential candidates for client “Champion” of the project. Community meetings at three sisters Housing location, Site I and Site II neighborhoods level for concerns and issues.
- **Community Food Enterprise and Training Center (Food Center)** - We are working with New Venture Advisors (NVA), a strategy consulting firm specializing in local for system planning and food enterprise development. Part of their primary research is to draft a survey; one will be development for Oneida community members. Versions for producers and food entrepreneurs will be a part of the analysis.

Planning Department - Projects (continued):

- Our goal for this summer is to use the online tool, Survey Monkey, to capture input from the community. This information will be used toward the goals of understanding the type of eatery, culinary training and to quantify food entrepreneurs and type of equipment needed for the feasibility study.
- **Cultural Heritage Video Project** - Working on a project to capture video storytelling from Loretta Metoxen to use for historical markers and other future projects. Subjects include Duck Creek, Railroad, Forest Industry, a historical perspective of everyday life in Oneida and the 200-year celebration of Oneida's arriving from New York.

The Planning Department continues to work with additional project Development and initiatives such as: Hemp Study, Maple Syrup Initiative, Mc Lester Memorial, Roundabouts and HWY 54 & 172 Landscape, Community Art, Oneida Parks and Reservation Beautification, Creative Place making.

Work continues on a revision of the Comprehensive Plan, Vision Oneida and development of an Area Development Plan and Land Use Plan. Status: Ongoing

Geographic Information Systems (GIS):

The GIS department continues to get their systems updated, workflows in place and data collector app for getting field data into the system.

The system will also include higher levels of security to protect sensitive data and control access to that data.

This system will be the hub of our Land Use information. Without the willingness and cooperation from different areas in the organization a project of this size would not have been possible. Data Integration continues, but this is still well underway.

**Contact Susan Doxtator
Office: 920-869-4594**



Susan Doxtator – Planning/GIS Director;
James Petitjean – Community Development Area Manager

Zoning Department

Zoning is currently full staffed.

**Contact Leanne Doxtater
Office: 920-869-4534**

We received a total of 30 permit applications this quarter. Building Permits (26); Land Use Permits (2); Sanitary Permits (2).



We recently hosted a training session On June 19 & 20 the Oneida Zoning Department. The training was conducted by the President of Performance Firestop Ben Urcavich. Selected tribal department heads were invited to send personnel whom they felt would best learn from the training. The following departments were represented at the training, DPW HVAC & Carpentry Depart, Engineering Depart, MIS, Zoning. Ben had offered a full day of his services to review a tribal building with the crew. The plan is to have one member of each department represented attend the review, the building selected was the AJRCCC.

Fire Stopping is part of both the IBC (International Building Code) and NFPA 1 & 101(National Fire Protection Association) which is incorporated by reference in the Building Code of the Oneida Reservation section 603.4 Standards.

Leanne Doxtater – Zoning Administrator/Manager;
James Petitjean – Community Development Area Manager

Zoning Department continued

**Contact Leanne Doxtater
Office: 920-869-4534**

The main principle of fire stopping is to prevent fire from leaving or entering one part of a building to another by sealing all penetrations that pass through a fire rated wall, partition, barrier, floors, ceilings. Fire stopping is only one component of many that make up a complete and effective fire detection, alarm, suppression system, proper fire stopping installation and maintenance protects the Oneida Nations assets and insures the life safety of building occupants. The departments that were invited to the training were identified as most likely to perform this work, approximately forty percent of an inspectors' time is education to either contractors, construction workers or general public doing work themselves.

Projects near completed & completed

- Major upgrade/replacement with main electrical service at Main Casino. New services are up and running.

Leanne Doxtater – Zoning Administrator/Manager;
James Petitjean – Community Development Area Manager

Zoning Department continued

**Contact Leanne Doxtater
Office: 920-869-4534**

- Walmart Grocery Pickup is completed/currently remodeling of Aurora walk in clinic.
- New OHHC Satellite Pharmacy at Anna John's has been given a final inspection and was issued for occupancy.
- Completed new installation of LED fixtures at Oneida Turtle School.
- On June 19 and 20th the department hosted a "Fire Stop" training for members of the Department of Public Works, MIS, Gaming Maintenance and our employees.

Zoning has received 3 property complaints which have been investigated and forwarded for additional enforcement, if required.

Leanne Doxtater – Zoning Administrator/Manager;
James Petitjean – Community Development Area Manager

**Contact James Petitjean
Office: 920-869-4574**

Transportation Planning

- Work was complete on Water Circle Place and Red Willow Parkway on June 15, 2018 in time for the farmers market.
- Scope of work included mill and overlay/pulverize existing roadways, grading, storm sewer, curb and gutter and new pavement on Red Willow Parkway 1,225 LF and Water Circle Place 1,700 LF.



James Petitjean – *Transportation Planner/TTP Program Administrator*
Troy D. Parr, AIA – *Division Director*