

DIVISION OF PUBLIC WORKS  
FY19 1ST QUARTER RPORT  
BUILDING AND PROPERTY MAINTENANCE



ADIMINISTRATION

AUTOMOTIVE

CUSTODIAL

FACILITIES

GROUNDS KEEPING



A good mind. A good heart. A strong fire.

# ADMINISTRATION

## 1ST QUARTER FY19

GOAL	OBJECTIVE	PERCENT COMPLETE
Incorporate best practices within each area by 2021	Lead Measure: Analysis of each area's industry standards and best practices	80%
	Completed the staffing models for all positions and submitted to HRD. Will continually reevaluate and refer to as positions are vacated and job sharing may be available.	
	Best Practices are being identified by department and position by utilizing resources such as OSHA safety guidelines, National Fire Protection Association (NFPA) codes, International Facilities Management Association (IFMA), and Association of Higher Education Facilities Officers (APFA)	20%
Create succession plan and career paths for employees including short and long term planning by 2021	Lead Measure: Develop organizational plan for 2019	90%
	All organizational charts are current and reflect reorganizational changes and proposed changes into 2020 and 2021. These are continually reviewed and updated as needed.	
	Career Path forms are being developed and to be completed in FY19 to have on file for each employee. Managers and supervisors will work with employees to provide training, experience, as needed to pursue career paths and meet succession plan needs.	20%
Maintain and increase overall value of the infrastructure of the Oneida Nation	Process and report has been developed to track all training that is completed by DPW employees. Orientation program for new employees will be based on job specific requirements.	10%
	Lead Measure: Identify value of existing facilities and equipment maintained by DPW.	
	Utilizing property appraisals for facilities and infrastructure values and asset reports for equipment values to obtain total value.	10%
	Update DPW Facilities Report to include infrastructure, capital equipment, and recently added facilities. This report will identify DPW responsibilities for each site.	50%
	Building Improvement projects and capital equipment purchases are in various phases of completion— Request for Proposals, vendor selection, contracts, and purchase orders being developed.	10%

# AUTOMOTIVE 1ST QUARTER FY19

GOAL	OBJECTIVE	PERCENT COMPLETE
Have preventative maintenance done on vehicles/ logged and tracked	The Automotive Department will continue to schedule and maintain Tribal vehicles and equipment in a timely manner, and to ensure the vehicles are safe and in operable condition.	100%
	The Department will be developing a process to identify which vehicles need to come in for inspections and oil change and notify the department they are due for servicing and/or cleaning.	50%
	Customer service survey system will be implemented to obtain feedback from our customers on how we are performing to meet their needs.	0%
Continue Implementing Archibus	The Automotive Department will continue to schedule and maintain Tribal vehicles and equipment in a timely manner, and to ensure the vehicles are safe and in operable condition.	85%
	The Department will increase the use of the Archibus reporting system in order to track maintenance performed by vehicle in order to move from tracking on spreadsheets to tracking utilizing the available data base.	20%
	Current inventory levels will be analyzed to adjust the min max of items stocked on site.	10%

# CUSTODIAL 1ST QUARTER FY19

GOAL	OBJECTIVE	PERCENT COMPLETE
Develop and implement training program throughout the three years	Standard Operating Procedures are being developed and/or revised for department.	
	Time and Attendance	100%
	Training Program being implemented for custodial closets	25%
	Staffing Models	
	◆ HRD	100%
	◆ Buildings	20%
Keep equipment updated annually and perform preventative maintenance per OEM	◆ Spreadsheet completed identifying all equipment to include age, maintenance performed, and current location.	80%
	◆ Replacement plan for equipment is being created	20%
Develop better communication tools throughout the next three years	◆ Routes	50%
	Increase efficiency	
	Improved Customer Service	
	Reduced time and/or mileage	
	◆ Supervisor's Meetings	75%
	Held monthly and will be increased to bi-weekly	
	Increased use of email by supervisors to communicate with customers.	

# FACILITIES

## 1ST QUARTER FY19

GOAL	OBJECTIVE	PERCENT COMPLETE																		
Develop job specific training program that includes safety, standard operating procedures, and customer service for all positions	<u>SOP's</u> Painting Lift Operation <u>Training</u> Heavy Equipment Lift Training Snow Removal Digger's Hotline Training Tow Strap Training	2nd Draft 1st Draft  21 Attendees 40 Attendees 3 Attendees Scheduled 2019 14 Attendees																		
Improve energy efficiency of buildings by completing capital expenditures projects in FY 19 budget	FY 2019 Building Maintenance and Repair Allocation <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Cty. H Recreation Replace Furnace &amp; A/C Install DDC</td> <td style="text-align: right;">\$75,000.00</td> </tr> <tr> <td>2. Veteran's (Cty. J) Replace Boilers, AHU, A/C</td> <td style="text-align: right;">\$110,000.00</td> </tr> <tr> <td>3. DPW Admin Replace Front Furnace &amp; A/C</td> <td style="text-align: right;">\$11,000.00</td> </tr> <tr> <td>4. Elder Services Replace CW Pumps &amp; Add VFD's</td> <td style="text-align: right;">\$25,000.00</td> </tr> <tr> <td>5. Little Bear Upgrade Controls &amp; Valves</td> <td style="text-align: right;">\$40,000.00</td> </tr> <tr> <td>6. NHC Replace Boilers &amp; Pumps (B-7 &amp; B-8) Head Start</td> <td style="text-align: right;">\$227,000.00</td> </tr> <tr> <td>7. Health Center Upgrade Controls for RTU-3 VAV's</td> <td style="text-align: right;">\$42,000.00</td> </tr> <tr> <td>8. NHC Energy Efficient Lighting</td> <td style="text-align: right;">\$40,000.00</td> </tr> <tr> <td>9. Social Services Bldg Cottage Lighting Upgrade</td> <td style="text-align: right;">\$18,000.00</td> </tr> </table>	1. Cty. H Recreation Replace Furnace & A/C Install DDC	\$75,000.00	2. Veteran's (Cty. J) Replace Boilers, AHU, A/C	\$110,000.00	3. DPW Admin Replace Front Furnace & A/C	\$11,000.00	4. Elder Services Replace CW Pumps & Add VFD's	\$25,000.00	5. Little Bear Upgrade Controls & Valves	\$40,000.00	6. NHC Replace Boilers & Pumps (B-7 & B-8) Head Start	\$227,000.00	7. Health Center Upgrade Controls for RTU-3 VAV's	\$42,000.00	8. NHC Energy Efficient Lighting	\$40,000.00	9. Social Services Bldg Cottage Lighting Upgrade	\$18,000.00	
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Inspect facilities for safety issues, needed improvements, maintenance, and general condition	<u>Building Inspections</u> 8 Inspections completed in FY18 1 Inspection in progress <u>Safety Related</u> Social Services Building Evacuation Procedures  <u>Other Projects</u> 23 Building Implemented Projects in progress																			

# GROUNDS KEEPING

## 1ST QUARTER FY19

GOAL	OBJECTIVE	PERCENT COMPLETE
Have all operators trained on equipment by 2021	Heavy Equipment Safety Training prior to operating equipment. (to be completed every three years)	100%
	Personal Protection Equipment—Heavy Equipment	100%
Have nine (9) Landscaping Projects completed by 2021	<p><b><u>Oneida Community Health Center Project</u></b></p> <p>Health Center was assessed the summer of 2018, it was determined to landscape around main entrance with statues, mulch beds and trees, rock, decorative stones, underlayment, drain tile, and plantings.</p> <p>Grounds Keeping was able to complete drain tile, underlayment, majority of mulch work, statues, decorative stones, and rocks were installed by main entrance.</p> <p>Grounds Keeping plans on putting plantings around main entrance and main signs during the summer of 2019.</p>	50%
	<p><b><u>Printing/Bear Media Landscaping Project</u></b></p> <p>Property has been assessed.</p> <p>Grounds Keeping anticipates starting project in 2019.</p>	0%
	<p><b><u>West Wind One Stop Landscaping Project</u></b></p> <p>Property was assessed in Spring of 2018.</p> <p>Grounds Keeping intends to relocate tree, mulch, underlayment, fencing, secure pavers and install new pavers.</p> <p>Summer of 2018, staff completed pavers, tree relocation, underlayment, and mulch.</p> <p>Grounds Keeping anticipates installation of fencing in 2019.</p>	75%