

FY-2021 1st Quarter Report

PUBLIC WORKS DIVISION/JACQUE BOYLE

Public Works currently includes the following areas/departments:

- Automotive and Fleet Management
- Comprehensive Housing
- Custodial
- Engineering
- Facilities Management
- Geographical Information Systems (GIS)
- Groundskeeping and Parks
- Indian Preference
- Planning
- Plumbing and Wells & Septic
- Tribal Transportation Program
- Utilities
- Zoning

Outcome/Goal # 1

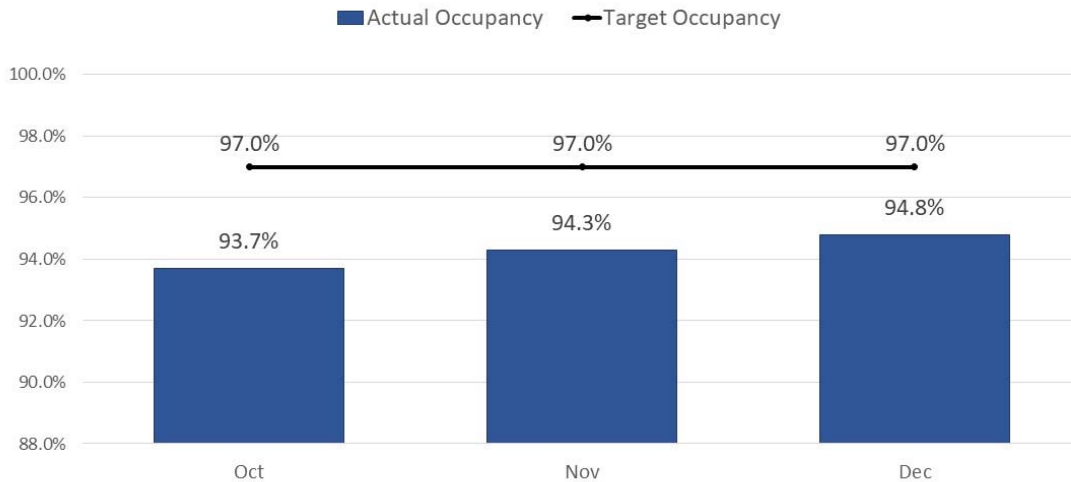
Improve Monthly Occupancy Rate of Oneida Housing Rental Units, which includes 341 income based units and 102 general rentals for a total of 443 rental units.

MEASUREMENT: Occupancy Rate = Number of Occupied Units/Number of Total Units.

The goal is to have a 97% monthly occupancy rate which is 13 vacant units at any given time. The graph below indicates the occupancy rate for October, November, and December 2020. For a reference point, the occupancy rate for May 2020 was 91.8%, which shows that the vacancy rates are steadily improving since that time. Many variables impact the occupancy rate including the size of the unit, condition of the unit, reason it was vacated, staffing levels, material availability, and the number of units vacated in any given month.

HOUSING INCOME BASED AND GENERAL RENTAL OCCUPANCY RATES

Housing Income Based and General Rental Occupancy



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Additional staff have been assigned to work on vacant rental units and the inspection process of vacant units is improving. The occupancy rates and vacant unit information is tracked and reviewed each month to monitor progress and address any issues related to completion. In May 2020 there were 36 vacant rental units as compared to 23 vacant units in December 2021.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

- Increase monthly occupancy rate of rental units
- Implement a turnaround grading system (duration of time unit is vacant)
- Establish standardized report on vacant homes including plans and status
- Identify funding for loan programs to be re-established for home/land purchases and home improvement

HOW HAS THE COVID-19 PANDEMIC IMPACTED THE OUTCOME/GOAL:

Covid had caused staff shortages due to isolation and quarantine, required changes in work processes for safe distancing and sanitation of units, delayed accessibility of materials and supplies, and increased costs of materials.

Outcome/Goal # 2

Expand the use of technology to expand our existing capabilities throughout the Division along with optimizing the use of limited resources.

For example, utilize our current GIS System to be more connected, expand access to data and mapping for informed Planning and Zoning decisions, utilize for departmental metrics, and improve collaboration with fewer available staff throughout the Divisions.

MEASUREMENT:

1. The number of new GIS related capabilities accessed by Oneida Nation Personnel
2. The number of personnel who have training and access to the GIS data
3. The number of GPS systems installed in Oneida Nation vehicles
4. Use of power apps to automate record keeping and reporting
5. Track utilization of automated equipment such as mower and custodial equipment

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

The Utilities Department is in the process of implementing an on-line billing and invoice system to improve customer service and to automate the process due to a reduction in personnel in the Administrative area. Changes have been made to the GIS system to allow departments to have direct access for their operational needs, such as the Environmental Area. Training has begun with personnel from DPW to allow them to create maps that are used for snow removal routes and lawn care standards. Previously, map requests such as these had to be processed through the GIS personnel.

Custodial continues to research, purchase, and train, on the most technologically advanced equipment. This has included automated floor cleaning equipment and the sprayers for sanitizing surfaces. GPS equipment has been ordered through the Transportation Roads funding to be installed on the large dump trucks for monitoring salt usage, routes, maintenance, and safe operations. Installation of this equipment allows for connection of DPW equipment and assets to produce real-time tracking and provide data available for analysis and reporting. Below is an example of a report from the autonomous floor care equipment located at the Turtle School. Due to the short time we have had this equipment, its utilization has not achieved its maximum as there is training and programming that is also in progress with it.

Example of Technology Application within DPW

Weekly Report - Cleaning Robot Usage

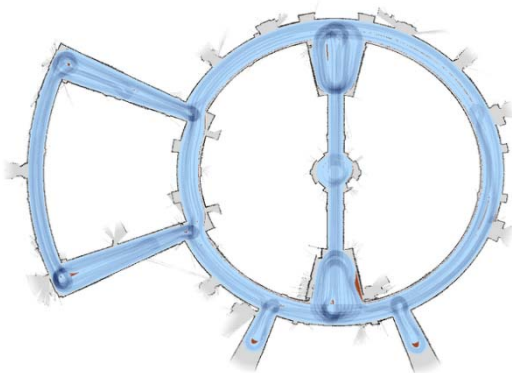
Fri Jan 22, 2021 7:00 AM PST — Fri Jan 29, 2021 7:00 AM PST

Site
ONEIDA TRIBE OF INDIANS OF WI ONES - Oneida, WI
RIN
BC004W003792ZT

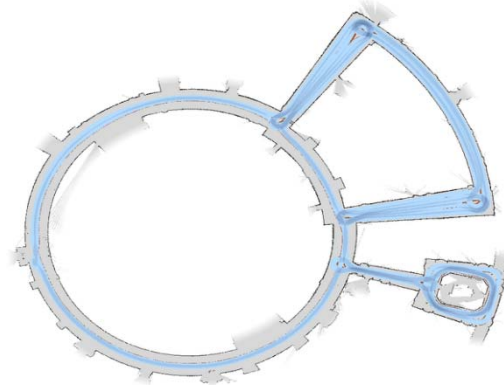
Usage Summary

Date	Coverage	Daily Total	% in Auto
1/22	37,330 sq.ft.	1:54 hrs	82%
1/23	0	0	0
1/24	0	0	0
1/25	0	0	0
1/26	9,862 sq.ft.	:26 hrs	100%
1/27	38,678 sq.ft.	1:36 hrs	95%
1/28	9,875 sq.ft.	:57 hrs	100%
Total	95,744 sq.ft.	4:53 hrs	91%

Turtle School Robot Coverage Map 2



Turtle School Robot Coverage Map 4



EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

- Employee Development in the use of technology and software applications
- Increased efficiency in the performance of job functions
- Advanced tracking, data analysis, and reporting capabilities
- Improved Customer Service

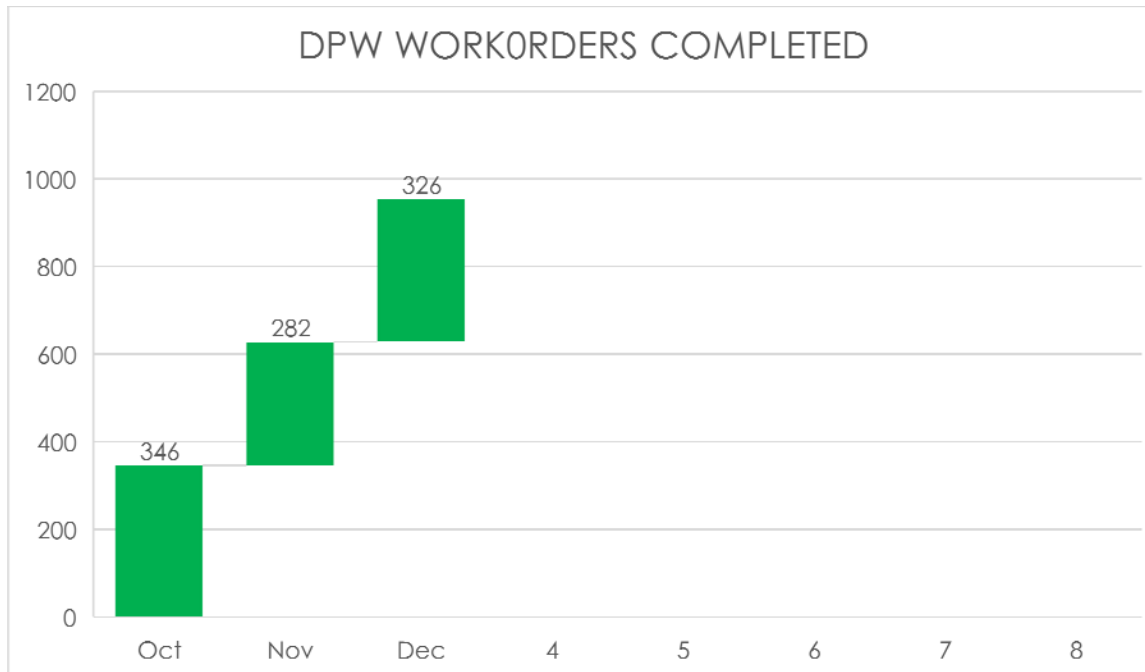
HOW HAS THE COVID-19 PANDEMIC IMPACTED THE OUTCOME/GOAL:

Covid-19 quickly advanced the research and use of technology to do more with less. Funds were made available through CARES that allowed us to purchase equipment that could not be accomplished through Tribal Contribution. This became extremely important as the number of employees were reduced and at the same time sanitation and disinfection became even more critical. Current jobs require new skill sets in the use of technology and automated systems to achieve higher performance levels.

Outcome/Goal # 3

Maintain and increase the overall value of the Oneida Nation infrastructure

MEASUREMENT: The number of Building and Maintenance Projects completed compared to the budgeted projects and the number of on-demand and preventive maintenance work orders completed as compared to all workorder requests.



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

The use of Archibus has increased to replace an obsolete software system that was being used for Custodial Inventory. The more data that we enter into the system in a timely manner, the more useful the reports become in tracking workload, expenses, and in decision-making for future staffing levels. There are additional maintenance tracking systems within our Division that are more industry specific such as the one used for the Utilities Department and the software used by Housing, expanding the use of these systems is now being researched.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

An emphasis on cleaning and sanitation of work areas throughout the daytime operations. Focus on maintaining and upgrading water and wastewater equipment for reliability and energy efficiency. Replacement of failing wells and septic systems as funded through Indian Health Service. Staff continue to work on the various building and maintenance improvement projects budgeted for FY21. The replacement of lighting throughout the buildings and installation of energy efficient systems remains a priority to reduce maintenance and increase energy efficiency. Progress tracking and reporting on all Building Maintenance related Projects is being developed to include Utilities department and Housing.

HOW HAS THE COVID-19 PANDEMIC IMPACTED THE OUTCOME/GOAL:

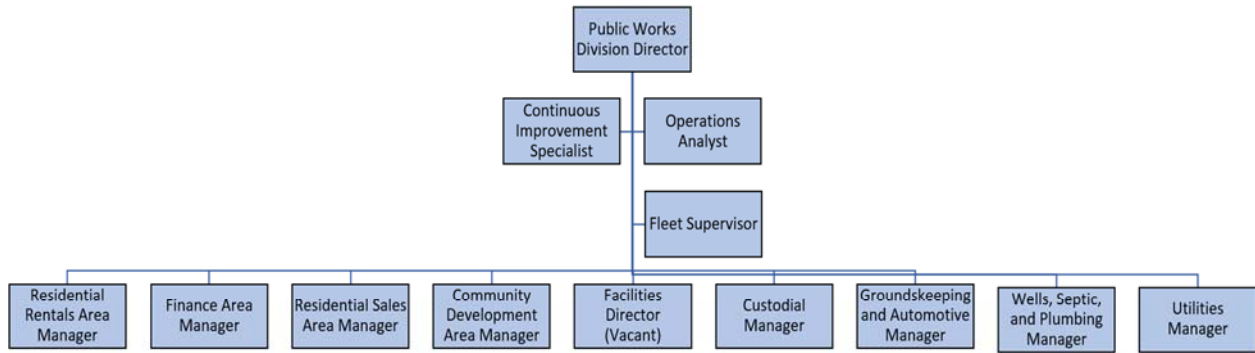
Many of the budgeted 2020 maintenance and improvement projects were not completed due to the lack of funding. These projects and additional building and maintenance projects have been resubmitted and approved in the FY21 Budget. The custodial crew completely changed their scheduling of work tasks to include cleaning and sanitizing more often during the day, responding to requests for sanitizing due to positive Covid cases, and purchasing/managing the limited availability of disinfectants, personal protective equipment, and sanitizers. DPW continues to assist with drafting and implementing the re-opening plans for various operations. Sometimes these involve changes to building operations to accommodate the safe distancing requirement.

Organization Changes

The organizational changes that occurred within the Public Works Division during Covid, included the following departments and/or functions being added to the Division: Comprehensive Housing, Engineering, Zoning, Planning/GIS, Tribal Transportation Program, Indian Preference, and Parks. Critical positions were submitted in FY 21 budget that DPW will need to adequately support the services it provides to other areas. The return of personnel from the various departments,

expansion of operating hours, re-opening of buildings to visitors, all increase the workload for DPW services.

Public Works Division Organizational Chart



Contact Info

CONTACT: Jacque Boyle
TITLE: Public Works Director
PHONE NUMBER: (920) 562-4655
E-MAIL: jboyle@oneidanation.org
MAIN WEBSITE: oneida-nsn.gov

