

FY-2022 3rd Quarter Report

PUBLIC WORKS DIVISION/JACQUE BOYLE

Public Works currently includes the following areas/departments:

Public Works Operations – Administration, Automotive/Fleet Management, Facilities, Wells/Septic & Plumbing, Utilities, Custodial, Groundskeeping/Parks, Indian Preference

Community Development Area – Engineering, Zoning, GIS/Planning, Tribal Transportation

Outcome/Goal # 1

Create employee development programs along with succession planning for critical positions. With the reduced labor force, anticipated number of retirements in the next 5 years, and decreased number of applicants for vacant positions, it is critically important to retain existing personnel and prepare them for future opportunities.

MEASUREMENT:

Succession planning is in place to allow knowledge and skill transfer from employees considering retirement to employees interested in the opportunities to move into these positions. Training programs are provided that include identifying the competencies required for each position and a mechanism to evaluate progress of employees learning them.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Retention of existing employees and recruitment of new employees has been a focus of DPW leadership, especially the positions of custodians and groundskeepers. Services are delivered on a priority basis of Health and Safety first when only limited resources are available. Vacant critical positions are being filled through interim reassignments whenever possible. This allows for employee development and retention of our current staff by offering career opportunities that match their goals. The staff have utilized virtual training as much as possible to advance knowledge and skill levels. Training programs are vital due to the retirements and new staff being hired. Certifications in the various industries are being reviewed to develop standardized requirements by position to ensure safety, customer service, and effectiveness as a foundation to all positions.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

- Utilize the new HR system to assign and track required training by position based on competencies identified for the jobs.
 - Complete permanent reassignments for employees that are interim once they meet the minimum requirements of the position.
 - Rewrite job descriptions, such as those in the electrical field, to include the new skills and abilities to perform the work, such as having training and experience with solar energy systems. Installing and maintaining electrical charging infrastructure and moving to electrical vehicles within the Fleet will also require new competencies.
 - Plans and initiatives have been delayed due shortage of staff and not having available time to dedicate for training , delays in implementing new systems to plan and track training, and the need to repost jobs that do not have applicants.
-

Outcome/Goal # 2

Create efficiencies, optimize the use of limited resources, enhance capabilities, and improve Customer Service by evaluating current processes. The focus is on utilizing technology, increasing collaboration, and creating new streamlined process flows to achieve this goal.

MEASUREMENT:

1. Evaluate DPW processes to streamline them for efficiencies
 - a. Develop and communicate an online Land use review process that can be used by all reviewers and create the various reports needed by Land Management, Development, Housing and the Land Commission.
 - b. Create an online rental/mortgage payment process for Housing Customers.
2. Regulating POWTS systems within the reservation boundaries
 - a. Improve the POWTS tracking system by developing a data base from the current spreadsheet.
 - b. Automate the 3-year inspection notification letters that are required to be sent out to customers.
3. Expand the access and use of GIS data.
 - a. Identify the long-term staffing needs of this area based on what data needs to be updated and maintained.
 - b. Utilize GIS to create the layers of information that will be useful to the varied users of the system.

4. The number of GPS systems installed in Oneida Nation vehicles

The installation of GPS system in Oneida Nation vehicles will provide real time information on vehicle locations, documentation on driver use of vehicles to improve safety, data for optimizing scheduling, and vehicle data to track overall usage of the vehicle and maintenance need.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

The newly implemented on-line land use review process has greatly reduced the time needed to review a property and bring back recommendations to the Land Commission. Documentation for the review is all saved in one place and the progress on any property can be readily reported. The POWTS information has been updated and is ready to be used to send the first Zoning letters to customers on the need for inspections to be completed. Quotes have been obtained for the GPS systems to be installed in DPW vehicles and have been purchased for the Groundskeeping vehicles. This system allows for analyzing the shortest routes, hours of equipment use, safe operation of equipment and vehicles, and collects data for reporting. The Planning/GIS department continues to build new capabilities and add data that is accessible to Oneida Team members. The staff are obtaining on-line training and are attending the local and national Esri user's conferences.

Esri builds the leading mapping and spatial analytics software designed to support the mission and business objectives of organizations around the globe, regardless of size. Esri's ArcGIS products run in the cloud, on mobile devices, and on desktops.



Launch New Capabilities

Manage your 3D and 4D parcel data, run analysis with Trace networks, Python Notebooks, Geodatabase replication workflows and so much more. Add your work from ArcGIS Pro to Adobe Illustrator to finalize your design project.

Analytics and Data Science

Understand the world around you. Use scientific analytical tools on 2D, 3D, and 4D data to identify patterns, make predictions, and answer questions.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

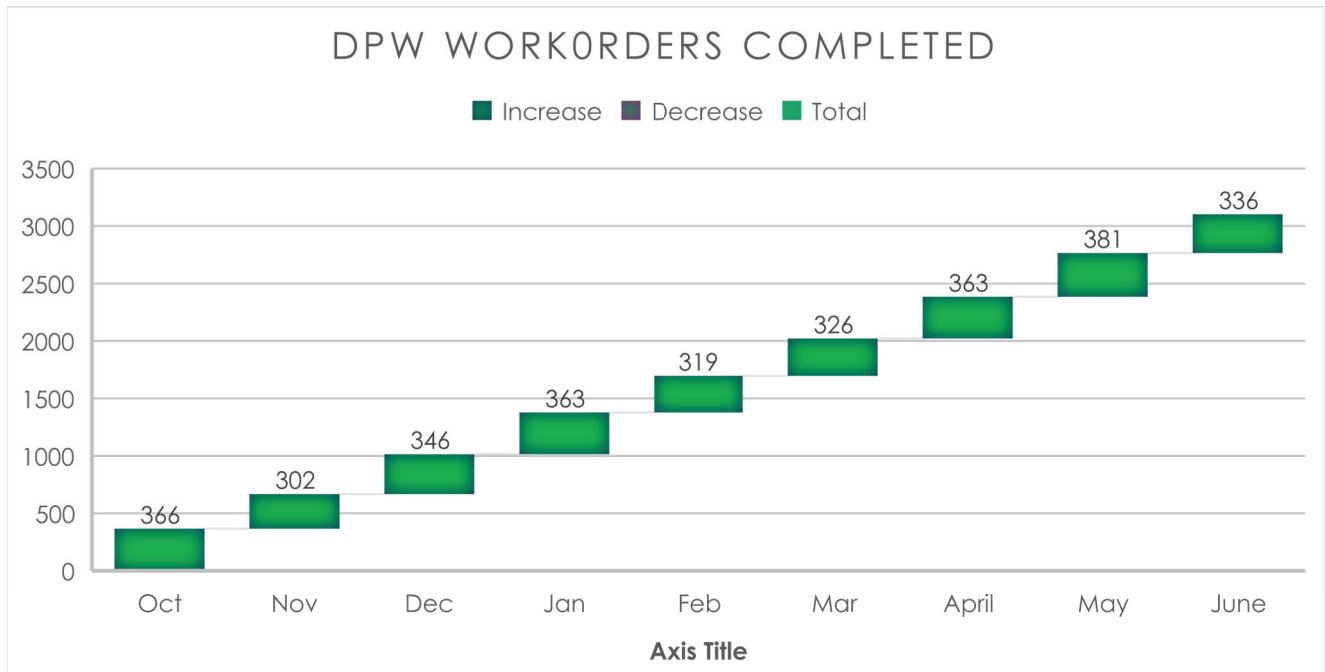
- Employee development in the use of technology and software applications
- Increased efficiency in the performance of job functions
- Advanced tracking, data analysis, and reporting capabilities
- Improved Customer Service

The reduced availability of personnel to perform certain job functions is creating a demand to increase the use of technology to become more efficient. Current jobs require new skill sets in the use of technology and automated systems to achieve higher performance levels. There is a need for training to be provided to employees and learning to take place on the use of these new systems. Additional staff will be budgeted in the FY23 budget in order to continue advancing the capabilities of the Nation's GIS department.

Outcome/Goal # 3

Maintain and increase the overall value of the Oneida Nation assets and infrastructure

MEASUREMENT: The number of Building and Maintenance Projects completed compared to the budgeted projects, the number of on-demand and preventive maintenance work orders completed, and the progress made with the activated Capital Improvement Projects.



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

The highest number of workorders for the 3rd quarter are in the categories of automotive preventive maintenance, general maintenance, electrical, HVAC, and plumbing. The number of workorders is one measurement but another important variable is the complexity of the work order and the hours needed to complete it. The building maintenance and improvement projects that have been in progress the 3rd quarter of FY22 include flat panel LED lighting replacements at SSB, HVAC control upgrades, and the development of project scope and bidding documents for HVAC, asphalt, electrical, and FY22 budgeted projects. The 16 CIP active project updates can be found on the Oneida Nation website under Business, Community Development, project updates and then the name of the project.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

There are numerous projects included in the FY22 budget for water and wastewater infrastructure upgrades, HVAC equipment replacements at various buildings, lighting upgrades, , generator installations and replacements, and parking lot replacements. Several of the large parking lot replacements were completed this past quarter and other projects have had delays due to equipment availability. The FY22 CIP projects that were budgeted and/or funded through other sources and are activated include the Museum relocation, Transit Garage, Food Innovation Center, and an additional 16 HUD housing units.

There are tremendously long lead times, especially for electrical switch gear, generators, HVAC systems, trucks, heavy equipment, and certain system replacement parts. Completion schedules are being adjusted to allow for these long lead times to receive equipment. Prices of equipment and contractor labor has also increased more than typical which will be reflected as an overall increase in project costs. Some vendors are requiring down payments just to place orders.

Organization Changes

The Housing Division has been separated out from DPW as planned and budgeted for FY 22. The DPW and Housing Divisions continue to work closely together on HBO site development and documentation, home renovations for resale, accomplishing necessary demolitions, and development of new Housing. A new DPW Division Director has been hired and the transition into this position is occurring while completion of previous HRD project commitments nears an end.

Custodial positions are continually posted as pool positions which are open to all. It has been a challenge to hire enough staff due to the minimal applications received, replacing those leaving the department due to retirement or job changes, and covering vacancies due to medical leaves.

Since Covid, the Indian Preference Office has been located within the DPW Facilities Department and the functions carried out by an existing employee. The job description has been updated and is being posted.

Contact Info

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