RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

23rd NAVAJO NATION COUNCIL - First Year, 2015

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AND RECOMMENDING TO THE BUDGET AND FINANCE COMMITTEE THE PROPOSED FISCAL YEAR 2016 BUDGET FOR THE NAVAJO DIVISION OF GENERAL SERVICES

BE IT ENACTED:

Section One. Findings

A. The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. § 400 (A).

B. The Health, Education and Human Services Committee is the oversight committee for the Division of General Services. 2 N.N.C. § 401 (C) (1).

C. Each oversight committee shall review and make recommendations to the Budget and Finance Committee concerning the budget in accordance with the annual budget instructions. 12 N.N.C. § 840 (A).

D. The Health, Education and Human Services Committee held a budget hearing and took budget testimony regarding the Navajo Nation Division of General Services' Fiscal Year 2016 Budget. 12 N.N.C. § 840 (A).

E. The Health, Education and Human Services Committee recommends to the Budget and Finance Committee a fiscal year budget for the Division of General Services. 12 N.N.C. § 840 (A).

SECTION TWO. APPROVING AND RECOMMENDING TO THE BUDGET AND FINANCE COMMITTEE THE PROPOSED FISCAL YEAR 2016 BUDGET FOR THE NAVAJO DIVISION OF GENERAL SERVICES

A. The Health, Education and Human Services Committee hereby acknowledges the proposed Navajo Nation Fiscal Year (FY) 2016 Budget for the Navajo Division of General Services, recommended by the President of the Navajo Nation, as provided on the Fund Type Budget Summary, attached as Exhibit "A".

B. The Health, Education and Human Services Committee requests that the Budget and Finance Committee and the Navajo Nation Council adopt the changes to the Budget, as set forth in the General Fund Comparative Summary and Recommended Changes to the General Fund Budget forms, attached as Exhibits "B" and "C", respectively.

C. The Health, Education and Human Services Committee requests that the Budget and Finance Committee and the Navajo Nation Council approve the carryover of General Fund unexpended balances from Navajo Nation Fiscal Year 2015 into Fiscal Year 2016 as follows:

1. All unexpended balances within the Navajo Nation Facilities Maintenance Department Business Unit 118023 in the amount of $670,000, more or less, or remaining balances. See Carryforward Request attached.

2. For Business Unit 112008, Facilities Maintenance submitted Form 5 of their budget and has indicated to "Restore" the two positions changed and updated.

3. Business Unit 112005, Navajo Transit-Administration/Fixed Routes split their Division of General Services allocations of $1,077,631 to $1,064,961, with the difference of $12,670 budgeted into Business Unit 112002, Navajo Transit System, Charter Service Program, it was brought to the attention of Division of General-Administration.

4. Business Unit 812004, Duplicating Services Program - RMD change Form 2 Item # 4 to reflect 1st Quarter Phase 1, 2nd Quarter Phase 2, 3rd Quarter Phase 3, 4th Quarter Phase 4; and change Form 2 Item #5 to reflect 1st Quarter Phase 1, 2nd Quarter Phase 2, 3rd Quarter Phase 3, 4th Quarter Phase 4.

D. The Health, Education and Human Services Committee states that there are no legislative concerns or conditions of appropriation as shown in Exhibit D and requests the Budget and Finance Committee and the Navajo Nation Council acknowledge the unmet needs as set forth in Exhibit E.

E. The Health, Education and Human Services Committee authorizes the Committee Chairperson or Vice-Chairperson to meet and negotiate with the Budget and Finance Committee on these recommendations.

C E R T I F I C A T I O N

I hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Window Rock), at which a quorum was present and that the same was passed by a vote of 4 in favor and 0 opposed, this 13th day of August, 2015.

Honorable Norman M. Begay, Vice-Chairperson
Health, Education and Human Services Committee

Amendment 1: Attach Exhibit A,B,C; Page 2, Line 14, insert the following new letter "C" as stated below:

C. The Health, Education and Human Services Committee requests that the Budget and Finance Committee and the Navajo Nation Council approve the carryover of General Fund unexpended balances from Navajo Nation Fiscal Year 2015 into Fiscal Year 2016 as follows:

1. All unexpended balances within the Navajo Nation Facilities Maintenance Department Business Unit 118023 in the amount of $670,000, more or less, or remaining balances. See Carryforward Request attached.

2. For Business Unit 112008, Facilities Maintenance has submitted Form 5 of their budget and indicated to "Restore" the two positions changed and updated.

3. Business Unit 112005, Navajo Transit-Administration/Fixed Routes split their Division of General Services allocations of $1,077,631 to $1,064,961, with the difference of $12,670 budgeted into Business Unit 112002, Navajo Transit System, Charter Service Program, it was brought to the attention of Division of General-Administration.

4. Business Unit 812004, Duplicating Services Program - RMD change Form 2 Item # 4 to reflect 1st Quarter Phase 1, 2nd Quarter Phase 2, 3rd Quarter Phase 3, 4th Quarter Phase 4; and change Form 2 Item #5 to reflect 1st Quarter Phase 1, 2nd Quarter Phase 2, 3rd Quarter Phase 3, 4th Quarter Phase 4.

D. The Health, Education and Human Services Committee states that there are no legislative concerns or conditions of appropriation as shown in Exhibit D and requests the Budget and Finance Committee and the Navajo Nation Council acknowledge the unmet needs as set forth in Exhibit E.

Renumber the remaining section(s).

Motion: Honorable Nelson BeGaye
Second: Honorable Jonathan L. Hale
Vote: 4 in favor: 0 Opposed and 0 Abstain

Main Motion
Motion: Honorable Nelson BeGaye
Second: Honorable Herman Daniels, Jr.
Vice-Chairperson not voting

Fiscal Year 2016

The Navajo Nation
Fund Type Budget Summary

Business Unit	Program	Fiscal Year 2015 General Fund Budget	Fiscal Year 2016 Navajo Nation Funds						
			Proposed General Fund Budget	Indirect Cost Fund	Proprietary Fund	Fiduciary Fund	Special Revenue Fund - Internal	Special Revenue Fund - External	Total
112001	Division of General Services-Admin.	170,965	153,868	183,602					337,470
112002	Navajo Transit Systems/Charter Operations	38,928	0						0
112003	Insurance Services Department (ISD) *	214,190	192,771	144,583					337,354
112004	Risk Management - Safety Loss Control *	0	0	140					140
112005	Navajo Transit Systems-Admin. /Fixed Routes Svcs	1,212,350	1,077,631					1,975,043	3,052,674
112006	Telecommunications & Utilities Dept.	299,662	276,439	228,618					505,057
112007	Navajo Air Transportation Department	653,286	634,717	0					634,717
112008	Facilities Maintenance Department.	1,346,175	1,211,557	1,263,832					2,475,389
112009	Department of Information Technology	1,532,750	1,386,218	308,513					1,694,731
112010	Records Management Department	140,367	126,330	151,397					277,727
C01457	Admin. Bldg. 2 Remed/Renovation	1,000,000							0
812002	Air Transportation				625,000				625,000
812003	Fleet Management Department				16,500,000				16,500,000
812004	RMD-Duplicating Services Program				700,000				700,000
812005	ISD - Risk Management Program *				9,134,615				9,134,615
812016-17	Employee Benefits *				18,670,000				18,670,000
812018	Navajo Transit System				0				0
814001	ISD - Worker's Compensation Program *				4,000,000				4,000,000
912001	Employee Housing Department				850,000				850,000
									0
	Total	6,608,673	5,059,531	2,280,685	50,479,615	0	0	1,975,043	59,794,874

***The oversight committee for these programs is the Budget and Finance Committee.**

NOTE: In FY 2015, Div. of General Services received Indirect Cost of $2,279,239 for seven (07) programs.

EXHIBIT A

Fiscal Year 2016

The Navajo Nation
General Fund Comparative Summary

Branch: Executive **Division:** Division of General Services

(A) Business Unit Number	(B) Program Title	(C) Branch Chief's Proposed FY 2016 General Fund Budget	(D) Oversight Committee's Recommended FY 2016 General Fund Budget	(E) Plus or minus $ difference (Column D minus C)
112001	Division of General Services - Admin.	153,868	153,868	0
112002	Navajo Transit Systems/Charter Operations	0	12,670	12,670
112003	Insurance Services Department	192,771	192,771	0
112004	ISD - Safety Loss Control	0	0	0
112005	Navajo Transit Systems-Admin./Fixed Routes	1,077,631	1,064,961	(12,670)
112006	Telecommunications and Utilities Dept.	276,439	276,439	0
112007	Navajo Air Transportation Dept.	634,717	634,717	0
112008	Facilities Maintenance Dept.	1,211,557	1,211,557	0
112009	Dept. of Information Technology	1,386,218	1,386,218	0
112010	Records Management Dept.	126,330	126,330	0
				0
				0
				0
				0
				0
				0
				0
	TOTAL	5,059,531	5,059,531	0

EXHIBIT B

Fiscal Year 2016

The Navajo Nation
Recommended Changes to the General Fund Budget

Branch: Executive **Division:** Division of General Services

Business Unit Number	Program Title	Explanation of Recommended Changes to the Fiscal Year 2016 General Fund Budget (Increase or Decrease $ Amount)
112002	Navajo Transit Systems/Charter Operations	Business Unit 112005, Navajo Transit- Administration/Fixed Routes split their Division of General Services allocations of $1,077,631 to $1,064,961, with the difference of $12,670 budgeted into Business Unit 112002, Navajo Transit System, Charter Service Program, it was brought to the attention of Division of General Services Administration.
112005	Navajo Transit Systems--Admin./Fixed Routes	Business Unit 112005, Navajo Transit-Administration/Fixed Routes split their Division of General Services allocations of $1,077,631 to $1,064,961, with the difference of $12,670 budgeted into Business Unit 112002, Navajo Transit System, Charter Service Program, it was brought to the attention of Division of General Services Administration.
112008	Facilities Maintenance Dept.	For Business Unit 112008, Facilities Maintenance has submitted Form 5 of their budget and indicated to "Restore" the two positions changed and updated.

EXHIBIT C

Fiscal Year 2016

The Navajo Nation
Recommended Conditions of Appropriations and Legislative Concerns

Branch: Executive **Division:** Division of General Services

Business Unit #	Program Title	Brief Narrative of Recommended Condition of Appropriation (COA) or Legislative Concern (LC)
		None

EXHIBIT D

Fiscal Year 2016

The Navajo Nation
Recommended Unmet Needs Budgets

Branch: Executive **Division:** Division of General Services

(A) Business Unit Number	(B) Program Title	(C) Amount of Unmet Need	(D) Explanation of Recommended UNMET NEEDS to the Fiscal Year 2015 General Fund Budget
112009	Department of Information Technology	1,611,979	19 employees w/fringe benefits-insurance premiums, workers comp, equipment and computers.
112008	Facilities Maintenance Department	2,000,000	Building supplies, service and external contractors and office supplies-general contractor.
112006	Navajo Nation Telecommunication Utilities	20,000	Travel expenses-lodging and meal expenses and office supplies-general office and operation supplies.
112001	Division of General Services	20,000	Monthly mileage and fleet rental of department vehicle; per diem meals, lodging POV mileage and other travel expense; office supplies, office furniture, computer equipment, special transactions for projects, special events, promotion and advertise projects, gift/awards, catering, refreshments for events/trainings and premiums.
912001	Employee Housing Program	499,995	3 employees with fringe benefits, personnel travel for training, seminars and conferences for per diem, lodging and POV mileage, supplies for emergency service calls, repairs and maintenance of tribal housing-plumbing, carpentry, painting, plumbing, roof renovation, upgrade water disposal and general professional contractors; training and professional dues for personnel and insurance premiums-general liability and workers comp.; purchase 2 new three bedroom mobile homes to replace dilapidated units currently in inventory with employee housing.,
	TOTAL:	4,151,974	

EXHIBIT E

THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

TO : Jonathan Hale, Chairperson
Health, Education & Human Service Committee
23rd Navajo Nation Council

FROM : _____
Marcus C. Tulley, Department Manager III
Facilities Maintenance Department
Division of General Services

DATE : 11 August 2015

SUBJECT : **FY 2016 – CARRYFORWARD REQUEST**
RE: NN FACILITIES MAINTENANCE DEPARTMENT – BU # 118023

Our department is requesting a carry forward in the amount of $670,000 to address several projects that were delayed due to the extended winter season that resulted in numerous delays to each maintenance project scheduled.

Therefore our department is requesting this carry forward to address several issues that we were unable to complete this current fiscal year that include the following:

Project / Cost Breakdown	***Total Cost***
ADA Compliance (Ramp / Pad Installation) at identified FMD listed facilities	$110,000
HVAC system installation & roofing repairs	$560,000
TOTAL	$670,000

The HVAC systems will be installed at two location that include the Office of the President & Vice President South Wing (Division of Natural Resources) and the Navajo Nation Administration Building One – second floor units.

Over the last two years the south wing of the office of the President and Vice President has been closed due to several facility deficiencies. Our department has collaborated with the BIA Area Office to address deficiencies whereby they will abate the facility and remove the aging steam pipes and boiler system responsible for cooling and heating the facility. Therefore our department will be installing an HVAC system in this facility that will further increase the life expectancy and operational use of this facility that will restore this facility to operational use for both the Division of Natural Resources, Navajo Land Department and the Division of Human Resources administration.

2431 NORTH ROUTE 12 · POST OFFICE BOX 528 · FORT DEFIANCE, ARIZONA 86504
WWW.FMD.NAVAJO-NSN.GOV · TELEPHONE 928.729.4258 · FAX 928.729.4267

MEMORANDUM to: Jonathan Hale, Chairperson, HEHSC
SUBJECT: FY 2016 – Carry Forward Request
Re: NN Facilities Maintenance Department – BU # 118023
11 August 2015
Page 2

Navajo Nation Administration Building One located in Window Rock, Arizona recently completed renovation of the facility in December 2014. This process only addressed the interior facility and did not address the current HVAC system. After careful examination of each system they are extended beyond its current life expectancy and are in need of replacement. Our department will be replacing two HVAC units located on the roof for this facility that supply heating and cooling for the second floor departments. This will further solidify this facilities operational use by extending the current renovation work and the facility life expectancy.

Roofing repairs are prevalent on the Navajo Nation as we work to extend each facilities building life expectancy. We are working to replace current facility shingle roofing systems with a more durable and reliable system with a metal pro-panel roofing system. We have several facilities identified throughout our facility maintenance listing that are in need of this service. Once complete this will prevent water intrusions in each facility and further extend each facilities operational use.

Over the course of the last three years our department has commenced efforts to address ADA compliance of all FMD listed facilities. This has included installation of handicap parking, wheelchair accessibility, ADA restroom compliance, and other related ADA facility items. This year due to the extended winter weather season, it delayed our process to address several facilities we had scheduled. We have several facilities scheduled to be addressed in the western agency of the Navajo Nation pending the approval of this budget transfer that will be address prior to the start of the winter season.

Therefore we are respectfully requesting your assistance with the processing and approval of this request for a carry forward of funds in the amount of $670,000 from FY 2015 available funding to the FY 2016 budget year. Your approval and unwavering support of this request is most appreciated.

Should you have any questions, please contact me at (928) 729-4258.

CC: FY 2016 Budget FileP
File / Chrono

THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

TO : Jonathan Hale, Chairperson
Health, Education & Human Service Committee
23rd Navajo Nation Council

FROM : _____
Marcus C. Tulley, Department Manager III
Facilities Maintenance Department
Division of General Services

DATE : 13 August 2015

SUBJECT : **FY 2016 EMPLOYEE POSITION REINSTATEMENT REQUEST RE: NN FACILITIES MAINTENANCE DEPARTMENT – BU # 112008**

Our department is requesting the approval to instate two positions that were removed from our budget as a result of the President's directive to maintain all individuals employed under each department with no layoffs.

When the budget allocations were first provided we were faced with having a complete workforce with limited resources to perform building and maintenance services that resulted in the removal of two permanent positions from our FY 2016 budget. After proceeding forward we were instructed by the President's office to re-instate these positions that were layoffs as a result of limited budgetary allocations to meet the needs of the Navajo Nation government. The reinstatement of these two positions will not result in any additional budgetary allocations as we will pull resources from temporary positions and allocate those resources to reinstate these two positions.

Therefore we are respectfully requesting your assistance with the processing and approving the reinstatement of two permanent positions that were originally removed from the proposed budget for FY 2016 budget year. Your approval and unwavering support of this request is most appreciated.

Should you have any questions, please contact me at (928) 729-4258.

CC: FY 2016 Budget File
File / Chrono

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THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 112008 Program Title: Facilities Maintenance Department Division/Branch: General Services / Executive

Prepared By: Marcus C. Tulley, Dept. Mgr. III Phone No.: (928) 729-4258 Email Address: marcustulley@navajo-nsn.gov

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
General Funds	10/01/15 - 09/30/16	1,211,557.00	49%
IDC Budget Allocation	10/01/15 - 09/30/16	1,253,832.00	51%
	TOTAL:	$2,465,389.00	100%

PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
2001 Personnel Expenses	1	2,176,560	2,162,545	(14,015)
3000 Travel Expenses	1	51,064	25,515	(25,549)
3500 Meeting Expenses				0
4000 Supplies	1	129,200	82,250	(46,950)
5000 Lease and Rental	1	11,000	28,000	17,000
5500 Communications and Utilities	1	13,000	13,000	0
6000 Repairs and Maintenance	1	193,154	131,834	(61,320)
6500 Contractual Services	1	5,000	2,000	(3,000)
7000 Special Transactions	1	22,455	20,245	(2,210)
8000 Public Assistance				0
9000 Capital Outlay				0
9500 Matching Funds				0
9500 Indirect Cost				0
TOTAL		$2,601,433.00	2,465,389.00	(136,044)

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	54	54
Total # of Permanently Assigned Vehicles:	1	1

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

8/13/15

Marcus C. Tulley, Department Manager III

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

8-13-15

Virgil Brown, Jr., Acting Division Director

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 112008 Program Name/Title: Facilities Maintenance Department

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

HEHSCAU-29-12: The purpose of the Facilities Maintenance Department (FMD) is to provide quality facilities maintenance and repair services for Navajo Nation Government buildings and facilities, identified under the FMD Maintenance Listing. This includes: cooling, heating, electrical, installed equipment, mechanical, carpentry, structural systems, plumbing, ground services, and general custodial services.

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area:								
Report on a quarterly basis, the following program statistics & services provided.								
Goal Statement:								
Routing reporting of program statistics & services provided.								
a. 800 / 650 work orders received per quarter	800		650		800		650	
b. work orders completed per quarter.	750		750		750		750	
c. Less than 100 work orders backlogged at the close of each quarter.	100		100		100		100	
2. Program Performance Area:								
Cross train department personnel in various specialized maintenance services to maximize resources.								
Goal Statement:								
Conduct two cross training sessions per quarter.	2		2		2		2	
3. Program Performance Area:								
Conduct one Navajo Nation building stakeholder meeting per quarter.								
Goal Statement:								
Complete one Navajo Nation building stakeholder meeting each quarter.	1		1		1		1	
4. Program Performance Area:								
Identify and complete abatement / remediation services of Navajo Nation facilities.								
Goal Statement:								
Complete four remediation / abatement services per quarter.	4		4		4		4	

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Marcus C. Tulley, Department Manager III 8/13/15
Program Manager's Printed Name and Signature/Date

Virgil Brown, Jr., Acting Division Director 8-13-15
Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department Business Unit No.: 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
1000	**REVENUES**		(1,253,832)
1991	1992 Indirect Cost Recovery - Facilities Maintenance Department	(1,253,832)	
2001	**PERSONNEL EXPENSES**		2,162,545
	Department employment salary and fringe benefits. Adjustment/Salary increases not paid by the Personnel Lapse Fund.		
2110	**Regular**	1,440,944	
	2120 Person-Regular FT $ 1,440,944		
2310	**Temporary**	54,340	
	2320 Person - Temporary FT $ 54,340		
	Carpenter X 2 x 1976 Hours X 13.75 = $ 54,340.00		
2510	**Overtime**	2,000	
	2520 Overtime Pay Regular $ 2,000		
2610	**Regular**	300	
	2620 Double Holiday Pay $ 300		
2900	**Fringe Benefits**	664,961	
	Permanent: $ 1,440,944.00 x 45.60% = $ 657,070.46		
	Overall Total Permanent Fringe: $ 657,070.00		
	Temporary: $ 54,340.00 X 9.00% = $ 4,890.60		
	Overall Total Temporary Fringe: $ 4,891.00		
	TOTAL	908,713	908,713

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department **Business Unit No.:** 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
3000	**TRAVEL EXPENSES** This cost of travel will be utilized to complete travel associated with administrative and professional training under the department and other meeting relating to the department with various local, state and federal agencies. Travel will include department supply & parts pick-ups, attending meetings & conferences to meet with maintenance vendors, county, state and federal agencies to remain abreast of all building maintenance and safety trends affecting our overall department operations.		25,515
3110	**Fleet** Vehicle use from NN Fleet Management per the FY 2016 BIM: 1 Vehicle X Months X Class Rate & Mileage.	16,015	

Site	# Vehicles	Class	Expenses	Average Miles	Rate	Cost	TOTAL
Central	1	XV	$ 6,252	30,000	0.30	$ 9,000	$ 15,252
	1		$ 6,252	30,000		$ 9,000	$ 15,252

3111 Monthly/Perm $ 6,565

Total Yearly Cost = $ 6,252 + 5% tax = $ 6,565.00

3113 Mileage $ 9,450

Total Mileage Cost = $ 9,000 + 5% tax = $ 9,450.00

3230	**Personal Travel** 3240 Per Diem Meals $ 1,500 3250 Lodging $ 5,000 3260 POV Mileage $ 1,000	7,500	
3310	**Air** 3320 Commercial $ 1,000 3330 Charter - Internal $ 1,000	2,000	
	TOTAL	25,515	25,515

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department Business Unit No.: 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification			(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
4000	**SUPPLIES**				82,250
	Purchase Facilities Maintenance Department office supplies, pay USPS charges, shipping charges, printing materials for department use at various department related functions, copier machine usage & supplies, provide up keeping of office furniture & equipment (i.e. computers, software & accessories), department uniform yearly replacements, purchase equipment supplies (semi-tires/tubes, lubricants, diesel fuel), replacement of small maintenance hand tools & safety supplies.				
4120	**Office Supplies**			2,500	
	4130 General Office Supplies	$	2,500		
4200	**Non Capital Assets**			3,500	
	4210 Non Cap Furniture & Equip	$	1,500		
	4230 Non Cap Computer Equip	$	2,000		
4410	**Operating Supplies**			76,250	
	4420 General Operating Supplies	$	2,500		
	4440 Non Cap Computer Software	$	500		
	4450 Postage, Courier, Shipping	$	500		
	4460 Food Supplies	$	1,500		
	4470 Uniforms	$	500		
	4490 Custodial Supplies	$	70,000		
	4520 Bulk Paper	$	250		
	4530 Printing/Binding/Photocopying	$	250		
	4540 Books, Periodicals, Subscriptions	$	250		
			TOTAL	82,250	82,250

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department Business Unit No.: 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
5000	**LEASE & RENTAL**		28,000
	Facilities Maintenance Department rental of specialized maintenance & office equipment as needed to address maintenance services for those facilities listed under our department building maintenance listing. Rental of meeting space and storage space for department staff development training and materials. Copier Machine Annual Cost.		
5160	**Equipment**	5,000	
	5170 Office Equipment $ 5,000		
5310	**Building/Space**	3,000	
	5320 Meeting Space $ 1,500		
	5330 Storage Space $ 1,500		
5360	**Equipment/Supplies**	20,000	
	5370 Equipment Rental $ 20,000		
	TOTAL	28,000	28,000

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department Business Unit No.: 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
5500	**COMMUNICATIONS & UTILITIES** Facilities Maintenance Department payment of department and agency telephone services to include: voice and fax services to ensure uninterrupted coverage to the Navajo Nation Government. Cover costs associated with internet connectivity for the Facilities Maintenance Department Administration Offices and address cellular service costs for assigned FMD personnel on-call to address emergency maintenance and custodial services 24/7/365. Maintain current department vehicle two		13,000
5520	**Telephone** 5530 Basic Services $ 6,000 5540 Long Distance $ 2,000	8,000	
5610	**Wireless** 5620 Cellular $ 5,000	5,000	
	TOTAL	13,000	13,000

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department **Business Unit No.:** 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
6000	**REPAIRS & MAINTENANCE** FMD projected maintenance cost for our existing Navajo Nation buildings under our maintenance listing for FY 2016 is 1,850,016 x $3.50 equivalent to an average cost of $6,475,056 that encompasses electrical, plumbing, HVAC, welding, painting, carpentry and cabinetmaking services. This amount does not include emergency issues that arise that include waterbreaks, vandalism, or other building emergency issues related to the operation of the Navajo Nation Government that has a minimum average of $250,000 annually to address these issues that occur after hours, weekends or holidays. The amount listed below outlines the budget for maintenance repairs for this year well below the our FMD maintenance budgetary needs of $6,725,056 or a difference of $6,622,493. This amount is needed to property service both maintenance and renovation needs of the Navajo Nation Facilities & Buildings listed under our maintenance listing.		131,834
6020	**Supplies** 6030 Building R & M Supplies $ 94,688	129,334	
6040	**Services** 6050 Building R & M Services $ 7,875	2,500	
	TOTAL	131,834	131,834

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department **Business Unit No.:** 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
6500	**CONTRACTUAL SERVICES**		2,000
	FMD minor contractual services such as labor, flat tires, vacuum cleaner, dry cleaning services of custodial equipment services rendered under our department to the Navajo Nation Government buildings listed under our department service listing.		
6910	**Other Contractual Services**	2,000	
	6921 Other Services $ 2,000		
	TOTAL	2,000	2,000

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department Business Unit No.: 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
7000	**SPECIAL TRANSACTIONS** The cost associated with employee recognition of service for those retiring or providing exceptional service to the Navajo Nation Facilities Maintenance Department while enhancing our direct service delivery to the Navajo Nation. Provide media advertisement for advertisement of bid for department contractual services of all on-going and future maintenance activities by promoting transparency and accountability within FMD. Coverage of all department personnel training and professional dues associated with each FMD personnel members trade or professional development as needed to address our overall department operation to the Nation while further enhancing their individual trade education and maintaining their certification as needed. Other costs include covering all costs associated with insurance premiums and other related insurance costs for the department.		20,245
7510	**Training & Professional Dues** 7520 Training/Registration Fees $ 2,674 7530 Training Supplies $ 2,500	5,174	
	TOTAL	5,174	20,245

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department **Business Unit No.:** 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
7710	**Insurance Premiums**	15,071	
	7720 Property - Contents $ 846.34 $783,650.58 / $1,000 = $ 786.65 X $ 1.08 = $ 846.34		
	7740 Vehicle - Auto Liability $ 106.12 $106.12 X 1 = $106.12		
	7750 Vehicle - Auto Physical Damage $ 125.96 PP Vehicles under 1 ton = $ 125.96		
	7765 Policy Payments $ 4,108.84 General Liability = $ 2,162,545 / $100 = $ 22,636.09 X $ .19 = $ 4,108.84		
	7767 Workers' Comp Premium $ 9,884.05 Workers' Comp Premium = $1,497,584 / $100 x $0.66 = $9,884.05		
	TOTAL	15,071	-

THE NAVAJO NATION
SUMMARY OF CHANGES TO BUDGETED POSITIONS

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department

Business Unit No.: 112008

PART II. PERSONNEL/POSITION CHANGES:

(A) Type of Change	(B) Sub Acct Object Code	(C) Position Number	(D) Job Type / Class Code	(E) Position Title	(F) Employee ID No. or Vacant	(G) Salary	(H) Fringe Benefit	(I) Total (Col. G + H)
RESTORE	1104	202396	004080	BLDG. MAINT. SUPV.	10397	39,416	17,974	57,390
RESTORE	1105	209904	004005	PRINC. STORES CLERK	14264	35,402	16,143	51,545
								-
								-
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								-
								-
					PAGE TOTAL:	74,818	34,117	108,935

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 812004 Program Name/Title: Duplicating Services Program - RMD

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

(GSCS-40A-10): Records Management is a department function under the Division of General Services to maintain and oversee vital official records and to provide duplicating services for the Navajo Nation divisions, departments and programs.

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: Maintain Duplicating Services Internal Services Fund Goal Statement: Maintain an average of $175,000.00 per quarter	175,000		175,000		175,000		175,000	
2. Program Performance Area: Maintain a reproduction volume of Duplicating Services Goal Statement: Maintain an average of 1,750,000 copies per quarter	1,750,000		1,750,000		1,750,000		1,750,000	
3. Program Performance Area: Duplicating section to provide presenations to divisions, departments and programs Goal Statement: Provide 3 presentations per quarter to the divisions, departments and programs	3		3		3		3	
4. Program Performance Area: Provide a large copier for the Administration Building in 4 Phases Goal Statement: Phase 1-Provide quotes, Phase 2-Initiate 164 Process, Phase 3-Complete 164 Process, Phase 4-Install	Phase 1		Phase 2		Phase 3		Phase 4	
5. Program Performance Area: New Archive Data System Goal Statement: Phase 1 - Create Data System, Phase 2 - Install System, Phase 3 - Staff Training, Phase 4 - Implement	Phase 1		Phase 2		Phase 3		Phase 4	

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

8/13/15

Program Manager's Printed Name and Signature/Date

8-13-15

Division Director/Branch Chief's Printed Name and Signature / Date

Fiscal Year 2016

The Navajo Nation
Recommended Unmet Needs Budgets

Branch: Executive **Division:** Division of General Services

(A) Business Unit Number	(B) Program Title	(C) Amount of Unmet Need	(D) Explanation of Recommended UNMET NEEDS to the Fiscal Year 2015 General Fund Budget
112009	Department of Information Technology	1,611,979	19 employees w/fringe benefits - insurance premiums, workers comp, equipment and computers.
112008	Facilities Maintenance Department	2,000,000	Building supplies, service and external contractors for HVAC, pest control, general contractor.
112006	Navajo Nation Telecommunications Utilities	20,000	Travel expenses- lodging and meal expenses and office supplies - general office and operating supplies.
112001	Division of General Services	20,000	Monthly mileage and fleet rental of department vehicle; per diem meals, lodging, POV mileage and other travel expense; office supplies, office furniture, computer equipment, special transactions for projects, special events, promotion and advertise projects, gift/awards, catering, refreshnents for events/trainings and premiums.

EXHIBIT E

Fiscal Year 2016

The Navajo Nation
Recommended Unmet Needs Budgets

912001	Employee Housing Program	499,995	3 employees with fringe benefits, personnel travel for training, seminars and conferences for per diem, lodging and POV mileage, supplies - replacement of appliances, cooling units, supplies for emergency service calls, repairs and maintenance of tribal housing- plmbing, carpentry, cabinetry, painting, plumbing, roof renovation, upgrade water lines, electrical and attic insulation; external contractors for waste disposal and general professional contractors; training and professional dues for personnel and insurance premiums - general liability and workers comp.; purchase 2 new three bedroom mobile homes to replace dilapidated units currently in inventory with employee housing
	TOTAL:	4,151,974	

EXHIBIT E

FY 2016
UnMet Needs

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 112009 Program Title: Department of Information Technology Division/Branch: Division of General Services

Prepared By: Royetta T. Woodie Phone No.: 928-871-6520 Email Address: rwoodie@navajo-nsn.gov

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
General Fund	10/1/15-09/30/16	1,611,979.00	100%
		TOTAL:	$1,611,979.00	100%

PART III. BUDGET SUMMARY

	Fund Type Code	Proposed Budget	(B) UnMet Needs Budget	(C) (Column B + A)
2001 Personnel Expenses	1	1,363,027	1,253,913	2,616,940
3000 Travel Expenses	1	19,456		19,456
3500 Meeting Expenses	1			0
4000 Supplies	1	10,000		10,000
5000 Lease and Rental	1			0
5500 Communications and Utilities	1	19,000		19,000
6000 Repairs and Maintenance	1	50,000		50,000
6500 Contractual Services	1	30,000		30,000
7000 Special Transactions	1	16,956	8,066	25,022
8000 Public Assistance	1	0		0
9000 Capital Outlay	1	186,292	350,000	536,292
9500 Matching Funds	1			0
9500 Indirect Cost	1			0
TOTAL		$1,694,731.00	1,611,979.00	3,306,710

PART IV. POSITIONS AND VEHICLES

	(D)	(E)
Total # of Positions Budgeted:	19	19
Total # of Permanently Assigned Vehicles:	2	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

8-10-15

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

8-10-15

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

NNOMB-BF1

THE NAVA NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 112009 Program Name/Title: Department of Information Technology

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE: GSCJY-67-99-1. To Carry out directives of NN-Council resolution CJY3491, as amended, which spcifically mandates the creations, "Open Information Environment" among the governmental entities of the Navajo Nation, and to assign responsible parties to coordinate the use and development of computer technology to achieve an open information-sharing environment. 2. To implement an overall computer information strategy which provides quality and timely computer related services.3. To achieve distributed processing of selected financial transactions to the Agency and Chapter levels of the NN government via computer technology. 4. To allow Agency and Chapter access to various NN government data and information via computer tehcnology. 5. To allow Agency and Chapter access to the "internet" via Computer technology

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: Correct a citation in 2009 Audit CAP. Goal Statement: Hire (19) IT staff.					1			
2. Program Performance Area: Provide diesel genertor for UPS power source for Admin 2. Goal Statement: Purchase (1) diesel generator.					1			
3. Program Performance Area: Provide fiber ring for Navajo Nation government Goal Statement: Purchase and install (1)l fiber ring for Navajo Nation governement.			50%				50%	
4. Program Performance Area: Goal Statement:								
5. Program Performance Area: Goal Statement:								

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

8-10-15

Program Manager's Printed Name and Signature/Date

8-10-5

Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVA NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Information Technology Business Unit No.: 112009

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification			(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	2001 PERSONNEL EXPENSES				1,253,913
	Employee salary and fringe benefits.				
2110	Regular			861,204	
	.2120 (19) regular Full-time position per 2009 Audit CAP				
2900	Fringe Benefits			392,709	
	.2900 Regular $861,204 * 45.60%=	$	392,709.02		
	7000 SPECIAL TRANSACTION				8,066
	Employee insurance premiums.				
7710	Insurance Premiums			8,066	
	.7765 General Liability ($1,253,913/100 * 0.19) =	$	2,382.43		
	.7767 Workers Comp (less fringe) $861,204 / 100 *.66 =	$	5,683.95		
	Total:	$	8,066.38		
	9000 CAPITAL OUTLAY				350,000
	Purchaes that are greater than $5,000. Computer & equipment for Fiber in IT Infrastructure, diesel generator for UPS power source.				
9140	Equipment			350,000	
	.9142 Equipment	$	300,000.00		
	.9146 Computers	$	50,000.00		
	Total:	$	350,000.00		
			TOTAL	1,611,979	1,611,979

FY 2016
UnMet Needs

THE NAVA ATION
SUMMARY OF CHANGES TO BUDGETED POSITIONS

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Information Technology

Business Unit No.: 112009

PART II. PERSONNEL/POSITION CHANGES:

(A) Type of Change	(B) Sub Acct Object Code	(C) Position Number	(D) Job Type / Class Code	(E) Position Title	(F) Employee ID No. or Vacant	(G) Salary	(H) Fringe Benefit	(I) Total (Col. G + H)
New			001877	Information Security Officer	Exempt Grade=68F prim	75,670	34,506	110,176
New			001848	Network Specialist	Ex Grade=64Fprim Agny	53,581	24,433	78,014
New			001848	Network Specialist	Ex Grade=64Fprim Agny	53,581	24,433	78,014
New			001848	Network Specialist	Ex Grade=64Fprim Agny	53,581	24,433	78,014
New			001848	Network Specialist	Ex Grade=64Fprim Agny	53,581	24,433	78,014
New			001848	Network Specialist	Ex Grade=64Fprim Agny	53,581	24,433	78,014
New			001872	Information Systems Technician	NonEx Grade=60 AB60A Agny	28,600	13,042	41,642
New			001872	Information Systems Technician	NonEx Grade=60 AB60A Agny	28,600	13,042	41,642
New			001872	Information Systems Technician	NonEx Grade=60 AB60A Agny	28,600	13,042	41,642
New			001872	Information Systems Technician	NonEx Grade=60 AB60A Agny	28,600	13,042	41,642
New			001872	Information Systems Technician	NonEx Grade=60 AB60A Agny	28,600	13,042	41,642
New			001848	Network Specialist	Ex Grade=64Fprim DIT	53,581	24,433	78,014
New			001848	Network Specialist	Ex Grade=64Fprim DIT	53,581	24,433	78,014
New			001848	Network Specialist	Ex Grade=64Fprim DIT	53,581	24,433	78,014
New			001872	Information Systems Technician	NonEx Grade=60 DIT	28,600	13,042	41,642
New			001872	Information Systems Technician	NonEx Grade=60 DIT	28,600	13,042	41,642
New			001872	Information Systems Technician	NonEx Grade=60 DIT	28,600	13,042	41,642
New			003503	Project Manager (non IT)	Ex Grade=64Lprim DIT	64,043	29,204	93,247
New			003503	Project Manager (non IT)	Ex Grade=64Lprim DIT	64,043	29,204	93,247
								-
								-
					PAGE TOTAL:	861,204	392,709	1,253,913

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 112008 Program Title: Facilities Maintenance Department Division/Branch: General Services / Executive

Prepared By: Marcus C. Tulley, Dept. Mgr. III Phone No.: (928) 729-4258 Email Address: marcustulley@navajo-nsn.gov

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
FY 2016 General Funds	10/01/15 - 09/30/16	2,000,000.00	100%
		TOTAL:	$2,000,000.00	100%

PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
2001 Personnel Expenses	1	2,176,560	0	(2,176,560)
3000 Travel Expenses	1	51,064	0	(51,064)
3500 Meeting Expenses				0
4000 Supplies	1	129,200	0	(129,200)
5000 Lease and Rental	1	11,000	0	(11,000)
5500 Communications and Utilities	1	13,000	0	(13,000)
6000 Repairs and Maintenance	1	193,154	2,000,000	1,806,846
6500 Contractual Services	1	5,000	0	(5,000)
7000 Special Transactions	1	22,455	0	(22,455)
8000 Public Assistance				0
9000 Capital Outlay				0
9500 Matching Funds				0
9500 Indirect Cost				0
	TOTAL	$2,601,433.00	2,000,000.00	(601,433)

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	54	0
Total # of Permanently Assigned Vehicles:	1	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

Marcus C. Tulley, Department Manager III
SUBMITTED BY: Program Manager's Printed Name and Signature / Date

Virgil Brown, Jr., Acting Division Director
APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

FY 2015

Unmet needs

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 112008 Program Name/Title: Facilities Maintenance Department

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

HEHSCAU-29-12: The purpose of the Facilities Maintenance Department (FMD) is to provide quality facilities maintenance and repair services for Navajo Nation Government buildings and facilities, identified under the FMD Maintenance Listing. This includes: cooling, heating, electrical, installed equipment, mechanical, carpentry, structural systems, plumbing, ground services, and general custodial services.

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: Complete major maintenance & repair projects across the Navajo Nation.								
Goal Statement: Address several major Navajo Nation facility maintenance projects.								
a. Complete 5 roof repairs per quarter.	5		5		5		5	
b. Complete 10 ADA building compliance work orders each quarter.	10		10		10		10	
c. Exam and replace aging heating / cooling systems with HVAC systems.	3		3		3		3	
2. Program Performance Area: Identify and complete minor renovations of NN government facilities.								
Goal Statement: Complete 3 minor facility renovations per quarter	3		3		3		3	
3. Program Performance Area: Purchase supplies each quarter for repair and maintenance.								
Goal Statement: Purchase $77,500 per quarter.	$77,500		$77,500		$77,500		$77,500	
4. Program Performance Area:								
Goal Statement:								

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Marcus C. Tulley, Department Manager III
Program Manager's Printed Name and Signature/Date

Virgil Brown, Jr., Acting Division Director
Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Facilities Maintenance Department **Business Unit No.:** 112008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification			(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
6000	**REPAIRS & MAINTENANCE**				2,000,000
	FMD projected maintenance cost for our existing Navajo Nation buildings under our maintenance listing for FY 2016 is 1,850,016 x $18.36/Sq.Ft. (National Building Maintenance Average Cost Per Square Foot) = $33,966,294. Therefore, our projected shortfall is $34 million (need) minus $2.5 million (allocation amount for this fiscal year) equals <$32.5million>. This amount is needed to properly begin serving the total maintenance and renovation needs of the Navajo Nation Facilities & Buildings. These allocations also will cover R & M supplies & services to include building, and also any repair and maintenance expenses.				
6020	**Supplies**			310,000	
	6030 Building R & M Supplies	$	310,000		
6040	**Services**			250,000	
	6050 Building R & M Services	$	250,000		
6200	**External Contractors**			1,440,000	
	6230 HVAC	$	150,000		
	6240 Pest Control	$	40,000		
	6290 General Contractor	$	1,250,000		
			TOTAL	2,000,000	2,000,000

FY2016 UNMET NEEDS

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 112006 Program Title: Navajo Nation Telecommunication & Utilities Division/Branch: General Services/Executive

Prepared By: Barbara Yazzie, Administrative Assistant Phone No.: 871-7740 Email Address: byazi@navajo-nsn.gov

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
General Fund	10/1/15 to 9/30/16	20,000.00	100%
	TOTAL:	$20,000.00	100%

PART III. BUDGET SUMMARY	Fund Type Code	(A) Proposed FY2016 Budget	(B) Budget	(C) Additional (Column A + B)
2001 Personnel Expenses		473,472		473,472
3000 Travel Expenses		19,978	15,000	34,978
3500 Meeting Expenses				
4000 Supplies		5,363	5,000	10,363
5000 Lease and Rental				
5500 Communications and Utilities		1,455		1,455
6000 Repairs and Maintenance				
6500 Contractual Services				
7000 Special Transactions		4,789		4,789
8000 Public Assistance				
9000 Capital Outlay				
9500 Matching Funds				
9500 Indirect Cost				
	TOTAL	$505,057.00	20,000.00	525,057

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	10	10
Total # of Permanently Assigned Vehicles:	2	2

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

Pearl Lee, Program Manager I 7/27/15

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

Virgil Brown Jr., Acting Division Director 7-28-15

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 112006 Program Name/Title: Navajo Nation Telecommunication & Utilities

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE: GSCAU-27-09A: The purpose of Navajo Nation Telecommunication & Utilities is to plan, administer, and manage for the telecommunication and utility activities for the Navajo Nation. To carry out the above purposes, the Navajo Nation Telecommunication & Utilities department shall provide a centralized telecommunication and utility management service as a department of the Division of General Services.

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: Number of department two way radio equipment inventory conducted. Goal Statement: To ensure all two way radio equipment are utilized.	2		2		2		2	
2. Program Performance Area: Goal Statement:								
3. Program Performance Area: Goal Statement:								
4. Program Performance Area: Goal Statement:								
5. Program Performance Area: Goal Statement:								

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Pearl Lee, Program Manager I 7/27/15
Program Manager's Printed Name and Signature/Date

Virgil Brown, Jr., Acting Division Director
Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Navajo Nation Telecommunication & Utilities Business Unit No.: 112006

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification		(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	3000 TRAVEL EXPENSES			15,000
	Meals and lodging directly related to program business and other miscellaneous travel expenses.			
3230	Travel Expenses (CONUS rates are available Jan. 1st)		15,000	
	.3240 Per diem meals: $46/Daily Per Diem x 152 days for 1 staff	$6,992		
	.3250 Lodging: $77/Night Per Diem x 77 nights for 1 staff	$8,008		
		TOTAL	15,000	15,000

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Navajo Nation Telecommunication & Utilities

Business Unit No.: 112006

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	4000 SUPPLIES		5,000
	Office supplies such as Xerox paper, pens, folders, etc. and general operating supplies for the program.		
4120	Office Supplies	5,000	
	.4130 General Office Supplies $500		
4410	Operating Supplies		
	.4420 General Operating Supplies $4,500		
	TOTAL	5,000	5,000

FY 2016 UNMET NEEDS

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 112001 Program Title: Division of General Services Division/Branch: General Services

Prepared By: Marlene S. Slim Phone No.: (928) 871-6079 Email Address: slimmarlenes@hotmail.com

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
General Funds	10/1/15 - 09/30/16	20,000.00	100%
			0%
	TOTAL:	$20,000.00	100%

PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
2001 Personnel Expenses	1	315,583		(315,583)
3000 Travel Expenses	1	12,962	4,000	(8,962)
3500 Meeting Expenses				0
4000 Supplies	1	2,706	12,000	9,294
5000 Lease and Rental	1	1,109		(1,109)
5500 Communications and Utilities	1	1,600		(1,600)
6000 Repairs and Maintenance	1	200		(200)
6500 Contractual Services				0
7000 Special Transactions	1	3,310	4,000	690
8000 Public Assistance				0
9000 Capital Outlay				0
9500 Matching Funds				0
9500 Indirect Cost				0
TOTAL		$337,470.00	20,000.00	(317,470)

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	4	
Total # of Permanently Assigned Vehicles:	1	

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

Virgil Brown, Jr., Acting Div. Director

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

Russell Begaye, President

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 112001 Program Name/Title: Division of General Services

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

(Resolution No.: CO-87-95): The purpose of the Division of General Services is to administer, plan, manage and monitor all administrative service activities of the Navajo Nation Government; DGS departments to facilite effective management and delivery of services.

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: DGS is to meet and address with Departments/Programs on President's Priorities. Goal Statement: Address once every month to update status and implementation.	3		3		3		3	
2. Program Performance Area: Address on Critical issues or Project Status & updates accordingly. Goal Statement: Convey with Dept. Manager's & Director's on addressing critical issues/Projects once month.	3		3		3		3	
3. Program Performance Area: Ensure Manager's/Directors to continue to implement their strategic plans and priorities. Goal Statement: Monitor the (9) department's stragtegic priorities three times a quarter.	3		3		3		3	
4. Program Performance Area: As direct services to NN employees, strive for a safe and healthy work environment. Goal Statement: To continue and assist with upgrades & assessments with infrastructure/buildings, twice quarterly.	2		2		2		2	
5. Program Performance Area: Amend Division of General Services depts./programs 1995 Plan of Operations. Goal Statement: To complete by the end of 2nd Quarter for administration and all programs.	6		6		0		0	

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Virgil Brown, Jr., Acting Div. Director 7-30-15
Program Manager's Printed Name and Signature/Date

Russell Begaye, President 7/30/15
Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Division of General Services Business Unit No.: 112001

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	3000 TRAVEL EXPENSES		4,000
	Monthly mileage and fleet rental of operation of the department. Meals, lodging and air fare directly related to program business and other miscellanious travel expense.		
	PERSONAL TRAVEL 3240 - Per Diem Meals 3250 - Lodging 3260 - POV Mileage 3290 - Other Travel Expense (Misc.)	4,000	
	4000 SUPPLIES		12,000
	Supplies and materials to support the Division's operations and function; such as pens, pencils, filed folders, filed labels, report covers, binders, tabs, envelopes, stationery, copy paper and other bond paper for printing, reports and copying. Toners for printers and cartridges, etc...		
4120	OFFICE SUPPLIES 4130 - General Office Supplies	2,000	
4200	NON-CAPITAL ASSETS 4210 - Non-Cap Furniture/Equipment 4230 - Non-Cap Computer/Equipment	3,000	
4410	OPERATING SUPPLIES 4420 - General Operating Supplies	7,000	
	TOTAL	16,000	16,000

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Division of General Services Business Unit No.: 112001

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	7000 SPECIAL TRANSACTIONS		4,000
	For projects, special events and initiatives within the Division operations, including promote and advertise products; Gifts and awards to be presented; Catering and refreshments for special events, trainings and required premiums.		
7110	PROGRAM 7130 - Promotional Items 7140 - Gifts & Awards 7150 - Charitable Contributions 7180 - Catering 7190 - Refreshments	4,000	
	TOTAL	4,000	4,000

THE NAVAJO NATION

RUSSELL BEGAYE
JONATHAN NEZ

MEMORANDUM

TO : ALL DIVISION DIRECTORS AND STAFF
NAVAJO NATION EXECUTIVE OFFICE

FROM : Robert Joe, Chief of Staff
OFFICE OF THE PRESIDENT & VICE PRESIDENT

DATE : June 29, 2015

SUBJECT : **STANDING DELEGATION OF AUTHORITY**
RE: *Chief of Staff, OPVP*

Mr. Perry Shirley, Executive Staff Assistant, shall be delegated in the capacity of the Navajo Nation Office of the President & Vice President (OPVP) Chief of Staff during my absence. This delegation shall serve as a Standing Delegation to cover the period of July 1, 2015 to July 31, 2015.

This delegation is for administrative purposes only. This delegation does not re-delegate Navajo Nation policy authority reserved for the Navajo Nation President & Vice President. Your adherence to this delegation is appreciated should you have any questions call (928) 871-7000.

ACKNOWLEDGED:

Perry Shirley, Executive Staff Assistant
OFFICE OF THE PRESIDENT & VICE PRESIDENT

Cc Navajo Nation Office of the Speaker
Navajo Nation Judicial Branch
Navajo Nation Office of the Controller
Navajo Nation Divisions/Departments
File

FY 2016 UNMET NEEDS

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: ______ Program Title: Employee Housing Program Division/Branch: General Services/Executive

Prepared By: Lindsey Mescal/O.Jim Phone No.: 871-7684 Email Address: employeehousing@frontiernet.net

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
General Funds	10/1/15 - 9/30/16	499,995	100%
		TOTAL: 499,995	100%

PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
2001 Personnel Expenses	1		49,678	49,678
3000 Travel Expenses	1		12,000	12,000
3500 Meeting Expenses				0
4000 Supplies	1		60,000	60,000
5000 Lease and Rental				0
5500 Communications and Utilities				0
6000 Repairs and Maintenance	1		252,672	252,672
6500 Contractual Services				0
7000 Special Transactions	1		5,645	5,645
8000 Public Assistance				0
9000 Capital Outlay	1		120,000	120,000
9500 Matching Funds				0
9500 Indirect Cost				0
	TOTAL	0	499,995	499,995

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:		3
Total # of Permanently Assigned Vehicles:		

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

Lindsey Mescal, Progam Supervisor [signature] 7-16-15
SUBMITTED BY: Program Manager's Printed Name and Signature / Date

Virgil Brown, Jr., Division Director [signature] 7-16-15
APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 7

Program Name/Title: Employee Housing Program

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

Resolution Number: GSCS-70-95. The purpose of the Employee Housing Program is to: (1) provide housing for Navajo Nation employees under a fiscally self-sufficient operation; (2) control activities related to administering the Navajo Employee Housing Program; (3) insure a comprehensive quality maintenance program for all employee housing units; (4) provide additional rental housing units as funds become available; and (5) establish annual housing rental rates consistent with costs related to adequate maintenance.

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: *Infrastructure/Renovation (housing units)*								
Goal Statement: *Electrical; Painting - Number of Housing Units*	3		3		3		3	
2. Program Performance Area: *Infrastructure/Renovation (housing units)*								
Goal Statement: *Change out plumbing from galvanized pipes to the pex water system - Number of Housing Units*	3		3		3		3	
3. Program Performance Area: *Infrastructure/Renovation (housing units)*								
Goal Statement: *Attic Blow Insulation - Number of Housing Units*	5		5		5		5	
4. Program Performance Area: *Upgrade to appliances in existing housing units.*								
Goal Statement: *Change out appliances in existing housing units - Number of Housing Units*	8		8		8		8	
5. Program Performance Area: *Continuation of Workforce Development/Training*								
Goal Statement: *Safety Training; Asbestos Initial; Alarm System Installation Training; Maintaining Equipment Training*	2		2		2		2	

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Lindsey Mescal, Program Supervisor 7-16-15
Program Manager's Printed Name and Signature/Date

Virgil Brown, Jr., Division Director 7-16-15
Division Director/Branch Chief's Printed Name and Signature / Date

FY 2016 UNMET NEEDS

THE NAVAJO NATION
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNITS

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2014 ACTUAL G/S	FY 2014 ACTUAL SALARY	FY 2015 PROPOSED HOURS	FY 2015 PROPOSED BUDGET
2320		4077	Maintenance Technician (temp)		WIN	AB60A	19,800.00	1440	19,800
2320		4143	Laborer (temp)		WIN	AB55A	12,888.00	1440	12,888
2320		4143	Laborer (temp)		WIN	AB55A	12,888.00	1440	12,888
							BUSINESS UNIT TOTAL:		45,576

DEPARTMENT OF PERSONNEL MANAGEMENT PROVIDES THIS FORM.

MT @ AB60A
1 personnel x $13.75 per hr x 80 hours x 18 PPEs = $19,800.00

LBRs @ AB55A
2 personnel x $8.95 per hr x 80 hours x 18 PPEs = $25,776.00

PART I. PROGRAM INFORMATION:

Program Name/Title: Employee Housing Program

Business Unit No.:

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	2001 PERSONNEL EXPENSES		49,678
2310	Personnel - Temporary Temporary assistance needed to complete renovation of housing units, work order service calls, and pre-abatement and remediation. Maintenance Technician 1 Personnel x $13.75/Hr x 80 Hours x 18 PPEs = 19,800.00 Laborer 2 Personnel x $8.95/Hr x 80 Hours x 18 PPEs = 25,776.00	45,576	
2900	Fringe Benefits 45,576 x 9.00% = 4,101.84	4,102	
	3000 TRAVEL EXPENSES		12,000
3230	Personal Travel Meals and lodging expenses directly related to program related business. Transportation to and from authorized training, seminars, conferences, and other program related functions. 3240: Per Diem Meals 3,000 3250: Lodging 5,000 3260: POV Mileage 4,000	12,000	
	4000 SUPPLIES		60,000
4200	Non-Capital Assets Replacement of obsolete and outdated appliances (refrigerators, stoves, rangehoods, water heater, furnace) and air cooling units; during renovation and service calls and small equipment for program and renovation use. 4210: Non-Capital Furniture & Equipment 50,000	50,000	
4410	Operating Supplies Supplies and small equipment for Program use and Maintenance Technicians use on monitoring service calls and emergency service calls. 4420: General Operating Supplies 10,000	10,000	
	TOTAL	121,678	121,678

PART I. PROGRAM INFORMATION:

Program Name/Title: Employee Housing Program Business Unit No.:

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification		(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	6000 REPAIRS & MAINTENANCE			252,672
6020	R & M - Supplies Costs for repairs, maintenance, renovation of tribal housing. Materials and supplies for plumbing, carpentry, cabinetry, painting, plumbing, roof renovation. Upgrade water lines to pex system and lower ceilings for energy efficiency, electircal and attic insulation.		197,672	
	6030: Building Repairs & Maintenance	197,672		
6200	External Contractors 30 cubic yard bin for renovation debris. In addition, overage fees for disposal of larger and/or heavier items. Professional services for roof renovation, mold remediation, mobile home installation, RFP's, RFQ's, etc.		55,000	
	6250: Waste Disposal	5,000		
	6290: General Contractors	50,000		
	7000 SPECIAL TRANSACTIONS			5,645
7510	Training & Professional Dues Update on Annual Electrical, Building, and Plumbing National Codes. OSHA Compliance. Upkeep certification in electric, plumbing.Training supplies consist of books, charts, handouts, etc. Insurance Premiums' for temporary personnel.		5,250	
	7520: Training/Registration Fees	5,000		
	7530: Training Supplies	250		
7710	Insurance Premiums		395	
	7765: Insurance Premiums (General Liability) $49,678 / 100 x $0.19 = $94.38	94		
	7767: Workers' Compensation (less fringe) $45,576 / 100 x 0.66 = 300.80	301		
	9000 CAPITAL OUTLAY			120,000
9050	Buildings Purchase 2 new 3-bedroom mobile homes to replace dilapadated units currently in inventory with Employee Housing.		120,000	
	9052: Buildings	120,000		
		TOTAL	378,317	378,317