



23rd Navajo Nation Council

MEMORANDUM

To : Manuel Rico, Senior Programs and Projects Specialist
OFFICE OF LEGISLATIVE SERVICES

From : 15711
Tom Platero, Executive Director
OFFICE OF LEGISLATIVE SERVICES

Date : January 9, 2019

Subject : ***23rd Navajo Nation Council Expired Legislation***

Pursuant to 2 N.N.C. § 164 (A) (1), "The last day for consideration of resolutions shall be December 31st of the year immediately preceding the swearing in of the new Council", the following legislation need to be closed out and labeled as "expired":

NAVAJO NATION COUNCIL:

0399-17	0424-17	0098-18	0136-18
0183-18	0224-18	0328-18	0344-18
0356-18	0358-18	0367-18	0373-18
0385-18	0393-18	0404-18	0416-18
0422-18			

NAABIK'YATI' COMMITTEE:

0224-15	0361-16	0341-18	0406-18
0418-18	0427-18		

BUDGET AND FINANCE COMMITTEE:

0021-17	0392-17	0099-18	0261-18
0287-18	0398-18	0435-18	0436-18

HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE:

0414-18	0419-18	0451-18
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LAW AND ORDER COMMITTEE:

0114-17	0031-18	0217-18	0307-18
0353-18	0360-18	0364-18	0437-18

RESOURCES AND DEVELOPMENT COMMITTEE:

0402-15	0104-16	0121-16	0183-16
0282-16	0296-16	0370-16	0384-16
0135-17	0176-17	0386-17	0400-17
0076-18	0395-18	0415-18	0443-18

Legislation need to be closed out as soon as possible. If you have any questions, please let me know.

CONCURRENCE:



Honorable LoRenzo C. Bates, Speaker
23rd Navajo Nation Council

COPIES: Pete K. Atcitty, Chief of Staff, Office of the Speaker
Ed McCool, Acting Chief Legislative Counsel, Office of Legislative Counsel
Files

LEGISLATIVE SUMMARY SHEET

Tracking No. 0287-18

DATE: August 23, 2018

SUBJECT: AN ACTION RELATING TO HEALTH, EDUCATION, AND HUMAN SERVICES COMMITTEE AND BUDGET AND FINANCE COMMITTEE; APPROVING THE EXPENDITURE PLAN FOR NAVAJO NATION TV & FILM

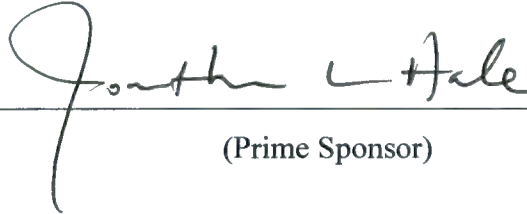
PURPOSE: The purpose of this legislation is to approve an expenditure plan for Navajo Nation TV & Film.

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate review the proposed resolution in detail.

5-DAY BILL HOLD PERIOD: None
Website Posting Time/Date: 10:35 AM 8/29/18
Posting End Date: 8/29/2018
Eligible for Action: 8/30/2018

PROPOSED STANDING COMMITTEE RESOLUTION
23rd NAVAJO NATION COUNCIL – Fourth Year, 2018

INTRODUCED BY



(Prime Sponsor)

TRACKING NO. 0287-18

AN ACTION

RELATING TO HEALTH, EDUCATION, AND HUMAN SERVICES COMMITTEE
AND BUDGET AND FINANCE COMMITTEE; APPROVING THE EXPENDITURE
PLAN FOR NAVAJO NATION TV & FILM

BE IT ENACTED:

Section One. Authority

- A. The Health, Education, and Human Services Committee is a Standing Committee of the Navajo Nation Council. 2 N.N.C. § 400 (A).
- B. Health, Education, and Human Services Committee (HEHSC) has oversight authority over the Division of Human Resources. Navajo Nation TV & Film is within the Division of Human Resources. 2 N.N.C. § 401(C)(1).
- C. The Budget and Finance Committee is a Standing Committee of the Navajo Nation Council. 2 N.N.C. § 300(A).
- D. The Budget and Finance Committee has the power “[t]o approve Fund Management Plans pursuant to the recommendations of the appropriate oversight committee and affected Division or Branch.” 2 N.N.C. § 301(B)(14).
- E. The Budget and Finance Committee has approved the Eligibility Criteria for the Expenditure of Revenues Generated by Programs and Departments. Budget and Finance Committee Resolution, BFN-187-03.

1 **Section Two. Findings**

- 2 A. Navajo Nation TV & Film submitted an expenditure plan pursuant to BFN-187-03. The
3 expenditure plan is attached as **Exhibit A**.
- 4 B. A program meets the purpose for an expenditure plan where a program or department
5 collects revenue through the collection of fees for goods or services and wishes to
6 expend the revenues collected, but is ineligible for a special revenue fund
7 management plan,
- 8 C. Navajo Nation TV & Film was previously known as the Office of Broadcast Services.
9 The name was changed to Navajo Nation TV & Film in the current plan of operation
10 approved by HEHSC in 2018. See HEHSC Resolution, HEHSCJN-11-18, attached as
11 **Exhibit B**.
- 12 D. Navajo Nation TV & Film (“NNTVF”) charges fees for services provided. These fees
13 include permit fees, equipment rental, production assistance, location scouting, talent
14 registration fee, media sales, site-colocation, and lease fees, media workshops, and
15 underwriting.
- 16 E. The Executive Official Review documents are attached as **Exhibit B**. All reviewers
17 noted the NNTVF Expenditure Plan is sufficient.

18
19 **Section Three. Approval**

20 The Navajo Nation hereby approves NNTVF’s Expenditure Plan, which is attached as
21 **Exhibit A**.

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Division of Human Resources
Navajo Nation TV & Film (NNTVF)
Expenditure Plan



This authorizes the NNTVF to receive, manage and expend funds generated by the activities of NNTVF and shall be entrusted to the authorized personnel, as delegated by the Division Director of Human Resources.

I. ESTABLISHMENT

This hereby establishes the “Navajo Nation TV and Film – Expenditure Plan” (114003) for use by NNTVF as Expenditure of Revenues generated by program, pursuant to Resolution No: BFN-187-03 and No: HEHSC-11-18.

The Health, Education and Human Services Committee of the Navajo Nation Council shall provide legislative oversight, pursuant to 2 NNC § 401 (C) (1).

II. PURPOSE

The Navajo Nation TV and Film (NNTVF) – Expenditure Plan regulates revenue produced by NNTVF, establishes sound financial administration including accountability principles, prevent the risk of financial negligence and protects the assets of the Navajo Nation.

III. GENERATION OF REVENUES

A. Funding Sources

- a) Permit Fees
- b) Equipment Rental and/or Property Rental
- c) Production Assistance
- d) Location Scouting
- e) Talent Registration Fee
- f) Media Sales
- g) Site-Co location and Lease fees
- h) Media Workshops
- i) Underwriting

B. Invoice Form (Attachment A)

IV. FUND MANAGEMENT / ACTIVITIES

A. Rate-Setting Method

The fees set by the NNTVF for television, film and media production services are comparable to industry standard rates.

The expenditure and revenue will comply with Navajo Nation Law; including Navajo Nation Sales Tax, Navajo Business Opportunity Act, and Appropriations Act.

B. Rate Sheet

1. Film Permit Fees

<u>Application Fee</u>	<u>\$ 75.00</u>
<u>Land Use Fee</u>	<u>\$ 25.00</u>
<u>Permit Fee</u>	
A. <u>Commercial</u>	<u>\$250.00</u>
B. <u>Non-commercial</u>	<u>\$150.00</u>
C. <u>Student</u>	<u>\$50.00</u>

NOTE: Members of the Navajo Nation will be charged at a reduced rate of 50%

2. Photography Permit Fees

<u>Application Fee</u>	<u>\$ 25.00</u>
<u>Permit Fee</u>	
A. <u>Commercial</u>	<u>\$100.00</u>
B. <u>Non-commercial</u>	<u>\$50.00</u>
C. <u>Student</u>	<u>\$25.00</u>

NOTE: Members of the Navajo Nation will be charged at a reduced rate of 50%

3. Webcasting Production Services: Flat rate of \$650.00

Includes up to three (3) cameras and equipment setup, one (1) DVD final copy, one (1) disc format and post-production editing.

For Non-Navajo Nation entities: On-site production will include travel cost in price quote.

All travel expenses will adhere to Navajo Nation Travel Policy.

4. Media Production (Filming) Service Fees

Rates:

Package A: 1 Operator, 1 Camera, 1 Portable Recording Pack. Raw Cut

Cost: \$450.00

Package B: 2 Operators, 2 Cameras, 2 Portable Recording Packs. Raw Cut

Cost: \$550.00

For Non-Navajo Nation entities: On-site production will include travel cost in price quote.
All travel expenses will adhere to Navajo Nation Travel Policy.

5. Post-Production (Editing) Services - \$300.00

6. Studio, Property or Equipment Use - \$200.00

7. Production Rates

Production Assistant (daily): \$350.00

Location scouting: \$200.00

8. DVD Duplication

DVD(s) provided by Customer: \$10.00 per disk

NNTVF providing DVD(s) to Customer: \$15.00 per disk

9. Navajo Talent Agency Program

Talent Registration \$20.00 (annually)

10. Drone

Drone Permit \$50.00

Drone and Operator \$350.00

C. Budgeting

1. Budget Requirement

- a. The revenues generated will be credited to the NNTV & F's general fund budget upon receipt by the Office of the Controller Cashier's Section.
- b. NNTV & F would need to submit a projected revenues schedule for the upcoming respective Fiscal Year. This schedule should show the revenue sources and projected number of transactions with each, any other insight into the projection should also be included in the narrative.
- c. The recommended revenue projection will be generated, reviewed and sent to the program as well as the Office of Management and Budget from General Accounting Section.
- d. Revenues generated cannot be expended on or allocated to uses other than those specified in the Fund Management Plan.

2. Expenditure of Funds

Expenditures from this fund shall be budgeted annually in accordance with established Navajo Nation Budget Policies and Procedures:

- a. Personnel and Benefits (1000)
- b. Travel Expenses (3000) - Necessary travel pertaining to NNTVF
- c. Office Supplies (4000)
- d. Repairs/Maintenance (6000) - Required maintenance of building, property, and equipment
- e. Contractual Services (6500)
- f. Capital Outlay (9000)

3. Program Management

NNTVF shall have the authority and responsibility to use the funds in accordance with the approved Fund Management Plan.

4. Periodic Review Request

All fees, charges and projected revenue will be subject to annual review with the Navajo Nation Office of the Controller. All unexpended revenue shall revert to the Navajo Nation General Funds at the end of each fiscal year.

The revenues generated shall be reconciled and reported annually as part of the overall accountability of funds.

V. EFFECTIVE DATE

The Fund Management Plan shall be effective upon approval by the Health, Education, and Human Services Committee and the Budget and Finance Committee (pursuant to CAP-10-11 §300) of the Navajo Nation Council.

VI. ADMENDMENTS

This Fund Management Plan may be amended from time to time by the Budget and Finance Committee of the Navajo Nation Council upon recommendation of the Health, Education, and Human Services Committee of the Navajo Nation Council as appropriate.

Document No. 008779

Date Issued: _____

**EXECUTIVE OFFICIAL REVIEW**Title of Document: NNTVF - Fund Management PlanContact Name: PETE, EDSELProgram/Division: DIVISION OF HUMAN RESOURCESEmail: epete@navajo-nsn.govPhone Number: (928) 871-7826☐ **Business Site Lease** Sufficient Insufficient

- | | | | |
|---|-------------|---|---|
| 1. Division: _____ | Date: _____ | □ | □ |
| 2. Office of the Controller: _____ | Date: _____ | □ | □ |
| (only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review) | | | |
| 3. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☐ **Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

- | | | | |
|--|-------------|---|---|
| 1. Division: _____ | Date: _____ | □ | □ |
| 2. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☒ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

- | | | | |
|---|-----------------------------|---|---|
| 1. Office of Management and Budget: <u>ABuyal</u> | Date: <u>7-19-18</u> | □ | □ |
| 2. Office of the Controller: <u>UPW</u> | Date: <u>8-1-18 8/14/18</u> | □ | □ |
| 3. Office of the Attorney General: <u>AK</u> | Date: <u>8/7/18</u> | □ | □ |

☐ **Navajo Housing Authority Request for Release of Funds**

- | | | | |
|--|-------------|---|---|
| 1. NNEPA: _____ | Date: _____ | □ | □ |
| 2. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☐ **Lease Purchase Agreements**

- | | | | |
|--|-------------|---|---|
| 1. Office of the Controller: _____ | Date: _____ | □ | □ |
| (recommendation only) | | | |
| 2. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☐ **Grant Applications**

- | | | | |
|---|-------------|---|---|
| 1. Office of Management and Budget: _____ | Date: _____ | □ | □ |
| 2. Office of the Controller: _____ | Date: _____ | □ | □ |
| 3. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☐ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

- | | | | |
|--|-------------|---|---|
| 1. Division: _____ | Date: _____ | □ | □ |
| 2. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☐ **Relinquishment of Navajo Membership**

- | | | | |
|--|-------------|---|---|
| 1. Land Department: _____ | Date: _____ | □ | □ |
| 2. Elections: _____ | Date: _____ | □ | □ |
| 3. Office of the Attorney General: _____ | Date: _____ | □ | □ |




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

Memorandum:

To: 2 NNC § 164 Reviewers
Delegates & 2 NNC '164 Reviewers
Navajo Nation Government

From: 
Robert Willie, Accounting Manager
Office of the Controller

Date: August 3, 2018

Subject: 164 Review-008779-NNTVF Fund Management Plan

The Office of the Controller has received an updated draft of this document, after revisions by the program this document is sufficient.

1. The document has been updated and the revised draft does reflect the account being a General Funds program and utilizing the correct Criteria Resolution BFN-187-03
2. Audit language updated to state that revenues will be reconciled and reported annually as part of the overall accountability of funds.
3. The program will send an projected revenue schedule upon approval of this Expenditure of Revenues by the Budget and Finance Committee.
4. General Accounting also requests a copy of the approved Expenditure of Revenue resolutions once completed.

If you should have any questions you can contact me at tribal extension X6125.

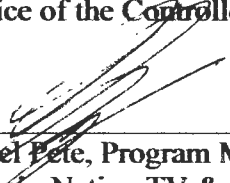
THE NAVAJO NATION



RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : Robert Willie, Accounting Manager
Office of the Controller

FROM : 
Edsel Pete, Program Manager I
Navajo Nation TV & Film
Division of Human Resources

DATE : August 3, 2018

SUBJECT : 164 Review – 008779 – NNTVF Fund Management Plan

Please accept this memorandum as a cover memorandum to resubmit a revised NNTVF Fund Management Plan per your recommendations.

Notable changes are:

1. Inserting the reference Resolution No: BFN-187-03
2. Special Revenue Fund to NNTVF Fund Management Plan for use by NNTVF as Expenditure of Revenues generated by the program.
3. The bi-annual audit to reconciled and reported annually as part of the overall accountability of funds. Note the intent of this verbiage is to ensure financial accountability therefore, perhaps the use of audit was an incorrect term to use.
4. New language beginning Page 3, C. Budgeting, 1. Budget Requirement, a-d.

If you have any questions regarding this inquiry, please feel free to contact me at (928) 871-7826.

RECEIVED
2018 AUG - 3 AM 10:17
OFFICE SERVICES
OFFICE OF THE CONTROLLER




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

Memorandum:

To: 2 NNC § 164 Reviewers
Delegates & 2 NNC '164 Reviewers
Navajo Nation Government

From: 
Robert Willie, Accounting Manager
Office of the Controller

Date: August 1, 2018

Subject: 164 Review-008779-NNTVF Fund Management Plan

The Office of the Controller has received updated referenced document.

1. The Business Unit referenced is 114003 which is a General Fund business unit. This should be an Expenditure of Revenues Generated by Programs and Departments. The resolution for the criteria is BFN-187-03
2. This fund is not a Special Revenue account as indicated in The Plan. It is a General Fund. If the referred audit mentioned within The Plan is the external audit then it would only take place once a year. If there is another entity that will audit that should be indicated within the Plan.
3. Once Expenditure of Revenues is passed the program would need to submit a projected revenues schedule for the upcoming year. This schedule should show the revenue sources and projected number of transactions with each, any other insight into the projection should also be included in the narrative. The recommended revenue projection will be generated, reviewed and sent to the program as well as the Office of Management and Budget from the General Accounting Section.

If you should have any questions you can contact me at tribal extension X6125.




THE NAVAJO NATION

RUSSELL BEGAY, PRINCIPAL
JONATHAN NEZ, CHIEF OF BUDGET

October 27, 2017

MEMORANDUM:

TO : Reviewers/Sponsors

FROM : 
Rhonda Johnson, Principal Program Analyst
OMB/Management and Policy Section

SUBJECT : Document # 008779

The Office of Management and Budget reviewed above subject Section 164 Document according to 12 N.N.C. § 820 (M) and the following are noted on the Office of Broadcast Services Fund Management Plan proposal:

1. Per 2 NNC §165 (A) "All resolutions proposing new laws or amendments of laws are legislation and shall clearly indicate new language by underscoring the new language and deletion by overstrike and shall refer to appropriate Navajo Nation Code Titles and Sections."
2. The 164 document review sheet is titled Office of Broadcast Services; however the proposal has *Division of Human Resources Navajo Nation TV & Film Fund Management Plan*. Is the Fund Management Plan proposal for Office of Broadcast Services and/or Division of Human Resources? This needs further clarification.
3. I. Establishment states "*There is hereby established the Navajo Nation TV, Film and Media Production Special Revenue Fund Account*" (114003) *for the use by the Navajo Nation TV and Film, Division of Human Resources.*" Should this language be "*There is hereby established the Office of Broadcast Services, Special Revenue Fund Account:*" (114003) *for use by the Navajo Nation Office of Broadcast Services within Division of Human Resources.*"
4. Recommend that the Office of Broadcast Services amend their plan of operation including renaming the program the "Navajo Nation TV & Film." Then this proposal would place the definition under the "Purpose of Navajo Nation TV & Film" section. This will clarify the detailed description of the purpose, authorities, and responsibilities of the program. This will also rescind all of the prior programs' plan of operation resolution. The latest that OMB has and should be amended is HEHSCAU-18-14. The program is still called Office of Broadcast Services BU#114003.



5. Page 5, f. reads *"Authorization for expenditures shall be entrusted to the authorized personnel with the Office of Broadcast Services/Navajo Film Office as delegated by the Executive Director, Division of Human Services."* This needs clarification. The intend of this proposal is the Office of Broadcast Services' Fund Management Plan is to authorize the program to receive, manage and disburse funds generated by revenue producing activities of the OBS.
6. V. Effective Date reads *"The effective date of the fund management plan herein shall be effective upon approval of the Health, Education, and Human Services Committee.* Pursuant to CAP-10-11 §300 Budget and Finance Committee of the Navajo Nation Council has the authority to approve Fund Management Plans recommended of the appropriate oversight committee.
7. OMB recommends the above issues and questions be addressed.

If you have any questions, please contact our office at 928-871-6046/6470.

CONCURRENCE:



Dominic Beyal, Executive Director
Office of Management and Budget

xc: OMB File

☐ **Land Withdrawal or Relinquishment for Commercial Purposes**

Sufficient **Insufficient**

- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Division: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases**

- | | | | | |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. NLD | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. F&W | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. HPD | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. NNEPA | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. DNR | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. DOJ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Rights of Way**

- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. NLD | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. F&W | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. HPD | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. NNEPA | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. OPVP | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease**

- | | | | | |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. OPVP | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. NLD | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Assignment of Mineral Lease**

- | | | | | |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. DNR | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. DOJ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)**

- | | | | | |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. NLD | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. F&W | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. HPD | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. NNEPA | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. DNR | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. DOJ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. OPVP | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **OTHER:**

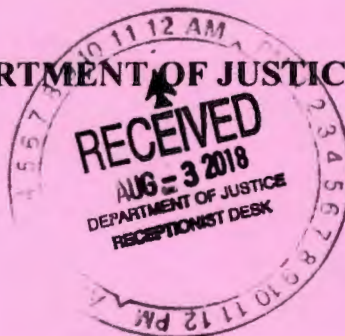
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|----------|-------|-------------|--------------------------|--------------------------|
| 1. _____ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. _____ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. _____ | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |



☐ RESUBMITTAL

NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM

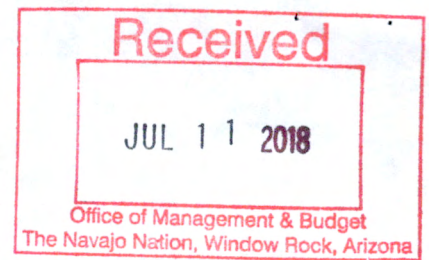


DOJ	
8/3/18 @ 1:32	
DATE / TIME	
<input type="checkbox"/> 7 Day Deadline	
DOC #:	008779
SAS #:	
UNIT:	Hsqw

*** FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. ***

CLIENT TO COMPLETE			
DATE OF REQUEST: 8-3-18		ENTITY/DIVISION: Division of Human Resources	
CONTACT NAME: Felsa Petc		DEPARTMENT: Navajo Nation TV & Film	
PHONE NUMBER: (928) 871-7836		E-MAIL: fpetc@navajonation.gov	
TITLE OF DOCUMENT: 164 Review 008779- NUTAF Food Management Plan			
DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT: 8/3/18 @ 120 pm		REVIEWING ATTORNEY/ADVOCATE: CJS	
DATE/TIME OUT OF UNIT: 8/7/18			
DOJ ATTORNEY / ADVOCATE COMMENTS			
Sufficient			
REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
Chris Schneider	7 Aug 18/8:47	Kandis Martinez	8/7/18 10:47am
DOJ Secretary Called: Rachel		for Document Pick Up on 8/7/18 at 11:44 By: CB	
PICKED UP BY: (PRINT)		DATE / TIME:	

DIVISION OF HUMAN RESOURCES
Navajo Nation TV & Film
PLAN OF OPERATION



I. ESTABLISHMENT

There is hereby established the Navajo Nation TV & Film (NNTVF) within the Division of Human Resources of the Executive Branch of the Navajo Nation Government.

II. OBJECTIVES

A. Navajo Nation TV and Film (NNTVF) shall:

1. Provide television (tv), film, and media services on the Navajo Nation;
2. Provide tv, film and media workshops to promote career opportunities and training;
3. Create policies and procedures regarding tv, film and media;
4. Advocate, coordinate and provide assistance in television, film, and media relations to the Navajo Nation;
5. Collect and safeguard historic media pertaining to Navajo culture, traditions and stories;
6. Provide guidance on Navajo culture and authenticity;
7. Seek expansion and improvement opportunities in tv, filming and media services;
8. Advocate for equitable partnership and investment in tv, film and media industry; this may include co-production, production (e.g. location scouting, casting calls, production assistance, crew, etc.) and the use of Navajo Nation Program and Services;
9. Produce public information for distribution through various media outlets;
10. Create tv programming with an emphasis on Navajo language, culture and interest;
11. Produce creative media content to preserve and document the perspectives, experience, and voices of the Navajo community;
12. Create programs in partnership with local community colleges, to provide opportunities for Native youth to gain experience in production and journalism;
13. Explore innovative and viable media markets for the Navajo Nation;
14. Create and implement a Fund Management Plan.

III. STAFFING AND ORGANIZATION

A. Staffing

1. The NNTVF Program Manager I shall have responsibility to supervise the overall function of the program including fiscal management, personnel, property, internal policies, etc., and on a case by case basis may delegate authority;
2. The NNTVF Program Manager I under the general direction and guidance of the Division Director of the Division of Human Resources;

8105

3. The Program Manager shall be authorized or recommend other professional, technical, specialized and clerical positions as needed to carry out the duties and responsibilities stated herein; additional positions shall be acquired in accordance with applicable personnel policies and procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.
4. All personnel shall be selected, employed, supervised and terminated pursuant to and in accordance with the Navajo Nation Personnel Policy Manual and other applicable laws and regulations;
5. Build a positive environment to enhance production that is essential to the NNTVF and clients.

B. Organization

1. The organizational chart for the NNTVF is attached as "Exhibit A" herein.

IV – RESPONSIBILITY AND AUTHORITY

1. Implement and/or upgrade infrastructure in accordance with applicable rules and regulations;
2. Promote the use of modern technology and shift the program to a revenue-producing platform;
3. Develop and administer procedures for film and photography permits on the Navajo Nation;
4. Maintain security and accountability of program property;
5. To broadcast emergency alerts through the Emergency Alert System (EAS) in coordination with the Navajo Department of Emergency Management (NDEM);
6. Create Agreement(s) to protect tribal interest and sovereignty with the assistance and approval of the Navajo Department of Justice (NDOJ).

V. LEGISLATIVE OVERSIGHT

Legislative oversight for the operations of the NNTVF shall be provided by the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

This Plan of Operations may be amended periodically by the Health, Education and Human Services Committee of the Navajo Nation Council.

Division of Human Resources

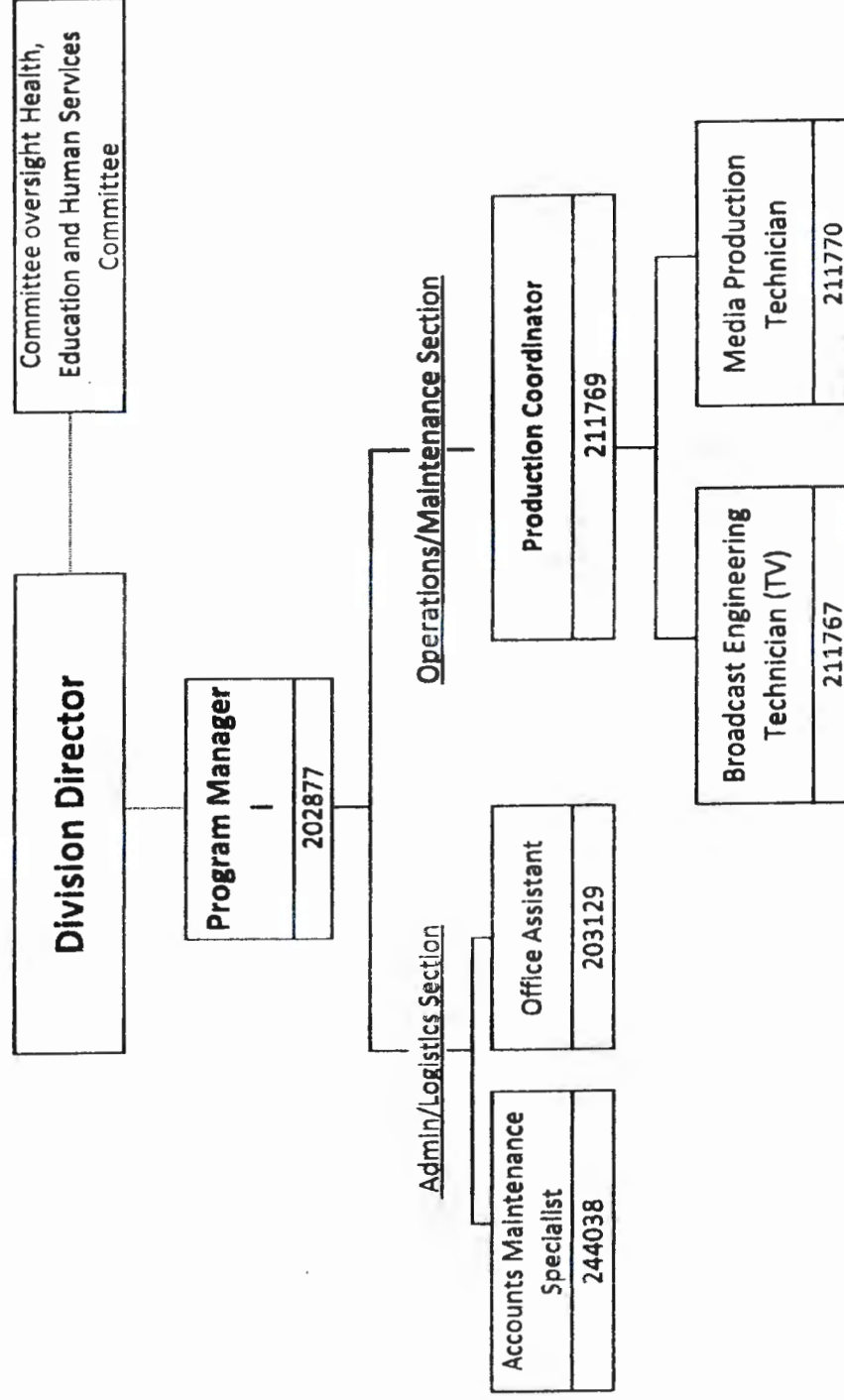
Exhibit A

Executive Review Doc# 008778

Navajo Nation TV and Film

Department # 34

Organizational Chart



Division of Human Resources
Navajo Nation TV & Film (NNTVF)
Fund Management Plan

This authorizes the NNTVF to receive, manage and expend funds generated by the activities of NNTVF and shall be entrusted to the authorized personnel, as delegated by the Division Director of Human Resources.

I. ESTABLISHMENT

This hereby establishes the “Navajo Nation TV and Film – Fund Management Plan” (114003) for use by NNTVF as Expenditure of Revenues generated by program, pursuant to Resolution No: BFN-187-03 and No: HEHSC-11-18.

The Health, Education and Human Services Committee of the Navajo Nation Council shall provide legislative oversight, pursuant to 2 NNC § 604 (B) (5).

II. PURPOSE

The Navajo Nation TV and Film (NNTVF) – Fund Management Plan regulates revenue produced by NNTVF, establishes sound financial administration including accountability principles, prevent the risk of financial negligence and protects the assets of the Navajo Nation.

III. GENERATION OF REVENUES

A. Funding Sources

- a) Permit Fees
- b) Equipment Rental and/or Property Rental
- c) Production Assistance
- d) Location Scouting
- e) Talent Registration Fee
- f) Media Sales
- g) Site-Co location and Lease fees
- h) Media Workshops
- i) Underwriting

B. Invoice Form (Attachment A)

IV. FUND MANAGEMENT / ACTIVITIES

A. Rate-Setting Method

The fees set by the NNTVF for television, film and media production services are comparable to industry standard rates.

The expenditure and revenue will comply with Navajo Nation Law; including Navajo Nation Sales Tax, Navajo Business Opportunity Act, and Appropriations Act.

B. Rate Sheet

1. Film Permit Fees

<u>Application Fee</u>	<u>\$ 75.00</u>
<u>Land Use Fee</u>	<u>\$ 25.00</u>

Permit Fee

A. <u>Commercial</u>	<u>\$250.00</u>
B. <u>Non-commercial</u>	<u>\$150.00</u>
C. <u>Student</u>	<u>\$50.00</u>

NOTE: Members of the Navajo Nation will be charged at a reduced rate of 50%

2. Photography Permit Fees

<u>Application Fee</u>	<u>\$ 25.00</u>
------------------------	-----------------

Permit Fee

A. <u>Commercial</u>	<u>\$100.00</u>
B. <u>Non-commercial</u>	<u>\$50.00</u>
C. <u>Student</u>	<u>\$25.00</u>

NOTE: Members of the Navajo Nation will be charged at a reduced rate of 50%

3. Webcasting Production Services: Flat rate of \$650.00

Includes up to three (3) cameras and equipment setup, one (1) DVD final copy, one (1) disc format and post-production editing.

For Non-Navajo Nation entities: On-site production will include travel cost in price quote.

All travel expenses will adhere to Navajo Nation Travel Policy.

4. Media Production (Filming) Service Fees

Rates:

Package A: 1 Operator, 1 Camera, 1 Portable Recording Pack. Raw Cut

Cost: \$450.00

Package B: 2 Operators, 2 Cameras, 2 Portable Recording Packs. Raw Cut

Cost: \$550.00

For Non-Navajo Nation entities: On-site production will include travel cost in price quote.

All travel expenses will adhere to Navajo Nation Travel Policy.

5. Post-Production (Editing) Services - \$300.00

6. Studio, Property or Equipment Use - \$200.00

7. Production Rates

Production Assistant (daily): \$350.00

Location scouting: \$200.00

8. DVD Duplication

DVD(s) provided by Customer: \$10.00 per disk

NNTVF providing DVD(s) to Customer: \$15.00 per disk

9. Navajo Talent Agency Program

Talent Registration \$20.00 (annually)

10. Drone

Drone Permit \$50.00

Drone and Operator \$350.00

C. Budgeting

1. Budget Requirement

- a. The revenues generated will be credited to the NNTV & F's general fund budget upon receipt by the Office of the Controller Cashier's Section.
- b. NNTV & F would need to submit a projected revenues schedule for the upcoming respective Fiscal Year. This schedule should show the revenue sources and projected number of transactions with each, any other insight into the projection should also be included in the narrative.
- c. The recommended revenue projection will be generated, reviewed and sent to the program as well as the Office of Management and Budget from General Accounting Section.
- d. Revenues generated cannot be expended on or allocated to uses other than those specified in the Fund Management Plan.

2. Expenditure of Funds

Expenditures from this fund shall be budgeted annually in accordance with established Navajo Nation Budget Policies and Procedures:

- a. Personnel and Benefits (1000)
- b. Travel Expenses (3000) - Necessary travel pertaining to NNTVF
- c. Office Supplies (4000)
- d. Repairs/Maintenance (6000) - Required maintenance of building, property, and equipment
- e. Contractual Services (6500)
- f. Capital Outlay (9000)

3. Program Management

NNTVF shall have the authority and responsibility to use the funds in accordance with the approved Fund Management Plan.

4. Periodic Review Request

All fees, charges and projected revenue will be subject to annual review with the Navajo Nation Office of the Controller. All unexpended revenue shall revert to the Navajo Nation General Funds at the end of each fiscal year.

The revenues generated shall be reconciled and reported annually as part of the overall accountability of funds.

V. EFFECTIVE DATE

The Fund Management Plan shall be effective upon approval by the Health, Education, and Human Services Committee and the Budget and Finance Committee (pursuant to CAP-10-11 §300) of the Navajo Nation Council.

VI. ADMENDMENTS

This Fund Management Plan may be amended from time to time by the Budget and Finance Committee of the Navajo Nation Council upon recommendation of the Health, Education, and Human Services Committee of the Navajo Nation Council as appropriate.

Invoice

**PO Box 2310
Window Rock, AZ 86515
928.871.7826**

INVOICE NO. yearmonthproject#sequence#
DATE _____

[illegible]

Make all checks payable to Navajo Nation
THANK YOU FOR YOUR BUSINESS!



MEMORANDUM

TO: Honorable Jonathan Hale
23rd Navajo Nation Council

FROM: 
Kristen Lowell, Principal Attorney
Office of Legislative Counsel

DATE: August 23, 2018

SUBJECT: **AN ACTION RELATING TO HEALTH, EDUCATION, AND HUMAN SERVICES COMMITTEE AND BUDGET AND FINANCE COMMITTEE; APPROVING THE EXPENDITURE PLAN FOR NAVAJO NATION TV & FILM**

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge.

Please ensure that this particular resolution request is precisely what you want. You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§301, 401, 501, 601 and 701. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: _0287-18_____

SPONSOR: Jonathan Hale

TITLE: An Action Relating to Health, Education and Human Services Committee and Budget and Finance Committee; Approving the Expenditure Plan for Navajo Nation TV & Film

Date posted: August 24, 2018 at 10:38am

Digital comments may be e-mailed to comments@navajo-nsn.gov

Written comments may be mailed to:

**Executive Director
Office of Legislative Services
P.O. Box 3390
Window Rock, AZ 86515
(928) 871-7590**

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

Please note: This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*

**THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW SUMMARY**

LEGISLATION NO.: 0287-18

SPONSOR: Honorable Jonathan L. Hale

TITLE: An Action Relating To Health, Education and Human Services Committee and Budget and Finance Committee; Approving the Expenditure Plan for Navajo Nation TV & Film

Posted: August 24, 2018 at 10:38am

5 DAY Comment Period Ended: August 29, 2018

Digital Comments received:

Comments Supporting	<i>None</i>
Comments Opposing	<i>None</i>
Inconclusive Comments	<i>None</i>



**Legislative Secretary II
Office of Legislative Services**

8/30/2018 8:19am

Date/Time

Committee Report

THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE OF THE NAVAJO
NATION COUNCIL to whom has been assigned;

LEGISLATION NO. 0287-18

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE AND
BUDGET AND FINANCE COMMITTEE; APPROVING THE EXPENDITURE PLAN FOR NAVAJO
NATION TV & FILM

(Note: Eligible For Committee Action August 30, 2018)

Sponsor: Honorable Jonathan L. Hale

Has had under consideration and report the same with the recommendation
that Legislation 0287-18 PASS with no Amendment and no Directive; and
therefore referred the same to the BUDGET AND FINANCE COMMITTEE OF THE
NAVAJO NATION COUNCIL

Respectfully Submitted,



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

September 10, 2018 - Main Motion

Motion by: Honorable Steven Begay

Seconded by: Honorable Nelson BeGaye

Vote: 3 in favor; 0 Opposed; Vice-Chairperson Not Voting

Yeas: Steven Begay; Nelson BeGaye; Jonathan L. Hale

Nays: None

Absent (excused): Nathaniel Brown; Amber Kanazbah Crotty

HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
Regular Meeting
September 10, 2018

Roll Call
Vote Tally Sheet

Legislation 0287-18 AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE AND BUDGET AND FINANCE COMMITTEE; APPROVING THE EXPENDITURE PLAN FOR NAVAJO NATION TV & FILM

(Note: Eligible for Committee Action August 30, 2018)

Sponsor: Honorable Jonathan L. Hale

September 10, 2018 - Main Motion

Motion by: Honorable Nelson BeGaye

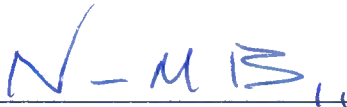
Seconded by: Honorable Steven Begay

Vote: 3 in favor; 0 Opposed; Vice-Chairperson Not Voting

Yeas: Nelson BeGaye; Steven BeGay; Jonathan L. Hale

Nays: None

Absent (excused): Nathaniel Brown; Amber Kanazbah Crotty



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



Beverly Martinez, Legislative Advisor
Health, Education and Human Services Committee

23rd NAVAJO NATION COUNCIL

Fourth Year 2018

Mr. Speaker:

The **BUDGET & FINANCE COMMITTEE** to whom has been assigned

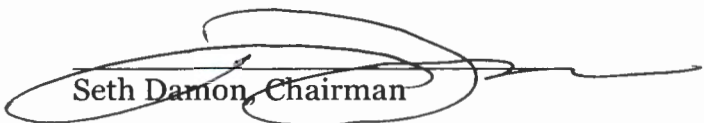
NAVAJO LEGISLATIVE BILL # 0287-18:

An Action Relating to Health, Education and Human Services Committee and Budget and Finance Committee; Approving the Expenditure Plan for Navajo Nation TV & Film
Sponsored by Jonathan L. Hale, Council Delegate

has had it under consideration and reports the same with the recommendation that It **Table** without amendment.

1. On page __, lines __, strike or insert "____" and replace with "____"
M: S: Vote: Yeas: Nays
[read into record September 18, 2018; Main Motion held by Lee Jack, Sr. Second: Tom T. Chee Vote: need policy; table to October 3, 2018; Motion: Lee Jack, Sr. Second: Dwight Witherspoon Vote: 4-0 yeas: Dwight Witherspoon, Lee Jack, Sr., Tuchoney Slim, Jr., Tom T. Chee]

Respectfully submitted,


Seth Damon, Chairman

Adopted: _____
Legislative Advisor

Not Adopted: 
Legislative Advisor

18 September 2018

The vote was ☒ in favor ☐ opposed yeas:
Motion: Lee Jack, Sr.
Second: Tom T. Chee

nays:

BUDGET AND FINANCE COMMITTEE

September 18, 2018

Regular Meeting

VOTE TALLY SHEET:

Legislation No. 0287-18:

An Action Relating to Health, Education and Human Services Committee and Budget and Finance Committee; Approving the Expenditure Plan for Navajo Nation TV & Film *Sponsored by Jonathan L. Hale, Council Delegate*

Motion: Lee Jack, Sr.

Second: Tom T. Chee

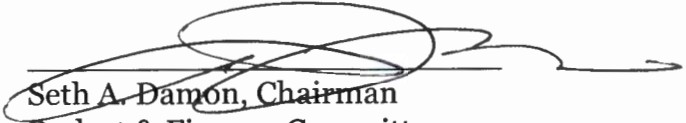
Vote: o-o, Chairman not voting

Need policy; Table to October 3rd meeting: Motion: Lee Jack, Sr. Second: Dwight Witherspoon

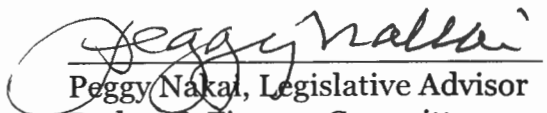
Vote Tally:

Seth A. Damon		
Dwight Witherspoon	yea	
Tom T. Chee	yea	
Lee Jack, Sr.	yea	
Leonard Tsosie		
Tuchoney Slim, Jr.	yea	

Absent: Leonard Tsosie



Seth A. Damon, Chairman
Budget & Finance Committee



Peggy Nakai, Legislative Advisor
Budget & Finance Committee