

LEGISLATIVE SUMMARY SHEET

Tracking No. 0283-19

DATE: September 18, 2019

TITLE OF RESOLUTION: AN ACTION RELATING TO THE RESOURCES AND DEVELOPMENT COMMITTEE; APPROVING A BUDGET MODIFICATION INCREASE OF \$51,910 FOR A TOTAL BUDGET OF \$251,910 FOR THE VETERINARY MANAGEMENT PROGRAM TO BUSINESS UNIT 915013

PURPOSE: The purpose of this resolution is to approve a budget modification for the Veterinary Management Program.

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 to review each proposed resolution in detail.

5-DAY BILL HOLD PERIOD: ALG
Website Posting Time/Date: 5:30pm 9-24-19
Posting End Date: 9-29-19
Eligible for Action: 9-30-19

PROPOSED NAVAJO NATION STANDING COMMITTEE RESOLUTION

24th NAVAJO NATION COUNCIL – First Year, 2019

INTRODUCED BY



(Prime Sponsor)

TRACKING NO. 0283-19

AN ACTION

RELATING TO THE RESOURCES AND DEVELOPMENT COMMITTEE;
APPROVING A BUDGET MODIFICATION INCREASE OF \$51,910 FOR A TOTAL
BUDGET OF \$251,910 FOR THE VETERINARY MANAGEMENT PROGRAM TO
BUSINESS UNIT 915013

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Resources and Development Committee serves as the oversight committee for the Division of Natural Resources. 2 N.N.C. §501(C)(1). The Veterinary Management Program is located within the Department of Agriculture, which is part of the Division of Natural Resources.
- B. A budget modification is an increase or decrease of \$50,000 or more to an existing business unit budget in a previously approved budget, which requires oversight committee approval. Navajo Nation Budget Instruction Manual Fiscal Year 2019, Section XIII. C. (c).

SECTION TWO. FINDINGS

- A. The Veterinary Management Program has requested a Budget modification in the amount of \$51, 910. Documents reflecting this request are attached as **Exhibit A.**

- 1 B. Budget documents indicate the original budget approved by the Navajo Nation
2 Council for Fiscal Year 2019 was \$200,000. A budget modification of \$ 51,910 will
3 result in a total budget amount of \$251,910 for Fiscal year 2019.
- 4 C. The Fund Management Plan for the Veterinary Management Program, attached as
5 **Exhibit B**, allows for the expenditure of funds for personnel and benefits, travel
6 expenses, veterinary supply expenses, communication and utilities, repair &
7 maintenance, contractual services, special transactions, and capital outlay. Fund
8 Management Plan for Veterinary Management Program, Section III. C.
- 9

10 **SECTION THREE. APPROVAL OF BUDGET MODIFICATION FOR THE**
11 **VETERINARY MANAGEMENT DEPARTMENT**

12 The Resources and Development Committee hereby approves the budget
13 modification increase in the amount of \$51,910, increasing the total budget for the
14 Veterinary Management Program to \$251,910 as indicated in the budget forms in
15 **Exhibit A.**

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THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



MEMORANDUM

TO: Robert Willie, Manager
General Accounting
Office of the Controller

FROM: Kelly Upshaw, DVM
Dr. Kelly Upshaw, Veterinarian
Veterinary Management
Department of Agriculture
Division of Natural Resources

DATE: August 9, 2019

SUBJECT: PROPRIETARY FUND BU# 915013 BUDGET LEVEL INCREASE

The Proprietary Budget under the Business Unit# 9150136 has generated \$251,910.21 as of August 9, 2019. The Veterinary Management Program would like a request to transfer \$51,910.00 to be utilized to cover personnel expenses, travel expense, and operating supplies. We have prepared a budget in the amount of \$51,910.00 to provide a breakdown of the line items to transfer the generated revenue to. A copy of the budget status report is attached for your review.

Your understanding and support will be greatly appreciated. If you have any questions or concerns, please contact me directly at 505-371-5214 or at kupshaw-bia@navajo-nsn.gov.

CONCURRENCE:

A handwritten signature in black ink, appearing to be "Leo Watchman Jr.", written over a horizontal line.

Leo Watchman Jr., Department Manager III
Department of Agriculture

A handwritten signature in black ink, appearing to be "Rudolph Shebala", written over a horizontal line.

Dr. Rudolph Shebala, Executive Director
Division of Natural Resources

THE NAVAJO NATION
DETAILED BUDGET JUSTIFICATION

FY 2019

PART I. PROGRAM INFORMATION:		Business Unit No.: 915013	
Program Name/Title: VETERINARY MANAGEMENT			
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
1880	1850 OTHER REVENUE SOURCES		(51,910)
	Sales		
	1881 Retail Sales		(51,910)
	2001 PERSONNEL EXPENSES		5,996
	NNVM requires staff to work outside normal tour of duty hours to provide veterinary services. Funds are budgeted for both overtime pay and holiday pay including fringe benefits		
2510	Overtime		
	2520 Overtime Pay Regular	\$ 1,589.00	
	2530 Overtime Pay Temporary	1,175	2,764
2610	Regular		
	2620 Double Holiday Pay	\$ 1,874.00	1,874
2900	Fringe Benefits		
	OT Regular @ 43.85%	\$ 697.00	1,358
	OT Temp @ 9.95%	\$ 117.00	
	Holiday Regular @ 43.85%	\$ 463.00	
	Holiday Temporary @ 9.95%	\$ 81.00	
	3000 TRAVEL EXPENSES		10,000
	NNVM Veterinary Services, disease investigations, field herd services, secure laboratory specimens to certified labs, attend CEU training at defined sites, participation with WSLHA, USAHA meetings to represent the Navajo Nation, veterinary conferences & professional development seminars		
3110	Fleet		
	3113 Mileage: 15,000 x 0.31 / Mile	\$ 4,650.00	4,650
3230	Personal Travel		
	3240 Per Diem Meals \$56/day x 30 days	\$ 1,680.00	5,350
	3250 Lodging \$91/night x 20 Nights	\$ 1,820.00	
	3260 POV Mileage 2,000 Miles x .58	\$ 1,160.00	
	3290 Other Travel Expenses	\$ 690.00	
	TOTAL		(35,914)

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

FY 2019

PART I. PROGRAM INFORMATION:		Business Unit No.: 915013	
Program Name/Title: VETERINARY MANAGEMENT			
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	4000 SUPPLIES		23,914
	4120 Office Supplies for all three (3) agency clinics and Animal ID office; Operating supplies to provide comprehensive veterinary services and regulatory functions at each agency veterinary clinics; Chinle, Shiprock, & Fort Defiance'		
4120	Office Supplies		
	4130 General Office Supplies 4000	4,000	
4410	Operating Supplies		
	4420 General Operating Supplies \$ 1,500.00 4510 Veterinary Medical Supplies \$ 18,172.00	19,672	
4610	Transportation Supplies		
	5620 Parts & Supplies \$ 242.00	242	
	6500 CONTRACTUAL SERVICES		6,000
	6830 To utilize state certified laboratory diagnostic services for client testing, regulatory testing and disease investigation for three (3) agency veterinary clinics		
	Other Technical Services		
	6850 Diagnostic/Testing/Evaluation \$6,000	6,000	
	7000 SPECIAL TRANSACTIONS		6,000
	7110 Programs		
	7130 Promotional Items \$2,400 7190 Refreshments		
	7180 Catering \$3,600	6,000	
TOTAL		35,914	35,914

THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

MEMORANDUM

D. Beyer
8/27/19

TO: Dominic Beyer, Executive Director
Office of Management and Budget

THRU: *Robert Willie*
Robert Willie, Accounting Manager
Office of the Controller

FROM: *Shani Francis*
Shani Francis, Associate Accountant
General Accounting Section
Office of the Controller

DATE: August 27, 2019

SUBJECT: REVISED: Enterprise Funds, Internal Service Funds, Proprietary Funds Revenue
Projection Fiscal Year 2019



The Office of the Controller has revised the Enterprise Funds, Internal Service Funds, Proprietary Funds Revenue Projection schedule for Fiscal Year 2019. The attached revision includes a requested increase to Veterinary Medical Sales. After analyzing the fund, we determined there is enough funds available to cover the increase.

Should there be any questions, I can be reached at tribal extension 6125.

**REVISED: Enterprise Funds, Internal Service Funds, Proprietary Funds
Revenue Projection FY 2019**

Account Number	Program/Title		FY 2019 RECOMM. LIMITS
901001	Nav Nation Code Enterprise Fund	EF	60,000
907001	Home Loan Program	EF	450,000
907002	Personal Loan Program	EF	420,000
910005	Karigan Professional Office	EF	257,000
912001	Employee Housing Program	EF	945,000
914001	Veterans Loan Program	EF	15,000
915001	Park and Recreation	EF	8,500,000
915003	Tribal Ranch Program	EF	700,000
915008	Fish & Wildlife Enterprise	EF	800,000
915009	Livestock Custody Fund	EF	146,000
915010	Fourth of July Celebration	EF	100,000
915011	Annual Navajo Nation Fair Fund	EF	700,000
915013	Veterinary Medical Sales	EF	251,910
915014	Colorado Ranch Enterprise	EF	885,000
807001	Office Supply Center	ISF	220,000
812002	Air Transportation	ISF	800,000
812003	Fleet Management	ISF	22,978,250
812004	Duplicating Services	ISF	800,000
812009	Property & Casualty/RM ...	ISF	9,347,132
812016	Employee Benefit Program	ISF	740,000
812017	Group Health Self-Insurance	ISF	37,071,000
812018	Navajo Transit System	ISF	60,000
109006	Office of NN Library	GF	-
109021	Tuba City Laundry Project	GF	-
114003	Broadcast Services	GF	18,000
114004	Office of Labor Relations	GF	-
114018	Office of Background Investigation	GF	22,500
115017	HPD-NN Museum	GF	200,000
115026	Navajo Animal Control	GF	50,000
115040	Agriculture Inra Invest	GF	17,464,000
117010	Day Care-Chinle	GF	55,000
117011	Day Care-Ft. Defiance	GF	70,000
117012	Day Care-Shiprock	GF	15,000
120001	Nav Nation Gaming Regulatory	GF	350,000
121002	Nav Dept. Of Highway Safety	GF	57,000
N01307	NN Fire and Rescue-Twin Arrows	GF	75,500
503043	Nav-Hopi Land Commission	SRF	-
507010	DPS-Special Revenue Gaming	SRF	732,000
509010	Sales Tax Scholarship Dist	SRF	3,641,915
510003	PDD - Tourism Department	SRF	400,000
511007	Hazardous Substance Fund	SRF	-
514001	NOSHA	SRF	-
703001	Nav-Hopi Escrow Bennett Freeze	SRF	-
NEW	Sales Tax-Fire and Rescue	SRF	7,739,000

GRAND TOTAL: 117,136,207

EF- ENTERPRISE FUND
ISF- INTERNAL SERVICE FUND
SRF - SPECIAL REVENUE FUND
GF- GENERAL FUND

* Based on submittal of premiums from Depts.

Prepared by:



Shani Francis, Associate Accountant

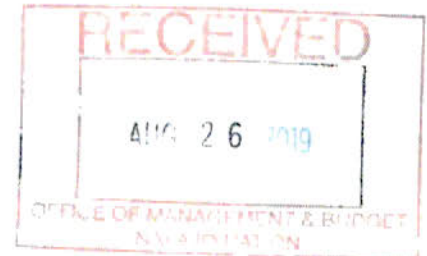
Approved by:



Pearline Kirk, Controller

DATE:

August 27, 2019



THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



MEMORANDUM

TO: ALL CONCERNED

FROM: 
Pearline Kirk, Controller
Office of the Controller

DATE: August 5, 2019

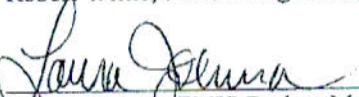
SUBJECT: STANDING DELEGATION OF AUTHORITY

This memorandum will serve to inform you that when Ms. Pearline Kirk, Controller of the Navajo Nation is on leave or on travel status, the following order of delegation will be in effect immediately. The individuals will be delegated the responsibility to sign any documents that are of a "routine" nature, and all other documents considered "significantly questionable" will be referred to the Controller upon return. This delegation will be continuous until rescinded or revised in writing.

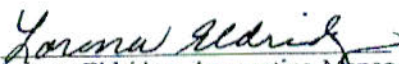
Your cooperation with the delegated individuals is expected and appreciated. Thank you.

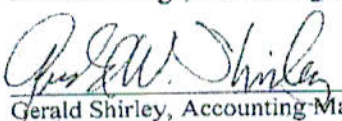
ACKNOWLEDGEMENT:


Robert Willie, Accounting Manager


Laura Johnson, FMIS Project Manager


Loretta Largo, Accounting Manager


Lorena Eldridge, Accounting Manager


Gerald Shirley, Accounting Manager

NAVAJO NATION OFFICE OF THE CONTROLLER

POST OFFICE BOX 3150 • WINDOW ROCK, AZ 86515 • PHONE: (928) 871-6328 • FAX: (928) 871-6026

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
07670 VETERINARY MED SALES EN						
915013 VETERINARY MEDICAL SA						
1000 Revenues						
1100 Royalties						
1110 Natural Resources						
1120 Oil						
1130 Gas						
1150 Coal Mining						
1160 Other Mining						
1170 Timber						
1180 Recoveries						
1200 Taxes						
1210 Retail						
1220 Sales Taxes						
1230 Fuel Excise Tax						
1240 Hotel Occupancy Tax						
1250 Tobacco Products Ta						
1260 Non Retail						
1270 Possessory Interest						
1280 Severance Tax						
1290 Business Activity T						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
1300 Alcohol Tax						
1350 Rentals & Leasing Rev						
1351 Natural Resources						
1352 Land						
1359 Business Site Lease						
1370 Oil, Gas & Minerals						
1390 Other Resources						
1391 Building						
1395 Equipment						
1400 Financial Revenues, n						
1410 Investment Income						
1420 Interest						
1430 Stock & Bonds						
1440 Loans						
1450 Other Financial Inc			35.00		35.00-	
1456 NSF Check Fees						
1450 Other Financial Inc			35.00		35.00-	
1460 Direct Investment I						
1410 Investment Income			35.00		35.00-	
1480 Investment Expenses						
1482 Bank Charges						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expended of Total
1484 Bank Service Chang			8,988.89		8,988.89-	
1482 Bank Charges			8,988.89		8,988.89-	
1480 Investment Expenses			8,988.89		8,988.89-	
1400 Financial Revenues, n			9,023.89		9,023.89-	
1500 Fees & Permits						
1510 Fees						
1520 Fuel						
1530 Land						
1536 Minerals						
1540 Environmental						
1550 Business						
1560 Livestock						
1570 Permits						
1572 Hunting						
1580 Forestry						
1586 Minerals						
1595 Other Permits						
1600 Fines & Court Fees						
1601 Court						
1610 District						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
1620 Family						
1640 Circuit						
1650 Supreme						
1660 Public Safety Fines						
1661 Traffic						
1680 Other Fines						
1681 Restitution						
1700 External C/G Revenue						
1705 C/G Revenue						
1710 Program Revenue						
1730 Prior Year Carryove						
1760 Local Contributions						
1780 Services						
1850 Other Revenue Sources						
1851 Program Revenue						
1852 Fees						
1880 Sales	200,000.00-	200,000.00-	281,832.32-		200,000.00-	
1881 Retail Sales						
1880 Sales	200,000.00-	200,000.00-	281,832.32-		81,832.32	140.92
1900 Services						
1920 Rentals						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
1930 Miscellaneous						
1939 On Recoverable Ex		7,786.23-	2,084.83-		2,084.83	
1942 Prior Year Carry O		7,786.23-	2,084.83-		7,786.23-	
1930 Miscellaneous					5,701.40-	26.78
1851 Program Revenue	200,000.00-	207,786.23-	283,917.15-		76,130.92	136.64
1950 Self-Funded Premiums						
1951 Navajo Nation Part						
1965 NN Enterprise Part						
1985 Other Self Funding						
1990 Other Revenues						
1991 Overhead Allocation						
1850 Other Revenue Sources	200,000.00-	207,786.23-	283,917.15-		76,130.92	136.64
1000 Revenues	200,000.00-	207,786.23-	274,893.26-		67,107.03	132.30
2000 Expenses						
2001 Personnel Expenses						
2100 Permanent	68,703.00	70,409.00	64,587.52		70,409.00	
2110 Regular					64,587.52-	
2120 Person-Regular FT						
2110 Regular	68,703.00	70,409.00	64,587.52		5,821.48	91.73
2200 Salary Adj						
2100 Permanent	68,703.00	70,409.00	64,587.52		5,821.48	91.73
2300 Temporary						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
2310 Temporary						
2400 Stipends						
2410 Stipends-NNC Comm						
2450 Stipends-Boards/Com						
2500 Overtime						
2510 Overtime		247.00	216.09		247.00	216.09-
2520 Overtime Pay Regul						
2510 Overtime		247.00	216.09		30.91	87.49
2500 Overtime		247.00	216.09		30.91	87.49
2600 Holiday Pay						
2610 Regular		541.00	181.36		541.00	181.36-
2620 Double Holiday Pay						
2610 Regular		541.00	181.36		359.64	33.52
2600 Holiday Pay		541.00	181.36		359.64	33.52
2700 Merit & Bonus Pay						
2710 Regular		2,823.00	2,822.77		2,823.00	2,822.77-
2740 Bonus Pay						
2710 Regular		2,823.00	2,822.77		23	99.99
2700 Merit & Bonus Pay		2,823.00	2,822.77		23	99.99
2900 Fringe Benefits						
2910 FICA	30,126.00	31,423.00			31,423.00	
2912 FICA			4,204.08		4,204.08-	
2914 Medicare			983.20		983.20-	
2910 FICA			5,187.28		5,187.28-	

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
2920 Group Insurance						
2921 Medical			13,181.39		13,181.39-	
2926 Life			1,644.15		1,644.15-	
2928 Short-Term Disabl			444.67		444.67-	
2920 Group Insurance			15,270.21		15,270.21-	
2940 Retirement						
2942 401K-Nthwest Sav			269.73		269.73-	
2944 NN Retirement			12,455.62		12,455.62-	
2940 Retirement			12,725.35		12,725.35-	
2950 Unemployment Benefit						
2951 State Unemployment			1,478.08		1,478.08-	
2950 Unemployment Benefit			1,478.08		1,478.08-	
2960 Worker's Comp						
2970 Annual Leave			384.89		384.89-	
2971 Annual Leave Pay						
2970 Annual Leave			384.89		384.89-	
2980 Data Conv-Fringe Be						
2990 Payroll Clearing						
2900 Fringe Benefits	30,126.00	31,423.09	35,045.81		3,622.81-	111.53
2001 Personnel Expenses	98,829.00	105,443.00	102,853.55		2,589.45	97.54
3000 Travel Expenses						
3100 Vehicle Use						
3110 Fleet	43,839.00	41,481.00			41,481.00	
3111 Monthly/Term			23,972.96		23,972.96-	

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expended of Total
3113 Mileage			24,067.55		24,067.55-	
3110 Fleet	43,839.00	41,481.00	48,040.51		6,559.51-	115.81
3120 Program						
3130 External Fleet Rent						
3140 GSA						
3150 Data Conv-Ext Veh R						
3100 Vehicle Use	43,839.00	41,481.00	48,040.51		6,559.51-	115.81
3200 Personal Travel Expe						
3210 Vehicle Rental (off						
3230 Personal Travel	17,840.00	15,363.00	5,330.07		15,363.00	
3240 Per Diem Meals			6,607.65		5,330.07-	
3250 Lodging			1,770.37		6,607.65-	
3260 POV Mileage			92.00		1,770.37-	
3290 Other Travel Expen					92.00-	
3230 Personal Travel	17,840.00	15,363.00	13,800.09		1,562.91	89.83
3200 Personal Travel Expe	17,840.00	15,363.00	13,800.09		1,562.91	89.83
3300 Commercial/Charter F						
3310 Air	1,000.00	962.00	961.96		962.00	
3320 Commercial					961.96-	
3310 Air	1,000.00	962.00	961.96		.04	100.00
3360 Bus						
3380 Train						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
3400 Data Conv -Travel						
3300 Commercial/Charter F	1,000.00	962.00	961.96		.04	100.00
3000 Travel Expenses	62,679.00	57,806.00	62,802.56		4,996.56	108.64
3500 Meeting Expenses						
3501 NN Council Delegates						
3510 Regular Meetings						
3520 Special Meetings						
3530 Committee Meetings						
3540 Sub-Committee Meeti						
3550 Agency Meetings						
3560 Chapter Meetings						
3570 Orientation/Trainin						
3580 Work Sessions						
3590 Budget Hearings						
3600 Commissions/Boards						
3610 Meetings						
3700 Chapter Officials						
3710 Meetings						
3800 Other Non Employees						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expended of Total
3810 Meetings						
3910 Data Conv-Meetings						
4000 Supplies						
4100 Office Supplies & Eq	1,501.00					
4120 Office Supplies	1,501.00					
4120 Office Supplies						
4200 Non Capital Assets						
4300 Data Conv-Supplies						
4100 Office Supplies & Eq	1,501.00					
4400 Operating Supplies						
4410 Operating Supplies	10,500.00	21,339.00	224.31		21,339.00	99.69
4420 General Operating		225.00	125.00		.69	100.00
4460 Food Supplies		125.00	125.00			
4500 Medical Supplies			8,753.18		8,753.18	393.23
4510 Veterinarian Suppl		4,207.65	16,545.75		12,338.10	
4540 Books/Periodicals/			55.22		55.22	
4410 Operating Supplies	10,500.00	25,896.65	25,703.46		193.19	99.25
4400 Operating Supplies	10,500.00	25,896.65	25,703.46		193.19	99.25
4600 Transportation Suppl						
4610 Supplies		200.00	200.00		200.00	200.00
4620 Parts & Supplies			200.00		200.00	
4610 Supplies		200.00	200.00			100.00
4700 Fuel						
4600 Transportation Suppl		200.00	200.00			100.00

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
4000 Supplies	12,001.00	26,096.65	25,903.46		193.19	99.26
5000 Lease & Rental						
5100 Lease						
5110 Building						
5130 Land						
5160 Equipment						
5300 Rental						
5310 Building/Space						
5360 Equipment/Supplies						
5400 Data Conv-Bus Offs						
5450 Data Conv-Other LR						
5500 Communications & Util						
5510 Communications						
5520 Telephone	5,892.00	4,090.00			4,090.00	
5530 Basic Services			2,531.96		2,531.96	
5550 Optional Charges			753.85		753.85	
5520 Telephone	5,892.00	4,090.00	3,285.81		804.19	80.34
5570 Internet	1,104.00	1,104.00			1,104.00	
5580 DSL			449.95		449.95	
5570 Internet	1,104.00	1,104.00	449.95		654.05	40.76
5610 Wireless						
5690 Data Conv-Comm Util						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
5510 Communications	6,996.00	5,194.00	3,735.76		1,458.24	71.92
5700 Utilities						
5710 Energy						
5750 Services						
5800 Data Com-Utilities						
5500 Communications & Util	6,996.00	5,194.00	3,735.76		1,458.24	71.92
6000 Repairs & Maintenance						
6010 Building						
6020 Supplies						
6040 Services						
6060 Data Com-Bldg R&M						
6100 Plant, Property & Eq						
6110 Supplies						
6130 Services						
6200 External Contractor						
6300 Technology						
6400 Transportation						
6410 Vehicle R&M - Exter						
6490 Data Com-R&M						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
6500 Contractual Services						
6510 Professional Service						
6520 Consulting						
6600 Audit						
6660 Attorneys						
6700 Financial Services						
6770 Other Professional						
6800 Technical Services						
6810 Architecture/Design						
6820 Geo Tech Services (
6830 Other Technical Ser	9,500.00	2,878.58	2,803.54		75.04	97.39
6830 Diagnostics/Testin						
6830 Other Technical Ser	9,500.00	2,878.58	2,803.54		75.04	97.39
6890 Technical Services						
6890	9,500.00	2,878.58	2,803.54		75.04	97.39
6900 Other Contractual Se						
6910 Other Contractual S						
6950 Subcontracted Service						
6951 Data Comw-Other Ser						
6960 Subcontracted Servi						
6995 Data Comw-S/C						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expended of Total
6500 Contractual Services	9,500.00	2,878.58	2,803.54		75.04	97.39
7000 Special Transactions						
7100 Programs						
7110 Programs		350.00	350.00			100.00
7190 Refreshments						
7110 Programs		350.00	350.00			100.00
7290 Data Contr-Adv/Promo						
7100 Programs		350.00	350.00			100.00
7300 Contingencies & Loss						
7310 Contingencies & Los						
7400 Media						
7410 Media						
7500 Employee Special Tra						
7510 Training & Professi	5,750.00	5,750.00	5,150.00		5,750.00	89.56
7520 Training/Registrat			600.00		600.00	100.00
7550 Mandatory Professi						
7510 Training & Professi	5,750.00	5,750.00	5,750.00			100.00
7600 Employment Related						
7500 Employee Special Tra	5,750.00	5,750.00	5,750.00			100.00
7700 Insurance & Benefits						
7710 Insurance Premiums	4,245.00	4,268.00	47.44		4,268.00	1.11
7720 Property - Content			630.84		630.84	100.00
7740 Vehicle - Auto Lia			1,677.84		1,677.84	100.00
7750 Vehicle - Auto Phy						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expended of Total
7765 Policy Payment			336.02		336.02-	
7767 Workers' Comp Prem			596.73		596.73-	
7710 Insurance Premiums	4,245.00	4,268.00	3,288.87		979.13	77.06
7768 Data Complus Prem						
7770 Insurance Payouts						
7800 Benefit Payments						
7700 Insurance & Benefits	4,245.00	4,268.00	3,288.87		979.13	77.06
7000 Special Transactions	9,995.00	10,368.00	9,388.87		979.13	90.56
8000 Assistance						
8010 Public						
8020 Social						
8300 Participant Trainin						
8500 Infrastructure (non cap						
8700 Grants						
8705 Chapter						
8780 Entities						
8800 Scholarships						
8805 Corporate						
8900 Other						
9000 Capital Outlay						
9001 Real Property						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
9010 Land & Improvements						
9020 Infrastructure						
9050 Building						
9070 CAP-Pro Tech Serv						
9100 Personal Property						
9110 Furniture & Fixture						
9140 Equipment						
9160 Vehicles						
9180 Intangible Assets						
9190 Other Assets						
9200 Data Conv-Capital B						
9300 Other Income and Expe						
9310 Other Income						
9320 Gain/Loss on Sale o						
9400 Other Expense						
9410 Contributed Capital						
9490 PCard Exception Exp						
9500 Matching & Indirect C						
9501 Matching Funds						
9510 Cash Matching Funds						

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
9610 In-Kind Matching-no						
9700 Indirect Cost (Overh						
9710 IDC						
2000 Expenses	200,000.00	207,786.23	207,487.74		298.49	99.86
915013 VETERINARY MEDICAL SA			67,405.52-		67,405.52	
07670 VETERINARY MED SALES EN			67,405.52-		67,405.52	

EXHIBIT

B

RESOLUTION OF THE
NAABIK'ÍYÁTI' COMMITTEE OF THE
NAVAJO NATION COUNCIL

23rd NAVAJO NATION COUNCIL - Second Year, 2016

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT AND BUDGET AND FINANCE COMMITTEES; AMENDING THE NAVAJO VETERINARY PROGRAM DEPARTMENT OF AGRICULTURE FUND MANAGEMENT PLAN TO ESTABLISH NAVAJO NATION VETERINARY AND LIVESTOCK PROGRAM FUND MANAGEMENT PLAN AS AN ENTERPRISE FUND ACCOUNT TO BE CALLED THE "VETERINARY MEDICAL SALES ENTERPRISE FUND ACCOUNT"

BE IT ENACTED:

Section One. Findings and Purpose

- A. The Resources and Development Committee has oversight authority over the Navajo Nation Veterinary and Livestock Program, Navajo Nation Division of Natural Resources. 2 N.N.C. § 501 (C) (1).
- B. The Budget and Finance Committee has the authority to 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).
- C. On June 13, 1997, the Budget and Finance Committee through BFJN-58-97 approved the Fund Management Plan for the Navajo Veterinary Program, Account No. 3-86557. BFJN-58-97 is attached as Exhibit 4.
- D. The Fund Management Plan for the Navajo Veterinary Program states that it "may be amended from time to time by the Budget and Finance Committee upon recommendation of the Resources Committee of the Navajo Nation Council as deemed appropriate." Exhibit B of BFJN-58-97.
- E. The Executive Summary prepared by the Navajo Nation Veterinary and Livestock Program, attached as Exhibit 2, recommends that the Fund Management Plan for the Navajo Veterinary Program be amended to establish a Fund Management Plan with an enterprise account.
- F. The Office of the Controller in a memorandum dated November 9, 2015, attached as Exhibit 3, states that the "Navajo Nation Veterinary &

Livestock Program has been able to sustain its operations for a number of years. The incoming revenue has been able to support the program both personnel and operating. The program business unit is currently set up within the General Fund. It would be recommended that the transfer to an enterprise business unit take place in the next fiscal year. So in FY 16 if approved, a new Enterprise account (Balance Sheet and Income Statement) would be set up for the Navajo Nation Veterinary & Livestock Program."

G. The proposed amended Fund Management Plan for the Navajo Nation Veterinary and Livestock, attached as **Exhibit 1**, will establish the Veterinary Medical Sales Enterprise Fund Account (115019) for use by the Navajo Nation Veterinary and Livestock Program as a branch of the Department of Agriculture, Division of Natural Resources.

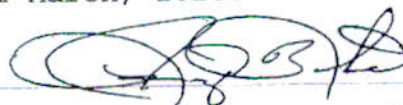
H. It is in the best interest of the Navajo Nation to amend the Navajo Veterinary Program Department of Agriculture Fund Management Plan.

Section Two: Amending Navajo Veterinary Program Department of Agriculture Fund Management Plan

The Navajo Nation hereby approves the amendment of the Fund Management Plan for the Navajo Veterinary Program which will now be called the Navajo Nation Veterinary and Livestock Program Department of Agriculture Fund Management Plan, attached as **Exhibit 1**.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Naabik'iyáti' Committee of the 23rd Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 9 in favor, 04 oppose, this 2nd day of March, 2016.



LoRenzo Bates, Chairperson
Naabik'iyáti' Committee

Motion: Honorable Davis Filfred
Second: Honorable Raymond Smith

NAVAJO NATION VETERINARY and LIVESTOCK PROGRAM
DEPARTMENT OF AGRICULTURE

FUND MANAGEMENT PLAN

The Navajo Nation Veterinary and Livestock Program Revolving Enterprise Fund Account is for the implementation of comprehensive veterinary medical services for the ~~four~~ agency veterinary clinics and mobile services.

I. ESTABLISHMENT

There is hereby established the "Veterinary Medical Sales Enterprise Fund Account", (3-86557)-(115019) for use by the Navajo Nation Veterinary and Livestock Program within as a branch of the Department of Agriculture, Division of Natural Resources and the Resources & Development Committee of the Navajo Nation Council shall provide legislative oversight.

II. PURPOSE

The purpose of this revolving enterprise fund account is to enable the Navajo Nation Veterinary and Livestock Program to carry out, pursuant to its plan of operation the required functions to of providing low cost comprehensive veterinary services, and maintenance of maintain the agency veterinary clinics and mobile services, disease investigation, monitoring and surveillance, response, address public health issues, interact with Federal and State Veterinary Agencies in accordance with the Navajo Nation Emergency Response to a Foreign Animal Disease (RCAU-43-04), the Livestock and Foreign Animal Disease Act of 2006 (CMY-27-06), and the Navajo Nation Veterinary Act of 2007 (CJY-27-07).

III. ADMINISTRATION

A. FUNDING SOURCE

Revenues are generated by the fees charged for the administration of veterinary services as well as the veterinary drug sales to the general public. The fees will be at cost plus a small percentage mark-up on medicine and supplies. The revenues generated cannot be expended on or allocated to uses other than those specified within the enterprise fund account, fund management plan.

B. RATE-SETTING MECHANISM

The veterinary fees will be set by the Program Manager and Agency Veterinarians supervisory-veterinarian and technician responsible for inventory and purchasing. All fees and sales for veterinary services are analyzed and established at cost plus a small percentage mark-up for medicine, and supplies and services.

C. EXPENDITURE OF FUNDS

1. Expenditures from this enterprise fund account shall be made in accordance with established Navajo Nation budget policies and procedures and shall be budgeted each fiscal year through the Navajo Nation annual budgeting process. Expenditure and utilization of all revenues generated and/or fees collected will comply with Navajo Nation law, including the Navajo Business Opportunity Act. Such expenditures shall include, but are not limited to:

- a. Personnel and Benefits – 1000 2001

The ~~revolving~~ enterprise fund account will be used for part-time or full-time staff during emergency and during times of extreme case load by the Program Manager ~~supervisory veterinarian~~. The staffing cost will be reflected in an increase in program fees during their employment.

- b. Travel Expenses – 2000 3000

Necessary travel ~~training not covered by the General Fund~~ ~~appropriations. Funds are specifically for certified full time personnel for disease investigations, surveillance and monitoring and cooperative agreement functions with the USDA APHIS Programs, Federal and State veterinary agencies; for where continuing education units for staff for technical training and -are required-~~ to maintain state licenses.

- c. Veterinary Supply Expenses – 3000 4000

To purchase veterinary ~~medical medications~~ supplies and inventory not covered by the General Fund.

- d. Communications & Utilities – 5500

To maintain communications for disease investigations, surveillance and monitoring efforts for the protection of public health and natural resources. Expenses not covered by the General Fund.

- e. Repair & Maintenance – 5000 6000

Maintenance of medical equipment, clinic premise and mobile unit within normal and reasonable maintenance limits.

- f. ~~Contractual~~ Special Services – 6000 6500

To utilize federal and state certified diagnostic laboratories for disease investigations, emergencies and general diagnostic services for the agency veterinary clinics.

g. Special Transactions – 7000

h. Capitalized Expenditures Capital Outlay– 8000 9000

Purchase and maintenance of medical equipment within normal limits that are not covered by the General Fund appropriations.

2. Authorization for expenditure shall be entrusted to the ~~authorized personnel within~~ Program Manager of the Navajo Nation Veterinary and Livestock Program, Department of Agriculture as delegated by the Executive Director, Division of Natural Resources.

D. PERIODIC REVIEW

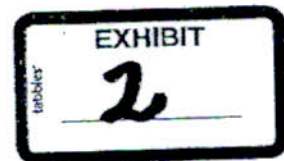
All fees charged and revenue projections will be subject to annual review with the Controller.

IV. AMENDMENTS

The Fund Management Plan, Veterinary Medical Sales Enterprise Fund Account, 3-86557-115019, Section I through IV may be amended from time to time by the Budget and Finance Committee upon recommendation of the Resource & Development Committee of the Navajo Nation Council ~~as deemed appropriate~~.



Navajo Nation Veterinary & Livestock Program
PO Box 1450 ♦ Window Rock ♦ Arizona ♦ 86515



Document No. #004931 - Approval and acceptance of amendments to the Fund Management Plan #BFJN-58-97, creating an Enterprise Account for the Navajo Nation Veterinary & Livestock Program, a branch of the Department of Agriculture, Division of Natural Resources.

EXECUTIVE SUMMARY

The Navajo Nation Veterinary & Livestock Program has implemented new legislation related to foreign and domestic animal diseases that may impact the Nation since 1993 until the present. The Nation has endured the impact of Vesicular Stomatitis, Botulism, West Nile Virus, Tuberculosis and Brucellosis with the monitoring and surveillance functions of the Navajo Nation Veterinary & Livestock Program.

In 2003 when the West Nile Virus hit the Navajo Nation, our people were educated and sought out preventive avenues due to the efforts of the NNVLP as the lead agency in the unified command structure set in place to protect the Navajo Nation, the people and animal resources. It has become evident that our revolving account, "Veterinary Medical Sales Account" needed to be upgraded to support the growth of the NNVLP and to support purchases of large amounts of vaccine and other disease response equipment during a disease emergency. The Navajo Nation Emergency Response Plan to a Foreign Animal Disease resulted from this outbreak and instituted the unified command structure as the model to address disease outbreak and response.

Again in 2006, after a three year initiative, the NNVLP led the Nation to change 40 years of livestock code with the enactment of the "Livestock and Foreign Animal Disease Response Act of 2006" and added the first quarantine legislation and health code within a Tribal Nation to our Navajo Nation code books. Since these two large legislations are now law, the NNVLP is seeking to amend it's fund management plan to create an enterprise account which will model our efforts over the last fifteen years of protecting the livestock, equine, small animal and wildlife interests of the Navajo Nation.

Our 164 package, is proudly submitted to reflect our hard earned role as the lead agency for the protection of animal resources, public health and regulatory functions for the Navajo Nation.

Exhibit A – Navajo Veterinary Program, Fund Management Plan, BFJN-58-97



THE NAVAJO NATION

RUSSELL BEGAYE PRES
JONATHAN NEZ VICE

EXHIBIT

3

MEMORANDUM:

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

FROM : Robert Willie
Robert Willie, Acting Controller
Office of the Controller

DATE : November 9, 2015

SUBJECT : 164-004931- Fund Management Plan Amendments

The Office of the Controller has reviewed the above referenced document.

1. The business unit number 115019 - Navajo Nation Veterinary & Livestock Program has been able to sustain its operations for a number of years. The incoming revenue has been able to support the program both personnel and operating.
2. The program business unit is currently set up within the General Fund. It would be recommended that the transfer to an enterprise business unit take place in the next fiscal year. So in FY 16 if approved, a new Enterprise account (Balance Sheet and Income Statement) would be set up for the Navajo Nation Veterinary & Livestock Program.

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



BPJN-58-97

RESOLUTION OF THE
BUDGET AND FINANCE COMMITTEE
OF THE NAVAJO NATION COUNCIL

Approving the Fund Management Plan for the Navajo Veterinary
Program, Account No. 3-86557

WHEREAS:

1. Pursuant to 2 N.N.C. § 375, the Budget and Finance Committee of the Navajo Nation Council has been delegated certain authority and responsibility over budgetary matters of the Navajo Nation; and

2. Pursuant to Fiscal Year 1996 Six-Month Extended Navajo Nation Council Budget Resolution No. CMA-25-96, Exhibit "E", Condition of Appropriation or Expenditures No. 4, directs all revolving accounts to have an established Fund Management Plan recommended by the appropriate oversight committee, and approved by the Budget and Finance Committee of the Navajo Nation Council; and

3. The Navajo Veterinary Program has developed a proposed Fund Management Plan, attached hereto as Exhibit "B", for Account No. 3-86557 in accordance with required fund management plan instructions provided by the Controller's Office, Division of Finance; and

4. The Government Services Committee of the Navajo Nation Council by Resolution No. GSCS-52-93 has approved the current Plan of Operation for the Navajo Veterinary Program, attached hereto as Exhibit "C"; and

5. The Resources Committee of the Navajo Nation Council by Resolution No. RCMY-94-97, attached hereto as Exhibit "D", has reviewed and recommended approval to the Budget and Finance Committee of the Fund Management Plan of the Navajo Veterinary Program; and

6. It is in the best interest of the Navajo Nation that the proposed Fund Management Plan for the Navajo Veterinary Program be approved, because the Program provides valuable services to the Navajo people.

NOW THEREFORE BE IT RESOLVED THAT:

The Budget and Finance Committee of the Navajo Nation Council hereby approves the Fund Management Plan for the Navajo Veterinary Program, Account No. 3-86557, attached hereto as Exhibit "B".

CERTIFICATION

I heraby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 4 in favor, 0 opposed and 0 abstained this 13th day of June, 1997.


Chairperson

Motion: John Perry, Jr.
Second: Eula C. Yazzie

EXHIBIT "A"

PLAN OF OPERATION
NAVAJO VETERINARY AND LIVESTOCK PROGRAM
DEPARTMENT OF AGRICULTURE

I. ESTABLISHMENT

There is hereby established the Navajo Veterinary and Livestock Program within the Department of Agriculture, Division of Natural Resources.

By Resolution RCD-124-89, the Navajo Veterinary and Livestock Program was combined and established within the Department of Agriculture, Division of Natural Resources.

II. PURPOSE

The purpose of the Navajo Veterinary and Livestock Program is to provide comprehensive veterinary medical services, including surgery, dentistry, orthopedics, etc.; to provide extension services to all Navajo livestock producers in the area of nutrition, agri-business management, reproductive efficiency and preventive and maintenance herd health; and to provide livestock marketing opportunities for livestock producers:

1. To operate veterinary clinics and offices on a full time basis at Window Rock, Tuba City, Shiprock and in Chinle; a mobile clinic at Crownpoint once per week to administer the program and provide quality veterinary services to the communities surrounding the five (5) agencies.
2. To provide herd health work throughout the Reservation, supplying drugs and supplies at reasonable cost to producers and technical assistance to train and producers to self-sufficiency in route herd health procedures.
3. To provide disease diagnostic services for the well-being of livestock as well as protection of public health through in-house testing and referral of samples to major diagnostic laboratories.
4. To cooperate with Federal Veterinarians in maintenance of interstate shipment and disease control regulations.

COPY

5. To maintain the program on an ongoing financial self-sufficient program of the Navajo Nation covering various costs of the program by charging variable fees for these services.
6. To conduct chapter based extension education seminars on various aspects of livestock management.
7. To import high quality bulls and/or rams onto the Nation and make them available upon request at a reasonable cost to improve Navajo livestock herds and flocks.
8. To provide and maintain a learning environment for veterinary student externs from accredited veterinary colleges and the Native American Project.

III. PERSONNEL

The Navajo Nation Veterinary Program Manager, also known as the Head Veterinarian, will be responsible for the operation of the program and will report directly to the Director, Department of Agriculture. All actions and management of the program will be in such a way as to maximize the delivery of services to the clientele in each of the five agencies.

IV. ORGANIZATION

The Navajo Veterinary and Livestock Program, Department of Agriculture, Division of Natural Resources, shall consist of:

- A. Window Rock Veterinary Clinic
- B. Tuba City Veterinary Clinic
- C. Shiprock Veterinary Clinic
- D. Chinle Veterinary Clinic
- E. Crownpoint Veterinary Clinic (Mobile) to be operated as deemed necessary and if clientele and caseloads and revolving account funds are adequate to cover such costs, to accomplish the purposes cited herein.

V. AMENDMENTS

This Plan of Operation may be amended as deemed necessary by the Head Veterinarian with the concurrence of the Director, Department of Agriculture, and Executive Director, Division of Natural Resources, and the approval and recommendation by the Resources Committee of the Navajo

Nation Council and final approval by the Government Services
Committee of the Navajo Nation Council, pursuant to 2 N.T.C.
Section 693 and Section 343.

COPY

Exhibit "B"

NAVAJO VETERINARY PROGRAM DEPARTMENT OF AGRICULTURE

The Navajo Veterinary Program Revolving Account is for the implementation of comprehensive veterinary medical services for the four agency veterinary clinics.

I. ESTABLISHMENT

There is hereby established the "Veterinary Medical Sales Account", (1-86557) for use by the Navajo Veterinary Program within the Department of Agriculture. Division of Natural Resources and the Resources Committee of the Navajo Nation Council shall provide legislative oversight.

II. PURPOSE

The purpose of this revolving account is to enable the Navajo Veterinary Program to carry out, pursuant to its plan of operation the required functions to provide low cost comprehensive veterinary services and the maintenance of the agency veterinary clinics.

III. ADMINISTRATION

A. FUNDING SOURCE

Revenues are generated by the fees charged for the administration of veterinary services as well as the veterinary drug sales to the general public. The fees will be at cost plus a small percentage mark-up on medicine and supplies.

B. RATE-SETTING MECHANISM

The veterinary fees will be set by the supervisory veterinarian and technician responsible for inventory and purchasing. All fees and sales for veterinary services are analyzed and established at cost plus a small percentage mark-up for medicine and supplies.

C. EXPENDITURE OF FUNDS

1. Expenditures from this account shall be made in accordance with established Navajo Nation budget policies and procedures and shall be budgeted each fiscal year through the Navajo Nation annual budgeting process. Such expenditures shall include, but are not limited to:

a. Personnel and Benefits - 1000

The revolving account will be used for part-time or full-time staff during emergency and during times of extreme case load by the supervisory veterinarian. The staffing cost will be reflected in an increase in fees during their employment.

b. Travel Expenses - 2000

Necessary training not covered by the General Fund appropriations. Funds are specifically for certified personnel, where continuing education units are required to maintain state licenses.

c. Veterinary Supply Expenses - 3000

To purchase veterinary medical medications and inventory not covered by the General Fund.

d. Repair/Maintenance - 5000

Maintenance of medical equipment within normal & reasonable maintenance limits.

e. Contractual/Special Services - 6000

f. Capitalized Expenditures - 8000

Purchase and maintenance of medical equipment within normal limits that are not covered by the General Fund appropriations.

2. Authorization for expenditure shall be entrusted to the authorized personnel within the Navajo Veterinary Program, Department of Agriculture as delegated by the Executive Director, Division of Natural Resources.

D. PERIODIC REVIEW

All fees, charges and revenues projections will be subject to annual review with the Controller.

IV. AMENDMENTS

The Fund Management Plan, Veterinary Medical Sales Account, 3-86557, Section I through IV may be amended from time to time by the Budget and Finance Committee upon recommendation of the Resource Committee of the Navajo Nation Council as deemed appropriate.

Exhibit C

GSCS-52-93

Class "C" Resolution
No BIA Action Required.

RESOLUTION OF THE GOVERNMENT SERVICES COMMITTEE OF THE NAVAJO NATION COUNCIL

Amending and Approving the Plan of Operation Of the Navajo Veterinary Program

WHEREAS:

1. Pursuant to 2 N.T.C. Section 343 (b) (2), the Government Services Committee of the Navajo Nation Council has authority to approve and amend existing program plan of operation; and

2. By Resolution RCJY-157-93, the Resources Committee of the Navajo Nation Council approved the Plans of Operation for the Navajo Veterinary Revolving Account and the Veterinary Program; and

3. The amended Plan of Operation for the Navajo Veterinary Program has been developed and is attached hereto as Exhibit "A" and incorporated herein.

NOW THEREFORE BE IT RESOLVED THAT:

The Government Services Committee of the Navajo Nation Council hereby approves the amended Plan of Operation for the Navajo Veterinary Program, Department of Agriculture, Division of Natural Resources.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 6 in favor, 1 opposed and 0 abstained, this 28th day of September 1993.


Presiding Chairperson
Government Services Committee

COB

Exhibit D

RCMY-94-97

RESOLUTION OF THE RESOURCES COMMITTEE OF THE NAVAJO NATION COUNCIL

Approving the Fund Management Plan for the Navajo Veterinary
Program, Account No. 3-86557, and Recommending Approval to
the Budget and Finance Committee

WHEREAS:

1. Pursuant to 2 N.N.C. § 695 (B) (14), the Resources Committee of the Navajo Nation Council serves as oversight committee for the Division of Natural Resources and departments and programs thereunder; and

2. Pursuant to Fiscal Year 1996 Six-Month Extended Navajo Nation Council Budget Resolution No. CMA-25-96, Exhibit "A", Conditions of Appropriations or Expenditures No. 4, directs all revolving accounts to have an established Fund Management Plan recommended by the appropriate oversight committee, and approved by the Budget and Finance Committee of the Navajo Nation Council; and

3. The Navajo Veterinary Program has developed a proposed Fund Management Plan, attached hereto as Exhibit "B", for Account No. 3-86557 in accordance with required fund management plan instructions provided by the Controller's Office, Division of Finance; and

4. The Government Services Committee of the Navajo Nation Council by Resolution No. GSCS-52-93 has approved the current Plan of Operation for the Navajo Veterinary Program, attached hereto as Exhibit "C"; and

5. It is in the best interest of the Navajo Nation that the proposed Fund Management Plan for the Navajo Veterinary Program be approved, because the Program provides valuable services to the Navajo people.

NOW THEREFORE BE IT RESOLVED THAT:

The Resources Committee of the Navajo Nation Council hereby approves the Fund Management Plan for the Navajo Veterinary Program, Account No. 3-86557, and recommends approval to the Budget and Finance Committee of the Navajo Nation Council.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Resources Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 3 in favor, 0 opposed and 1 abstained, this 15th day of May, 1997.



Elmer L. Milford, Chairperson
Resources Committee

Motion: Jones Begay
Second: Thomas Notah

**NAVAJO VETERINARY PROGRAM
DEPARTMENT OF AGRICULTURE**

FUND MANAGEMENT PLAN

The Navajo Veterinary Program Revolving Account is for the implementation of comprehensive veterinary medical services for the four agency veterinary clinics.

I. ESTABLISHMENT

There is hereby established the "Veterinary Medical Sales Account", (3-86557) for use by the Navajo Veterinary Program within the Department of Agriculture, Division of Natural Resources and the Resources Committee of the Navajo Nation Council shall provide legislative oversight.

II. PURPOSE

The purpose of this revolving account is to enable the Navajo Veterinary Program to carry out, pursuant to its plan of operation the required functions to provide low cost veterinary services and the maintenance of the agency veterinary clinics.

III. ADMINISTRATION

A. FUNDING SOURCE

Revenues are generated by the fees charged for the administration of veterinary services as well as the veterinary drug sales to the general public. The fees will be at cost plus a small percentage mark-up on medicine and supplies.

B. RATE-SETTING MECHANISM

The veterinary fees will be set by the supervisory veterinarian and technician responsible for inventory and purchasing. All fees and sales for veterinary services are analyzed and established at cost plus a small percentage mark-up for medicine and supplies.

C. EXPENDITURE OF FUNDS

1. Expenditures from this account shall be made in accordance with established Navajo Nation budget policies and procedures and shall be budgeted each fiscal year through the Navajo Nation annual budgeting process. Such expenditures shall include, but are not limited to:

- a. Personnel and Benefits - 1000

The revolving account will be used for part-time or full-time staff during emergency and during times of extreme case load by the supervisory veterinarian. The staffing cost will be reflected in an increase in fees during their employment.

b. Travel Expenses – 2000

Necessary training not covered by the General Fund appropriations. Funds are specifically for certified personnel; where continuing education units are required to maintain state licenses.

c. Veterinary Supply Expenses – 3000

To purchase veterinary medical medications and inventory not covered by the General Fund.

d. Repair & Maintenance – 5000

Maintenance of medical equipment within normal & reasonable maintenance limits.

e. Contractual / Special Services – 6000

f. Capitalized Expenditures– 8000

Purchase and maintenance of medical equipment within normal limits that are not covered by the General Fund appropriations.

2. Authorization for expenditure shall be entrusted to the authorized personnel within the Navajo Veterinary Program, Department of Agriculture as delegated by the Executive Director, Division of Natural Resources.

D. PERIODIC REVIEW

All fees charged and revenue projections will be subject to annual review with the Controller.

IV. AMENDMENTS

The Fund Management Plan, Veterinary Medical Sales Account, 3-86557, Section I through IV may be amended from time to time by the Budget & Finance Committee upon recommendation of the Resource Committee of the Navajo Nation Council as deemed appropriate.

Document No. 004931Date Issued: 10/20/2015**EXECUTIVE OFFICIAL REVIEW**Title of Document: Fund Management Plan amendments Contact Name: DAVIS, GLENDAProgram/Division: DIVISION OF NATURAL RESOURCESEmail: glendadavis@navajo-nsn.gov Phone Number: 505.371.5218

- ☐ **Business Site Lease**
- | | | | Sufficient | Insufficient |
|---|-------|-------------|--------------------------|--------------------------|
| 1. Division: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (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: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

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

- ☒ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**
- | | | | | |
|-------------------------------------|-----------------|-----------------------|-------------------------------------|--------------------------|
| 1. Office of Management and Budget: | <u>DBagal</u> | Date: <u>11-3-15</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller: | <u>W. B. B.</u> | Date: <u>11-9-15</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General: | <u>W. B. B.</u> | Date: <u>11-13-15</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- ☐ **Navajo Housing Authority Request for Release of Funds**
- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. NNEPA: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

- ☐ **Lease Purchase Agreements**
- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of the Controller: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (recommendation only) | | | | |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

- ☐ **Grant Applications**
- | | | | | |
|-------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

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

- ☐ **Relinquishment of Navajo Membership**
- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Land Department: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Elections: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ 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

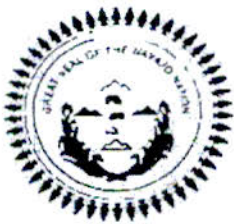
- | | | | | |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. DNR | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. DOJ | _____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

- | | | | | |
|----------|-------|-------------|--------------------------|--------------------------|
| 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"/> |



NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



DOJ
11/12/15 8:31am
DATE / TIME
<input type="checkbox"/> 7 Day Deadline
DOC #: 004031
SAS #:
UNIT:

☐ RESUBMITTAL

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

CLIENT TO COMPLETE

DATE OF REQUEST: 11/12/15 ENTITY/DIVISION: DNR
CONTACT NAME: Glena Davis DEPARTMENT: Ag / NNVLP
PHONE NUMBER: (505) 371-5218 E-MAIL: gchenadavis@navajo-nm.gov
TITLE OF DOCUMENT: FWP into Enterprise Acct Request

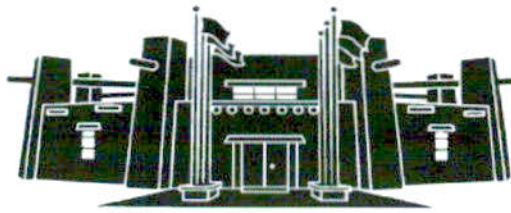
DOJ SECRETARY TO COMPLETE

RECEIVED 2015
DATE/TIME IN UNIT: 11-12-15 8:35 REVIEWING ATTORNEY/ADVOCATE: Chonnet
DATE/TIME OUT OF UNIT: 11/13/15 0.5:45

DOJ ATTORNEY/ADVOCATE COMMENTS


legally sufficient

REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
		Nervica Blackhat	11/13/15 10:02AM
DOJ Secretary Called: Glena Davis		for Document Pick Up on 11/13/15 at 11:36AM By: JB	
PICKED UP BY: (PRINT)		DATE / TIME:	



MEMORANDUM

TO: Honorable Mark Freeland
24th Navajo Nation Council

FROM: 
Kristen Lowell, Principal Attorney
Office of Legislative Counsel

DATE: September 18, 2019

SUBJECT: **AN ACTION RELATING TO THE RESOURCES AND
DEVELOPMENT COMMITTEE; APPROVING A BUDGET
MODIFICATION INCREASE OF \$51,910 FOR A TOTAL BUDGET
OF \$251,910 FOR THE VETERINARY MANAGEMENT PROGRAM
TO BUSINESS UNIT 915013**

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: 0283-19

SPONSOR: Mark A Freeland

TITLE: An Action Relating To Resources And Development Committee; Approving A Budget Modification Increase Of \$51,910 For A Total Budget Of \$251,910 For The Veterinary Management Program To Business Unit 915013

Date posted: September 24, 2019 at 5:30 PM

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) 871-7586

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.: 0283-19

SPONSOR: Honorable Mark Freeland

TITLE: An Action Relating to Resources and Development Committee; Approving a budget modification increase of \$51,910 for a total budget of \$251,910 for the Veterinary Management Program to Business Unit 915013

Posted: September 24, 2019 at 5:30 PM

5 DAY Comment Period Ended: September 29, 2019

Digital Comments received:

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



Legislative Tracking Secretary
Office of Legislative Services

9/30/19 8:22am

Date/Time