



Resolution No. 06-2006-214

**RESOLUTION OF THE  
WHITE MOUNTAIN APACHE TRIBE OF THE  
FORT APACHE INDIAN RESERVATION**

**(Rescinding Resolution No. 05-2006-161 and 05-2006-177 and Approving Budgets for the  
Offices of Chairman and Vice-Chairwoman)**

**WHEREAS**, pursuant to Article IV, Section 1(a) of the Constitution of the White Mountain Apache Tribe, *inter alia*, the Tribal Council has the authority to represent the Tribe and act in all matters that concern the welfare of the Tribe; and

**WHEREAS**, Resolution No. 04-2006-124, entitled "Budget Continuance Resolution for WMAT Budget (60 Days)", had already approved a continuance of the Fiscal Year 2005-2006 budget for sixty days to allow for spending during the budget formulation process, which had been extended by the 2006 Election; and

**WHEREAS**, while Resolution No. 04-2006-124 included the budgets for the Offices of the Chairman and Vice-Chairwoman, the Tribal Council subsequently approved Resolution No. 05-2006-161, entitled "Approving transitional staffing and office costs for the Offices of Chairman and Vice-Chairwoman", which was intended by consensus to re-affirm the budget continuance and provide for capital requirements for said offices; and

**WHEREAS**, subsequently, the Tribal Council had passed Resolution No. 05-2006-177, entitled, "Approving Budgets for Staff Salaries for the Offices of Chairman and Vice-Chairwoman", as a walk-through resolution, but without the necessary emergency basis required, rendering said Resolution as voidable and without effect; and

**WHEREAS**, Resolution No. 05-2006-177 and No. 05-2006-161 did not include a detailed budget for either capital or salaries, and the Tribal Council did this day request clarification; and

**WHEREAS**, the Chairman and Vice-Chairwoman did this day present their Fiscal Year 2006-2007 budgets for capital and salaries, as attached and incorporated by this reference, which provides the clarification absent under Resolution No. 05-2006-177, are summarized as follows:

Office of Chairman	Salaries \$552,449
	Capital <u>\$293,356</u>
	TOTAL \$845,805

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Office of Vice-Chairwoman	Salaries	\$356,195
	Operations	\$183,971
	Capital	<u>\$ 69,000</u>
	TOTAL	\$609,166

**WHEREAS**, the Budget and Finance Committee reviewed the proposed budgets, but did not offer an opinion; and

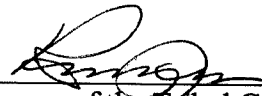
**WHEREAS**, upon careful review and consideration the Tribal Council finds that the proposed budgets for the Offices of the Chairman and Vice-Chairwoman are in the best interests of the Tribe and should be approved

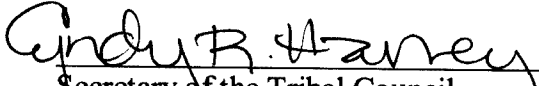
**BE IT RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that:

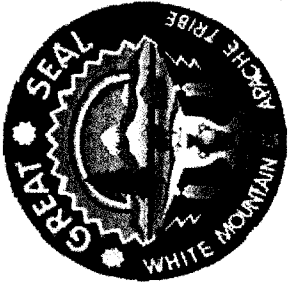
1. Resolution Nos. 05-2006-161 and 05-2006-177 are hereby rescinded.
2. The Fiscal Year 2006-2007 budgets for capital and salaries for the Office of Chairman and the Office of Vice-Chairwoman, as attached and incorporated by this reference, are hereby approved effective this date.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that the Chairman, or in his absence, the Vice-Chairwoman, is hereby authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

The foregoing resolution was on June 13, 2006, duly adopted by a vote of EIGHT for, ONE against, and ONE abstaining by the Tribal Council of the White Mountain Apache Tribe, pursuant to the authority vested in it by Article IV, Section 1 (a), (b), (c), (i), (k), (s), (t) and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).

  
\_\_\_\_\_  
Chairman of the Tribal Council

  
\_\_\_\_\_  
Secretary of the Tribal Council



## Office of the Chairman – Budget Line Item Justifications

### 1. Salaries

Prior Chairman's budget had a total of eleven staff members. They are as follows: Chairman, Chief of Staff, Administrative Assistant, Budget Analyst, (2) Cibecue Community Liaison, Cibecue Clerk, Receptionist, Office Clerk, (2) Switchboard Operators. The new Chairman has requested for a total of 12 staff members composed of the following: Chairman, Chief of Staff, (2) Executive Assistants, Budget Analyst, (2) Cibecue Community Liaison, Cibecue Clerk, Executive Secretary, Receptionist, (2) Switchboard Operators. The Chief Of Staff has existed prior and is currently vacant. Salaries of the staff are such that majority of the time, the staff work overtime and they are not compensated for their time. The staff go beyond their normal duty to assist the public as well as the community working in areas to assist with the public demands and expectations. Chief of Staff serves as key member of the Chairman's Office responsible for central coordination of all activities ensuring information flow to and from the Office of the Chairman. This will include but not limited to, working with tribal departments, enterprises, and other offices within the State and Out of State (Legislative offices of Senate, Congress, State and Federal, County Level Offices). Executive Assistants provide a high level of administrative support and perform a variety of administrative duties with wide latitude for exercising discretion and judgment. Receive and answer correspondence for the Chairman. Arrange for and schedule appointments for the Chairman, including interviewing callers and making proper referrals; supervise the preparation of materials for meetings. Study reports received; check and compare with previous reports and other data for the Chairman, supervise the maintenance of office files keeping correspondence and reports available for reference and ensuring efficient operation of the office. Prepare reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions. Attend meetings on behalf of the Chairman at local, county, state and federal levels, handling budget items for the office.

Executive Secretary/Receptionist will handle all duties of the front office, clerical duties, greeting the public, answering phone calls, files, and other necessary office functions and serve as support for Executive Assistants. Cibecue Clerk and Liaisons are an extension of the Chairman's office for the community of Cibecue. The positions are necessary as Cibecue is in a remote area, and representation and an extended office will allow for ease of communications, process for the Chairman. The office functions as assisting in the concerns of the people of Cibecue. Communications/ travel will be handled by the Cibecue Staff for the people of Cibecue who desire assistance.

4. Payroll Taxes and Benefits

This line item is to cover payroll taxes, social security, taxes, unemployment benefits, FUTA, SUTA (29% fringe benefit rate)

3. Telephone expense

Public office of the Chairman receives many calls on a daily basis from its constituents and other individuals who deal with the Office of the Chairman's office on a frequent basis. This line item allows for payment of the telephone bills. Bills for Cellular service is also paid from this account.

4. Office Supplies Expense

With a slight increase in staff members, and expanded duties for the Office of the Chairman, there is an increase for Office Supplies. During the transition stage, a lot of items were missing, creating a "immediate" need to acquire such items as computers, desk, chairs and as the transition continues, there are more needed items for this office.

5. Postage Expense

Public functions of this office and high level of correspondence has increased, therefore, mail services will increase.

6. Vehicle Operation Expense

Maintenance costs, fuel expense will be processed under this line item. There will be two vehicles available to cover a staff of 12. This line item also covers the wear and tear of the vehicles as well as occasional emergencies that arise.

7. Computer Services

8. Lease Expense

Vehicles currently aren't available for the office. Tribal members have emergencies and obligations that are brought before the Office of the Chairman. Such services include out of town appointments, medical appointments, transportation. There are two vehicles requested.

9. Travel Expense

The Chairman's staff consists of 12 members. Travel is required for the Chairman at any given time to attend to the duties of a Chairman, furthermore, he will assign his Executive Assistants to travel on his behalf as needed. Travel is needed to attend meetings, conferences, trainings, and other pertinent events. The Chairman represents the

Mountain Apache Tribe and may serve on different communities at different levels of national, local, and state government committees, therefore, requiring travel. In addition, position requires occasional trips to state and national government offices to complete assignments on behalf of the tribe. The high rise of gas also requires an increase in this line item.

10. Memberships and Subscriptions:

Necessary subscriptions to executive printing material, native news, national news and news events that affect or indirectly affect the tribe are found in subscribing to on-line news updates or newspapers. The publications are but not limited to: Apache Scout, White Mountain Independent, Arizona Republic, Navajo Times, Indian Country, General Government news publications, Public 638 news and publications for public review etc.

11. Misc Expense

This line item has previously been allowed for payment of floral arrangements, expenses for meetings, special events and numerous miscellaneous items for staff and its Executive Operations

12. Public Relations Expense

Allows for payment of emergency assistance for White Mountain Apache Tribal members. Numerous requests from tribal members are received on a daily basis which includes services for hospital visits, hardships and other emergency situations. This line item also serves as allowance for payment of donation expenses.

13. Insurance Expense

14. Capital Expense

Line item allows payment for developing the office of the Chairman. It is normal for a new administrative office (such as the Chairman's Office) to incur costs to cover new computers, furniture, refurbishing of office with new carpeting, drapes, and repairing necessary items. Carpet is being replaced, drapes, purchase of new kitchen ware, microwave, water coolers, and refrigerator is needed for this office. Vehicles are also categorized under this line item.

**Executive Office of the Chairman  
White Mountain Apache Tribe  
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**EXPENSE**

<b>Budget Line Item</b>	<b>Description (Expense)</b>	<b>Budget 2005-2006</b>	<b>Requesting</b>
7100	Salaries	215,507	426,640
	Chairman	78,560	90,000
	Chief of Staff	50,000	53,000
	Executive Assistant		51,000
	Executive Assistant		51,000
	Budget Analyst		35,000
	Executive Secretary		29,000
	Receptionist/Secretary		25,000
	Switchboard Operator		16,000
	Switchboard Operator		16,000
	Cibecue Liaison		22,000
	Cibecue Receptionist (RC)		16,640
	Cibecue Liaison		22,000
7110	Chairman's Salary	See Above	See Above
7140	Staff Salary	See Above	See Above
7250	Payroll Taxes/Benefits	85,379	125,859
7270	Contract Prof. Services	5,100	10,000
7290	Employee Development	4,000	5,000
7403	Telephone Expense	15,000	15,000
7	Copy Machine Expense	2,000	2,000
7	Office Supplies Expense	13,630	24,000
7	Postage Expense	314	314
7420	Vehicle Operation Exp	10,000	11,000
7494	Special Events Expense	1,000	1,000
7503	Computer Services	0	0
7704	Travel Expense	28000	35,000
7707	Membership/Subscription	1200	1200
7710	Miscellaneous Expense	2632	2700
7716	Public Relations	50000	50,000
7730	Insurance Expense	6132	7,000 (per F Delgado)
7960	Capital Expense (2) vehicles \$40,572.00 Carpet (1392 sq feet) \$5,995.00 Security System \$6,890 (1) Vehicle \$52197		\$106,000
<b>NEEDED ITEMS</b>			<b>PRICE</b>
Conference Table			\$1,090
(6) Staff Chairs			\$4839
Drapes			\$2470
(7) wastebaskets			\$73.00
Fel Shredder			\$300
( ) Table Lamps			\$531
( ) Label Makers			\$270
( ) Guest Chairs			\$3792
(2) Computer Cases			\$400
(2) Dell Lap Tops			\$4000
(5) Calculators			\$400
Microwave			\$250



**WHITE MOUNTAIN APACHE TRIBE**  
**Executive Office of the Vice Chairwoman**  
**BUDGET SUMMARY**

	<b>Current</b>	<b>Requested</b>	<b>Final Council Approval</b>
<b>1. Salaries</b>			
Executive - Vice Chairman	\$ 68,200.00	\$ 80,000.00	
Professional - Chief of Staff	\$ 84,800.00	\$ 65,000.00	
Professional - Public Relations Administrator		\$ 50,000.00	
Support Staff - Secretary	\$ 21,200.00	\$ 24,960.00	
Support Staff - Receptionist		\$ 20,800.00	
Support Staff - Clerk		\$ 14,560.00	
Support Staff - CBQ Community Liaison		\$ 20,800.00	
<b>2. Payroll Taxes and Benefits</b>	\$ 50,518.00	\$ 78,868.00	
\$256960 X 29%			
<b>3. Telephone Expense</b>	\$ 6,000.00	\$ 10,000.00	
<b>4. Office Supplies Expense</b>	\$ 2,312.00	\$ 12,000.00	
<b>5. Postage Expense</b>	\$ 166.00	\$ 1,000.00	
<b>6. Vehicle Operation Expense</b>	\$ 10,000.00	\$ 20,000.00	
<b>7. Computer Services</b>			
<b>8. Lease Expense</b>	\$ 10,667.00	\$ 50,000.00	
<b>9. Travel Expense</b>	\$ 28,000.00	\$ 35,000.00	
<b>10. Membership &amp; Subscriptions</b>	\$ 55.00	\$ 1,000.00	
<b>11. Misc. Expense</b>	\$ 8,100.00	\$ 12,500.00	
<b>12. Public Relations Expense</b>	\$ 27,467.00	\$ 40,000.00	
<b>13. Insurance Expense</b>	\$ 4,218.00	\$ 4,471.00	
<b>14. Capital Expense</b>		\$ 28,000.00	
<b>TOTAL</b>	<b>\$ 321,703.00</b>	<b>\$ 568,959.00</b>	



**WHITE MOUNTAIN APACHE TRIBE**  
**Executive Office of the Vice Chairwoman**  
**BUDGET JUSTIFICATION**

**1. Salaries**

Under the administration of former Vice Chairman F. Endfield, there were a total of five staff members. They include the Vice Chairman, Executive Assistant, Community Liaison, Secretary and receptionist. Under the direction of the new Vice Chairwoman, there is a request for a total of seven staff members. They are comprised of the following: (a) Vice Chairwoman, (b) Chief of Staff, (c) Public Relations Director, (d) Executive Secretary, (e) Receptionist, (f) Office clerk and (g) Community Liaison for Cibecue. Following is a justification description for each position:

**a. Vice Chairwoman**

The position of Vice Chairwoman is the second highest for the White Mountain Apache Tribal government. As afforded in the White Mountain Apache Tribe's constitution, there are 21 powers vested in this position along with the Tribal Council. The function of this position is vital to the organization of the Tribal Council. The function of this position has changed from previous administrations. Today, there are new and greater challenges that face the White Mountain Apache Tribe. In order to form a more representative organization, to exercise duties and responsibilities of a representative tribal government and to conserve and develop tribal lands and resources for today and tomorrow, this office will take on a more aggressive approach in lobbying and protecting and strengthening the inherent sovereignty of the White Mountain Apache Tribe. The membership of the White Mountain Apache Tribe has grown drastically over the past forty years. Due to this, there is an increased responsibility on the Office of the Vice Chairwoman and increased demand for assistance.

**b. Chief of Staff**

The chief of staff position is a new one. This position is vital to maximize efficiency of the Office of the Vice Chairwoman when working with the Tribal Council, the Office of the Chairman and other tribal departments and programs. It's major duties include Administrative and Policy Issues, Legislative Affairs and Public Advocacy and Policy analysis and development. Incumbent will work with legislative offices of the Senate, Congress and other public offices to address issues facing the White Mountain Apache Tribe.

**c. Public Relations Director**

The Public Relations Director is a position that combines the duties and functions of the Executive Assistant and Community Liaison under the organization of former Vice Chairman Endfield. The PR Director will be responsible to handle all scheduling aspects for the Vice Chairwoman and staff. PR Director will be responsible to coordinate all written, verbal and other means of communication with internal tribal departments/programs/enterprises and with outside local, county, state and federal agencies. One of the primary duties of the PR Director is to work with the media in the event of newsworthy activities. Also assigned to the PR Director is the duty of preparing and tracking the budget for the Office of the Vice Chairwoman. Regular spending reports will be produced analyzing spending patterns and trends for the review of the Vice Chairwoman. PR Director is authorized to oversee staff and has signatory authority on all correspondence requiring approval in the absence of the Vice Chairwoman.

**d. and e. Executive Secretary and Receptionist**

The executive secretary and receptionist handle the organization and management of the front office. They oversee first contact with the public. Since they deal with the public directly, they are most stressful and usually the ones that receive the most negative remarks and attitudes. Additional assignments include clerical duties, meeting and greeting public and organization of all files, documents and other forms of materials.



**f. Office Clerk**

The office clerk position is needed to support the clerical functions of the office. With the addition of staff and responsibility, there is an increased need for better management of correspondence. The office clerk will support this need.

**g. CBQ Community Liaison**

The position of CBQ Community Liaison is a very important function for the community of Cibecue. Since Cibecue is in a remote part of the reservation, an office for the Vice is essential. Under the prior administration of Endfield, this position was deleted due to budget demands. However, the need for representation and presence of the Vice Chairwoman remains. This function is vital in identifying needs and concerns of the people of Cibecue. This person will work the satellite offices in Cibecue and coordinate transportation for those tribal members who need to conduct business in Whiteriver.

All duties and responsibilities of new and current positions under the office of the Vice Chairwoman are detailed in the attached job descriptions.

**2. Payroll Taxes and Benefits**

\$271960 X 29% - Payroll taxes, social security, federal taxes, unemployment benefits, SUTA, FUTA

**3. Telephone Expense**

As with any public office, the office of the Vice Chairwoman receives many calls from constituents and concerned citizens. This line item will allow the payment of phone bills for the Whiteriver and Cibecue offices. This will also include payments for three cell phones for the Vice Chairwoman, Chief of Staff and Public Relations Director.

**4. Office Supplies Expense**

With the increased number of staff and additional functions of the office of the Vice Chairwoman, there is an increase for the need of office supplies. This line item will allow for payment of supply expenses for the operation of the Whiteriver and Cibecue offices. The cost for laser printer cartridges is high but vital to the efficient management of the Vice's office.

**5. Postage Expense**

The public relations function of the office of the vice chairwoman will increase with plans to conduct mail outs such as surveys, reports, and routine correspondence.

**6. Vehicle Operation Expense**

Maintenance costs and gas expense will be paid under this line item for the Vice Chairwoman's vehicle. However, under number 8 of this justification you will see a request for an additional two vehicles for the operation of the Vice's office. Funds budgeted will be used for normal wear and tear of vehicle as well as any emergency repairs that might be needed.

**7. Computer Services**

**8. Lease Expense**

There is a tremendous need for vehicles for this office. There is no current vehicles assigned. Many tribal members have emergencies and obligations such as medical appointments, interviews out of town and request transportation from our office. Two vehicles are requested to offset this need. (2 vehicles @ 25,000 each)

**9. Travel Expense**

With a total of seven staff, there is an increased in staff allowances for the office of the vice chairwoman. Our office will continue to foster working relationships with local, county, state and national agencies. Travel is needed to attend meetings, conferences, trainings, and other pertinent events. The Vice Chairwoman is constantly being requested to make appearances at events, both on and off the reservation. This line item will allow for payment of all travel expenses. The Vice Chairwoman represents the White Mountain Apache Tribe on several important boards and associations such as, Inter Tribal Timber Council, Native Indian Council, Arizona Commission of Indian Affairs and others, and will need to make routine trips for these related events.

**10. Membership & Subscriptions**

In order to keep abreast of all issues and events, in native american as well as mainstream America, the office of the vice chairwoman will receive publications such as Time, Indian Country Today, Navajo Times, Apache Scout, Wall Street Journal and others.

**11. Misc. Expense**

As with the practice of the former vice, this line item will allow for payment of flowers for wakes, expenses for meetings, expenses for special events, expenses for public relations events and other miscellaneous items needed for staff and office operations.

**12. Public Relations Expense**

This line item will allow for payment of emergency assistance for White Mountain Apache Tribal members. There are numerous requests from constituents for assistance regarding hospital visits, hardships, and other emergency situations. This line item will also allow for payments of donation expenses.

**13. Insurance Expense**

**14. Capital Expense**

This line item will allow payment for the development and set up of the office for the new vice chairwoman. It is normal for a new administration to incur transitional costs such as new computers, furniture, refurbishing of office with new carpeting, and other items needed such as new office machines such as typewriters, fax machines and copy machines. The old ones are outdated and need constant repairs and need to be replaced. Items that also need to be replaced are refrigerator, microwave and water coolers. Itemized below are cost breakdowns for the major items:

- a. Computer Equipment \$10,000  
*Four Dell desktop computers systems with printers*  
*Three Palm pilots for communication flow*
- b. Office Furniture \$10,000  
*Per Council Resolution, current office furniture was given to former Vice Chairman Endfield*
- c. Carpeting \$5,000  
*Carpeting in Vice's and surrounding offices to be replaced*  
*Current carpet was installed with original building.*
- d. Other Equipment  
*typewriter, fax machine and kitchen accessories to be replaced* \$3,000 (item moved to office supplies)



**WHITE MOUNTAIN APACHE TRIBE**  
**Executive Office of the Vice Chairwoman**  
**ORGANIZATIONAL STRUCTURE**

