

Action by the Legislative Branch For Financial Reduction

Purpose and Premise of the Action:

The Annual budget for Tribal government is passed each year by the Tribal Council. In years where the anticipated funding for the Legislative Branch results in a reduction from the appropriated amount, the Legislative Branch shall use this action for the reduction of expenses.

The Legislative Branch, in making reductions, will be willfully aware that the benefits and services to our Tribal Citizens is paramount. Additionally, the role of the Tribal Council is constitutionally mandated and therefore cannot be abridged. Recognizing these two premises, it is the intent of Tribal Council to reduce such costs that will not hamper the services offered to our Tribal Citizens or reduce the effectiveness of the Tribal Council in carrying out its necessary duties.

Recognizing the important role that our employees play in assisting the Legislative Branch, and that each dollar spent on items listed below may potentially be the dollar taken out of the paychecks of our employees. The Tribal Council initiates and approves the following cuts, moratoriums and reductions so as to ensure that there will be no reduction or layoffs of our employees or their benefits.

Local Travel:

- Staff local travel/mileage for intra-government meetings that could be participated in by phone-conference shall not be paid. The staff is requested to limit the use and need for in person intra-governmental meetings where the information could be disseminated by e-mail, or other means. Where it is necessary to hold an in-person meeting, car-pooling will be required if more than one person is coming and returning to the same work location.

External local meetings or attendance at local events shall be prioritized and kept to a minimum. If more than one employee from the Tribal government is attending the same meeting or event than car-pooling is required.

- Meetings of the Tribal Council shall be kept to a minimum and held on the same day if practicable to reduce travel costs. Tribal Council shall review and assess the yearly meeting calendar to ensure that the most effective and efficient use of

time and funding is achieved. Two Council members coming from the same location and attending the same meeting or event shall car-pool.

Service Contracts:

- Consultants: any new consulting engagements or renewal of existing contracts for consulting services shall have a temporary moratorium unless paid by grant funds. All grant funded consultant fees shall be approved case by case by Tribal Council. Consultants include the following: An individual to whom one refers for expert advice or services, and is not an employee of the Tribe.
- Temporary Staff: staff that is not a permanent hired and is just for limited purposes is a temporary staff. Newly created temporary positions shall not be filled and upon the expiration of any temporary staff position shall not be renewed or filled. Permanent staff will need to rotate schedules to insure that offices are open and accessible during normal business hours for our Tribal Citizens. Office phones should be forwarded to accommodate any lack of personnel so that Tribal Citizens phone calls are addressed.
- Lobbyist: all contracts with outside lobbyist shall be temporarily suspended. Emergency needs for lobbyist interaction shall be determined for approval by the Tribal Council on a case by case assessment.

Supplies, materials, printing or other products:

- The Legislative Office Manager shall be responsible for approval of all supplies, materials, printing or other products. Each order will be assessed to determine if the actual need furthers a service or benefit to our Tribal Citizens or enables the Tribal Council in fulfilling its Constitutional duties. All other items will be considered superficial and shall be temporarily suspended. Also, the Office Manager shall be responsible for setting up a surplus system for excess supplies that may be share within the office to eliminate the duplication of order new supplies.

Copy costs:

- All materials provided to Tribal Council shall be submitted electronically or on a computer disk. All efforts will be made to reduce copy costs by eliminating the use of “hard copies” and transmitting electronically.

Mailing and Postage:

- In order to reduce the cost of postage, staff will make every effort to transmit information by e-mail, including scanning of hard copy information that can be electronically converted.

Equipment:

- There shall be a moratorium on the ordering of any new equipment, including computers, software, software upgrades or other similar items. There shall be a designated surplus system setup for the reusing of existing equipment to avoid order new equipment.

Subscriptions, Other Subscription Services:

- All subscriptions or subscription services that requires payment shall be suspended, with no exceptions.

Hiring, creation of new positions, filling Vacant Positions, Transfers or promotions:

- To ensure that our current employees are not impacted, a moratorium will be placed on all new positions, filling of vacant positions, transfers or promotions. Recognizing that a vacancy in a critical position that may hamper the services and benefits for our Tribal Citizens or may impeded the duties of Tribal Council shall be assessed on a case by case basis. Permanent employees should try and pick up the workload left by the vacant position so that it may remain vacant as long as possible to reduce expenditures without impacting services.
- Positions created and funding through grants will be assessed on a case by case basis to ensure that no additional funds are expended for the position. All grant funded positions will be filled only for the term of the grant.

Training/Event and Travel Expenditures:

- Any future staff training/event, where funds have not already been authorized and allocated, shall be suspended, unless grant funded.
- Any future travel, where funds have not already been authorized and allocated, shall be suspended, unless grant funded

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- Any training or travel approved for attendance by Tribal Council shall be limited to two Tribal Council Members per training or event.

Contributions and donations:

- A moratorium is placed on all contributions and donations, unless the donation is for emergency assistance to our Tribal Citizens.

Space Costs:

- The Legislative Office Manager shall complete an assessment of space cost including “shared space” and report such findings and recommendations to Tribal Council.

Membership dues and Licensing:

- There shall be a moratorium on all membership and licensing due, unless the membership or license is a requirement of a person’s job description.

Energy Reduction Use

- Each employee shall make an assertive effort to shut lights off, reduce heating/cooling cost, shut off non-essential electrical appliances and computers when not in use.

Telecommunications:

- Cell Phones: all staff cell phone contracts upon expiration shall not be renewed. Only employees that are required as part of their job duties to be away from their desk shall be permitted to renew cell-phone services. The Legislative Manager shall review the staff’s job-descriptions to determine if cell-phone service is required.
- Tribal Council members shall reduce the cost of telecommunications by relinquishing under utilized or duplication of services.
- Pagers: all pagers contracts for services shall be terminated or not renewed upon expiration.
- The Legislative Office Managers shall make an assessment for the potential sale of surplus, underutilized or out-dated telecommunication equipment.

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- All fax lines will be centralized to one fax line and fax machine per office, any additional lines shall be terminated.

Meeting space and meal/refreshments:

- There is a moratorium placed on any renting of “room space” for meetings, events or other activities, unless specifically grant funded.
- There is a moratorium placed on the purchasing of any meals or refreshments for meetings, events or other activities, unless specifically grant funded

Reduction of Motor Vehicle Fleet

- All motorized vehicles shall be assessed for the usage and need. Vehicles that are not essential to governmental services for our Tribal Citizens or fulfilling the Constitutional duties shall be sold or the leases terminated. Priority value shall be given to emergency and maintenance equipment and shuttle vans.

Effective Date:

This action shall immediately go into effect upon the approval by a majority vote of Tribal Council, and shall remain in effect until repealed by a majority vote of Tribal Council.