

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
OF THE 24th NAVAJO NATION COUNCIL - First Year, 2019

AN ACTION

RELATING TO THE HEALTH EDUCATION AND HUMAN SERVICES COMMITTEE;  
APPROVING A BUDGET MODIFICATION INCREASE OF \$9,417,139 FOR THE  
FLEET MANAGEMENT DEPARTMENT TO BUSINESS UNIT 812003

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Health, Education, and Human Services Committee serves as the oversight committee for the Division of General Services. 2 N.N.C. §401(C)(1). The Fleet Management Department is within the Division of General Services.
- 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 Fleet Management Department has requested a Budget modification in the amount of \$9,417,139 in order to allow the Department to complete its planned replacement of Navajo Nation vehicles. Memoranda reflecting this request and an invitation for bids are attached as **Exhibit A**.
- B. The Fleet Management Department prepared budget documents indicating the request for a budget modification. The budget documents are included in **Exhibit B**.
- C. Budget documents indicate the original budget approved by the Navajo Nation Council for Fiscal Year 2019 was \$13,561,111. A budget modification of \$9,417,139 will result in a total budget amount of \$22,978,250 for Fiscal year 2019.
- D. The Fund Management Plan for the Fleet Management Department, attached as **Exhibit C**, allows for the, "[d]irect fleet vehicle operating expense includes Fleet's personnel (salaries/fringe benefits), travel, supplies/inventory (parts, oil, tires & etc.), fuel purchase, auto body repairs, windshield/glass repairing, telephone/communication, repairs and maintenance (equipment), education/training, and

shop equipment purchase. Other expenses include new vehicle license/titling, services support for automated fuel system, cost to upgrade fuel storage tanks, services for emergency fuel spill, and improvement of building safety." Fund Management Plan for Fleet Management Department, Section III. C.

- E. Additionally, the Fund Management Plan allows that, "each fiscal year ending after financial adjustments funds remaining will carry over to the succeeding fiscal year. The fund balance will be available for capital asset expense or unforeseen fuel prices." Fund Management Plan for Fleet Management Department, Section III. D.
- F. The Executive Official Review is attached as **Exhibit B**. All reviewers indicated the request for a budget modification is sufficient.
- G. The Office of the Controller has provided an updated Fleet Management Fund Balance - February 28, 2019 and is attached as Exhibit D.

**SECTION THREE. APPROVAL OF BUDGET MODIFICATION FOR FLEET MANAGEMENT DEPARTMENT**

The Health, Education, and Human Services Committee hereby approves the budget modification increase in the amount of \$9,417,139, increasing the total budget for Fleet Management Department to \$22,978,250 as indicated in the budget forms in **Exhibit B**.

**CERTIFICATION**

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 24<sup>th</sup> Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, on this 25<sup>th</sup> day of March 2019.



Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee  
Of the 24<sup>th</sup> Navajo Nation Council

Motion: Honorable Edison J. Wauneka  
Second: Honorable Pernell Halona,





THE NAVAJO NATION


RUSSELL BEGAYE PR  
JONATHAN NEZ VICE-PRESIDENT



## Memorandum

Date: February 5, 2018

To: Ben Manuelito, Department Manager III  
Fleet Management Department

From:   
Robert Willie, Accounting Manager  
Office of the Controller

Subject: Fleet Management Fund Balance- December 31, 2017

Per the request made by your office, the Office of Controller has calculated the unaudited balance of the Fleet Management fund as of December 31, 2017. The unaudited Unreserved amount available for use in the fund balance is \$15,153,729.

There is currently is a budget within the business unit 812003 of \$9,502,342 that is available.

If you should have any question please feel free to call me at tribal extension X6125.

CC: Joelynn Ashley, Division Director, Division of General Services  
Dartene Sam, Senior Budget Analyst, Office of Management and Budget

RECEIVED  
2018 FEB - 8 P 4: 29  
NAVAJO NATION  
FLEET MANAGEMENT

Enterprise Funds, Internal Service Funds, Proprietary Funds  
Revenue Projection FY 2019

Account Number	Program/Title		FY 2019 RECOMM. LIMITS
901001	Nav Nation Code Enterprise Fnd	EF	10,000
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	-
915001	Park and Recreation	EF	8,500,000
915003	Tribal Ranch Program	EF	700,000
915006	Fish & Wildlife Enterprise	EF	800,000
915009	Livestock Custody Fund	EF	60,000
915010	Fourth of July Celebration	EF	100,000
915011	Annual Navajo Nation Fair Fund	EF	700,000
915013	Veterinary Medical Sales	EF	200,000
915014	Colorado Ranch Fund	EF	795,000
807001	Office Supply Center	ISF	220,000
812002	Air Transportation	ISF	800,000
812003	Fleet Management	ISF	13,561,111
812004	Duplicating Services	ISF	800,000
812009	Property & Casualty/RM ...	ISF	9,347,132
812016	Employee Benefit Program	ISF	600,000
812017	Group Health Self-Insurance	ISF	18,500,000
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
117010	Day Care-Chinle	GF	55,000
117011	Day Care-Fl. 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	42,000
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
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: 70,836,158

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

\* Based on submittal of premiums from Depts.

Prepared by:

  
Shari Francis, Associate Accountant

Approved by:

 3.30.18  
Pearlina Kirk, Controller

DATE: March 30, 2018

**THE NAVAJO NATION-Fleet Management**  
**Combining Balance Sheet**  
**December 31, 2017 (Unaudited)**

**RECEIVED**  
**2018 FEB -8 P 4: 29**  
**NAVAJO NATION**  
**FLEET MANAGEMENT**

**Assets**

**Current Assets:**

Cash and cash equivalents \$ (171,017)

**Investments**

-

**Receivables:**

Accounts Receivable 8,070

Misc. Receivable 15,860

Interfund Receivable 18,438,362

Total Current Assets 18,291,275

**Long Term Assets:**

Receivables 404,143

Plant, Property & Equipment 12,524,620

Total Long Term Assets 12,928,764

Total Assets \$ 31,220,039

**Liabilities and Fund Balances**

**Current Liabilities:**

Accounts Payable \$ 39,234

Accruals (2,482,382)

Other Liabilities (1)

Total Current Liabilities (2,443,149)

**Long Term Liabilities**

Notes Payable (21,198,320)

Other LT Liabilities 20,802,319

Total Long Term Liabilities (396,000)

**Fund Balances:**

Unreserved (15,153,729) (1)

Committed (9,502,343)

Assigned (3,724,818)

Total Fund Balances (28,380,890)

Total Liabilities and fund balances \$ (31,220,039)

**THE NAVAJO NATION-Fleet Management**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balance**  
**December 31, 2017 (Unaudited)**

**Revenues:**

Tax Revenue \$ -

Interest & Dividends -

Fees & Permits (200)

Other Revenue (2,801,672)

Total Revenue (2,801,872)

**Expenditures:**

Total Expenditures 2,209,322

Excess (deficit) of revenues over expenditures (592,550)

**Transfers**

-

Net change in fund balances (592,550)

(1) - Unappropriated Balance Available





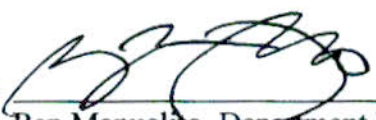
# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE-PRESIDENT

5-10-18

## MEMORANDUM

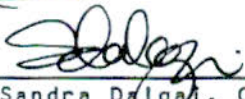
TO : Sandra Dalgai, Chairperson  
Motor Vehicle Review Board

FROM :   
Ben Manuelito, Department Manager III  
Fleet Management Department

DATE : February 12, 2018

SUBJECT : Vehicle Procurement - Replacement

Approved/Disapproved

  
Sandra Dalgai, Chairperson  
MVRB MEETING 02-14-2018

Fleet Management is requesting approval for the procurement of Navajo Nation vehicles as replacements. The attached cost summary prepared from a list of vehicles that have accumulated mileage in excess of 100,000 miles and due for replacement.

Following MVRB approval, Fleet Management will forward the 2018 Vehicle Assessment form to each eligible program for input. Upon receipt of the form, Fleet Management will review and incorporate into the specifications. Fleet Management will work with each eligible program to ensure that cost consideration is kept in mind, as well as practicality and usage. Previously, the MVRB also approved the assignment of vehicles for some programs and Fleet has been unable to assist with any vehicle, therefore these requests will be added to the listing, and may increase the total slightly.

The Office of the Controller (OOC) has provided the unaudited balance of the Fleet Management fund as of December 31, 2017, indicating that there is an unaudited Unreserved amount available for use in the fund balance. Additionally, there is currently a budget within the business unit 812003 that is available, see attached memorandum. A recommendation based on mileage criteria beginning at 100,000 miles, quantity of vehicles and projected cost is forthcoming from OOC. The Purchasing Department will be assisting Fleet Management's proposed procurement via public bidding. Fleet Management will prepare an Invitation for Bid and specifications for each vehicle class, and initiate the process of vehicle replacement which should be completed by late summer 2018. Your favorable consideration and approval is requested and appreciated.

xc: Robert Willie, Accounting Manager, OOC  
Joelynn Ashley, Division Director, DGS

## INVITATION FOR BIDS

BID DUE DATE: September 04, 2018 (5:00 pm MDST)

DESCRIPTION: Invitation for Bids for Fleet vehicles

BID NO. 18-07-1890LE

CONTACT PERSON: Ben Manuelito, Department Manager III  
Fleet Management Department  
Division of General Services  
THE NAVAJO NATION  
Telephone Number: (928) 871-6425  
Fax Number: (928) 871-7038

RETURN ALL RESPONSES TO:

DELIVER TO: THE NAVAJO NATION  
Purchasing Services Department  
Admin. Building One, Window Rock Blvd.  
Window Rock, Arizona 86515  
ATTN: Lorita Etsitty  
BID NO. 18-07-1890LE

OR

MAIL TO: THE NAVAJO NATION  
Purchasing Services Department  
Post Office Box 9000  
Window Rock, Arizona 86515  
ATTN: Lorita Etsitty  
BID NO. 18-07-1890LE

*(Must identify Bid# and Company Name on the outside of all sealed package/envelop)*

Please submit an original, and two (2) copies of your bid



**A. PURPOSE OF THIS INVITATION FOR BIDS (IFB)**

The Navajo Nation Fleet Management Department within the Division of General Services is seeking to purchase vehicles from an authorized and fully certified licensed automotive dealership that meets all the standards and qualifications from the vehicle manufacture in terms of facilities, equipment, parts, tools and trained technicians to handle all required services. Vehicles must be delivered in a timely manner as bid evaluation will be based on most responsive bid. Bid price shall be F.O.B. to Window Rock and to the designated delivery point at Fleet Management Department. Vehicles shall be delivered to the Navajo Nation free from any purchase money or other lien or security interest. The manufacturer's published warranty for each vehicle shall apply to all vehicles purchased by the Fleet Management Department.

**B. CONDITIONS GOVERNING THE PROCUREMENT**

Bid price shall be effective on date of award and the availability of funds will determine the number of vehicles to be purchased, and additional Navajo Nation procurements for like kind and quality of vehicle qualify for bid price. Fleet Management personnel will make on-site visits to either manufacturer's/bidder's facilities, as needed, to ensure compliance with specifications are met, or approve any deviations, if necessary.

The Navajo Nation Fleet Management will receive, at time of delivery of vehicles, all pertinent documents necessary for titling and licensing vehicles, documents include Manufacturer's Statement of Origin, Odometer statement. Only Fleet Management will be responsible for registering all vehicles through the Navajo Nation Property Management Department.

Payment will be made after delivery of the vehicles and receipt of all pertinent, including invoice. Full payment is to be made no later than 10 days following receipt of all pertinent documents, including invoice. Temporary license sticker must accompany delivery if no release of Manufacture Statement of Origin is included as part of the documents; and will delay timely payment.

**C. SPECIFICATIONS**

See the following attachments for specifications for each class of vehicle and quantity required, including any exhibits. Bid price must meet minimum specification or exceed minimum specifications. Bid must note any exceptions.



# FLEET MANAGEMENT DEPARTMENT

Bid Number: 18-09-1495LE

## 2018 Vehicle Specifications

<u>Vehicle Class</u>	<u>Description</u>	<u>Quantity</u>
I	2018 1/2 Ton Pick-up Truck, 2WD, long bed	8
II	2018 1/2 Ton Pick-up Truck, 4WD, long bed	15
	2018 1/2 Ton Pick-up Truck, 4WD, Double Door	5
IV	2018 3/4 Ton Pick-up Truck, 4WD, long bed	17
	2018 3/4 Ton Pick-up Truck, 4WD, long bed w/gooseneck, tow mirror	1
	2018 3/4 Ton Pick-up Truck, 4WD, Double Door	5
	2018 3/4 Ton Pick-up Truck, 4WD, Double Door, long bed	1
	2018 3/4 Ton Pick-up Truck, 4WD, Double Door, long bed w/camper	4
	2018 3/4 Ton Pick-up Truck, 4WD, Crew Cab	11
	2018 3/4 Ton Pick-up Truck, 4WD, Crew Cab, w/gooseneck, tow mirror	1
V	2018 1 Ton Pick-up Truck, Single Cab	1
	2018 1 Ton Pick-up Truck, Single Cab, DRW	1
	2018 1 Ton Pick-up Truck 4WD Double Door, w/Steel Platform Body	2
	2018 1 Ton, Pick-up Truck, 4WD, Crew Cab,	1
	2018 1 Ton, Pick-up Truck, 4WD, Crew Cab, diesel	1
	2018 1 Ton Pick-up Truck 4WD Crew Cab w/Steel Platform Body	12
	2018 1 Ton, Single Cab, Cutaway Van, DRW	1
IX	2018 15 Passenger 1 Ton Van, Extended, 2WD	6
	2018 Cargo van, Prisoner Transport, 2WD	1
X	2018 Sports Utility, 4WD, 9 Passenger	5
XI	2018 Sports Utility, 4 door, 4WD, Special Services	76
	2018 Sports Utility, 4 door, 4WD, Special Services, Lieutenant	2
	2018 1/2 Ton Pick-up Truck, 4WD, Crew Cab, Special Services	24
XIII	2018 4 Door Sedan	21
XV	2018 Sports Utility, 4 door, 4WD, 5 Passenger	13
	2018 Sports Utility, 4 door, 4WD, 5 Passenger, Black	3
	2018 Sports Utility, 4 door, 4WD 5 Passenger, Non-Fleet	3
XVII	2018 Mid-Sized Sports Utility, 4WD, 7 Passenger	51
<b>Total:</b>		<b><u>292</u></b>

# BID SUMMARY

Bid No. 18-07-1890LE

	Description	Bid Amount	Total
8	1/2 Ton Pick-up Truck, 2WD, long bed	\$23,660.70	\$189,285.60
15	1/2 Ton Pick-up Truck, 4WD, long bed	\$27,080.90	\$406,213.50
5	1/2 Ton Pick-up Truck, 4WD, Double Door	\$26,790.00	\$133,950.00
17	3/4 Ton Pick-up Truck, 4WD, long bed	\$27,029.00	\$459,493.00
5	3/4 Ton Pick-up Truck, 4WD, Double Door	\$26,522.40	\$132,612.00
1	3/4 Ton Pick-up Truck, 4WD, Double Door, long bed	\$26,704.80	\$26,704.80
4	3/4 Ton Pick-up Truck, 4WD, Double Door, long bed w/camper	\$30,835.16	\$123,340.64
11	3/4 Ton Pick-up Truck, 4WD, Crew Cab	\$29,483.20	\$324,315.20
1	3/4 Ton Pick-up Truck, 4WD, Crew Cab, w/gooseneck, tow mirr	\$30,736.00	\$30,736.00
1	1 Ton, Single Cab, Cutaway Van, DRW	\$33,302.40	\$33,302.40
6	15 Passenger 1 Ton Van, Extended, 2WD	\$29,050.00	\$174,300.00
1	Cargo van, Prisoner Transport, 2WD	\$44,600.00	\$44,600.00
5	Sports Utility, 4WD, 9 Passenger	\$41,097.20	\$205,486.00
76	Sports Utility, 4 door, 4WD, Special Services	\$45,286.22	\$3,441,752.72
2	Sports Utility, 4 door, 4WD, Special Services, Lieutenant	\$45,024.57	\$90,049.14
24	1/2 Ton Pick-up Truck, 4WD, Crew Cab, Special Services	\$41,454.73	\$994,913.52
21	4 Door Sedan	\$21,133.24	\$443,798.04
13	Sports Utility, 4 door, 4WD, 5 Passenger	\$37,416.00	\$486,408.00
3	Sports Utility, 4 door, 4WD, 5 Passenger, Black	\$37,416.00	\$112,248.00
3	Sports Utility, 4 door, 4WD 5 Passenger, Non-Fleet	\$38,682.00	\$116,046.00
51	Mid-Sized Sports Utility, 4WD, 7 Passenger	\$28,384.00	\$1,447,584.00
<u>273</u>			<u>\$9,417,138.56</u>



DEC 27 2018

Connected

FY 2019

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

Office of Management & Budget  
The Navajo Nation Window Book Arts

**PART I. Business Unit No.:**

812003  
Program Title:

Prepared By: Ben Manuelito

Phone No.:

928-871-6425

**Fleet Management Department**

Division/Branch:

General Services

**Email Address:** [benmanuelito@navajo-nsn.gov](mailto:benmanuelito@navajo-nsn.gov)

PART II. FUNDING SOURCE(S)		Fiscal Year	Amount	% of Total
Proprietary/Internal Service		Term		
		10/1/18-09/30/19	9,417,139.00	100%
PART III. BUDGET SUMMARY				
	Fund Type Code	(A) NNC Approved Original Budget	(B) Budget Modification	(C) Difference (Column B+A)
	2001 Personnel Expenses	3,390,435	0	3,390,435
	3000 Travel Expenses	215,981	0	215,981
	3500 Meeting Expenses	0	0	0
	4000 Supplies	4,954,166	0	4,954,166
	5000 Lease and Rental	8,100	0	8,100
	5500 Communications and Utilities	27,050	0	27,050
	6000 Repairs and Maintenance	317,481	0	317,481
	6500 Contractual Services	85,000	0	85,000
	7000 Special Transactions	4,547,898	0	4,547,898
	8000 Public Assistance		0	0
	9000 Capital Outlay	15,000	9,417,139	9,432,139
	9500 Matching Funds		0	0
	9500 Indirect Cost		0	0
TOTAL		\$13,561,111.00	9,417,139.00	22,978,250
PART IV. POSITIONS AND VEHICLES				
		(D)		(E)
		Total # of Positions Budgeted:		60
TOTAL:		Total # of Permanently Assigned Vehicles:		21

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

Ben Manueltito

SUBMITTED BY: Program Manager's Printed Name

SUBMITTED BY: Program Manager's Signature and Date

Joelvynn M. Ashlev

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

APPROVED BY: Division Director/Bianchi Chief's Signature and Date



Corrected

FY 2019

Received

DEC 27 2018

THE NAVAJO NATION  
PROGRAM PERFORMANCE CRITERIA

Page 2 of 3  
BUDGET FORM 2

Office of Management & Budget  
Phoenix, Arizona

Business Unit No.: 812003

Program Name/Title: Fleet Management Department

PART I. PROGRAM INFORMATION

PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:

Resolution of the Health, Education and Human Services Committee (HEHSCJY-10-17) - The Fleet Management Department, FMD, shall provide motor vehicle transportation services to the Navajo Nation Government, Departments, and Programs through a financially self-sustaining operation. The vehicles assigned to the Navajo Nation Departments and Programs serve the Navajo population throughout the Navajo Nation Government.

PART III. PROGRAM PERFORMANCE CRITERIA:

1. Goal Statement:

Monitor Fleet Service Center Productivity

Program Performance Measure:

Examine 5,000 workorders per quarter

2. Goal Statement:

Promote Preventative Maintenance

Program Performance Measure:

Conduct 10 Preventative Maintenance Orientations per quarter

3. Goal Statement:

Monitor preventative maintenance and unscheduled maintenance daily

Program Performance Measure:

2,050 vehicles serviced per quarter

4. Goal Statement:

Monitor and track costs associated with maintenance of fleet vehicles

Program Performance Measure:

Cost of maintenance by vehicle class and department: \$425,000 per quarter

5. Goal Statement:

Monitor and track fuel costs for fleet vehicles

Program Performance Measure:

Monitor and track fuel for fleet vehicles: 300,000 gallons per quarter

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

5,000		5,000		5,000		5,000	
-------	--	-------	--	-------	--	-------	--

10		10		10		10	
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2,050		2,050		2,050		2,050	
-------	--	-------	--	-------	--	-------	--

425,000		425,000		425,000		425,000	
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300,000		300,000		300,000		300,000	
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Ben Manuelito

Program Manager's Printed Name

122718

Program Manager's Signature and Date

Joelynn M. Ashley

Division Director/Branch Chief's Printed Name

12/27/18

Division Director/Branch Chief's Signature and Date



Corrected

FY 2019

THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION

Page 3 of 3  
BUDGET FORM 4

<b>PART I. PROGRAM INFORMATION:</b>			
Program Name/Title: _____		Business Unit No.: 812003	
<b>PART II. DETAILED BUDGET:</b>			
(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)
7710	INSURANCE PREMIUMS		
	<b>9000 CAPITAL OUTLAY</b>		9,417,139
	Fleet Management requested from OOC of fund balance amount available to purchase vehicles for replacement and received recommended amount. Fleet received approval from MVRB to replace vehicles and completed formal bid for procurement, and budget modification is needed to complete the process.		
9020	INFRASTRUCTURE		
9140	EQUIPMENT		
9160	VEHICLES	9,417,139	
	9162 Automobile		
<b>TOTAL</b>			9,417,139



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE-PRESIDENT

## MEMORANDUM

*Shani Francis*  
12-18-18

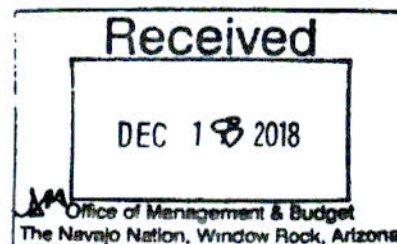
**TO:** Dominic Beyal, Executive Director  
Office of Management and Budget

**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:** December 17, 2018

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



The Office of Controller has revised the Enterprise Funds, Internal Service Funds, Proprietary Funds schedule for Fiscal Year 2019. The revision includes a requested increase to Fleet Management. After analyzing the fund, we determined there will be enough revenue to cover the increase.

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



The Navajo Nation  
Office of the Controller

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	80,000
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	80,000
915010	Fourth of July Celebration	EF	100,000
915011	Annual Navajo Nation Fair Fund	EF	700,000
915013	Veterinary Medical Sales	EF	200,000
915014	Colorado Ranch Fund	EF	795,000
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	600,000
812017	Group Health Self-Insurance	ISF	18,500,000
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
117010	Day Care-Chinle	GF	55,000
117011	Day Care-Fl. 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	42,000
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
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: 80,318,297

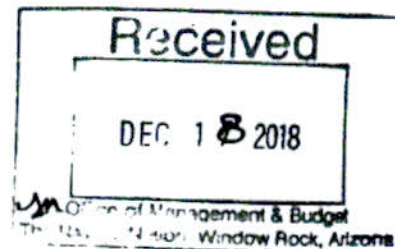
EF- ENTERPRISE FUND  
ISF- INTERNAL SERVICE FUND  
SRF- SPECIAL REVENUE FUND  
GF- GENERAL FUND

\* Based on submittal of premiums from Depts.

Prepared by:

 12/17/18

Shari Francis, Associate Accountant



**SECTION 164 REVIEW FORM**Title of Document: Budget Modification for 812003 Contact Name: MANUELITO JR, BEN CProgram/Division: DIVISION OF GENERAL SERVICESEmail: benmanuelito@navajo-nsn.gov Phone Number: 928-871-6425Division Director Approval for 164A: *Stullens*

**Check document category: only submit to category reviewers. Each reviewer has a maximum 7 working days,**  
except Business Regulatory Department which has 2 days, to review and determine whether the document(s) are  
sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

**Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council**

<input type="checkbox"/>	Statement of Policy or Positive Law:		Sufficient	Insufficient
	1. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)			
	1. OMB: <u><i>D. Byrd</i></u>	Date: <u>12-27-18</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2. OOC: <u><i>Rowley</i></u>	Date: <u>12-4-19</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3. OAG: <u><i>J. Stullens</i></u>	Date: <u>1/9/19</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Section 164(B) Final approval rests with the President of the Navajo Nation**

<input type="checkbox"/>	Grant/Funding Agreement or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Subcontract/Contract expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. BRD: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.O.A. or Letter of Assurance expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>





# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ	
1/4/19 4:28p	
DATE / TIME	
<input type="checkbox"/> 7 Day Deadline	
DOC #:	011676
SAS #:	
UNIT:	Aspen

☐ 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:	12/20/2018	DIVISION:	Division of General Services
CONTACT NAME:	Ben Manuelito	DEPARTMENT:	Fleet Management Department
PHONE NUMBER:	871-6425	E-MAIL:	benmanuelito@navajo-nsn.gov
TITLE OF DOCUMENT: Proposed standing committee resolution for budget modification for account number 812003 in the amount of \$9,417,138.56.			

### DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT:	1/7/19 @ 9:30am	REVIEWING ATTORNEY/ADVOCATE:	RS
DATE TIME OUT OF UNIT:	1/9 @ 9:32		LS

### DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient

REVIEWED BY: (Print)	Date / Time	SURNAMED BY: (Print)	Date / Time
Robert L. Silva	1/7/19: 11:30am	Kendis Martinez	1/9/19 8:49am

DOJ Secretary Called: Danny for Document Pick Up on 1/9 at 9:32 By: [Signature]

PICKED UP BY: (Print) \_\_\_\_\_ DATE / TIME: \_\_\_\_\_





# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

October 1, 2018

## MEMORANDUM

TO : ALL CONCERNED

FROM :

*Joelynn M. Ashley 9.28.18*

Joelynn M. Ashley, Division Director  
Division of General Services – Administration

SUBJECT : **STANDING DELEGATION – FISCAL YEAR 2019**

This is to advise all concerned, of the standing DELEGATION OF AUTHORITY that will be in effect during the time(s) that I am away from the office.

Ms. Marlene S. Slim, Administrative Service Officer, Division of General Services – Administration will automatically assume the Division Director status, when I am not in the office.

This authority will commence 8:00 A.M., October 1, 2018, and will end 5:00 P.M., September 30, 2019; or until such time as deemed necessary.

The authority covers signing of routine operational documents and will include the handling of routine administrative matters except those needing special attention of the Division Director. Only special items such as off reservation travel and personnel issues/concerns will be handled by the Division Director, however the directive of proper protocol of the chain of command remains in effect.

There may be occasions when Ms. Slim may not be available to fulfill this delegation; during those occasions, another Division of General Services staff member will be delegated for a specific duration of time, in writing.

I ask that cooperation be given to the delegated, so that there is no interruption in services. Thank you for your support and understanding.

## ACKNOWLEDGED

*Marlene S. Slim*

Marlene S. Slim, Administrative Service Officer  
Division of General Services - Administration

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

**21<sup>st</sup> OF THE NAVAJO NATION COUNCIL - FOURTH YEAR, 2010**

**AN ACTION  
RELATING TO GOVERNMENT SERVICES AND FINANCE; APPROVING AMENDMENTS  
TO THE FUND MANAGEMENT PLAN FOR FLEET MANAGEMENT DEPARTMENT  
PROPRIETARY FUND - INTERNAL SERVICE FUND ACCOUNT 812003**


**BE IT ENACTED:**

1. The Navajo Nation hereby approves amendments to the Fund Management Plan for Fleet Management Department Proprietary Fund - Internal Service Fund Account No. 812003, as set forth in Exhibit A.

2. The amendments to the Fund Management Plan for Fleet Management Department Proprietary Fund Account No. 812003 approved herein shall become effective immediately and supersede the prior fund management plan approved by Resolution GSCD-93-95.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the 21<sup>st</sup> Navajo Nation Council at a duly called meeting held at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 05 in favor, 01 opposed and 00 abstained, on this 20th day of September, 2010.



LoRenzo C. Bates, Chairperson  
Budget and Finance Committee

Motion: Pete Ken Atcitty  
Second: Nelson Begaye



**FLEET MANAGEMENT DEPARTMENT  
INTERNAL SERVICE PROPRIETARY FUND ACCOUNT FUND MANAGEMENT PLAN**

**I. ESTABLISHMENT**

There is hereby established the Fleet Management Department Revolving Account, ~~2-86200~~, Proprietary Fund Account, 812003, for use by the Fleet Management Department within the Division of General Services of the Executive Branch and the Government Services Committee of the Navajo Nation Council shall provide legislative oversight.

**II. PURPOSE**

The purpose of the Fleet Management Department revolving account Proprietary Fund account is to provide a source of funds to provide motor vehicle transportation services to the Navajo Nation Government departments and programs. Fleet Management provides rental of a fleet of vehicles to the various Divisions, Departments, and Programs shall be used to offset the Fleet Management Department's actual operation expenses.

**III. ADMINISTRATION**

**A. FUNDING SOURCE**

The Fleet Management Department receives its revenue from five major sources. The first source is through the annual vehicle rental agreement between Fleet Management and the various departments/programs. These vehicles are classified as permanent assignments in 17 different classes and are charged monthly fixed rental rate. The second source is through the temporary rental of available vehicles. ~~These vendors are classified as the rental pool. Each department/program is charged for the use of the vehicles assigned to their department/programs. to departments on a short term basis. These vehicles are classified as the rental pool and are charged the daily use rate.~~ The third source is through monthly vehicle mileage user charges from both annual vehicle assignment and temporary short term vehicle rental pool. The fourth source is through vehicle service agreements with various department/programs and entities. Revenue is



~~also received from the sale of surplus vehicles that are returned to the fleet account, mileage credits and other tribal credits. The account balance in the program account shall be carried over into the following year without further action pursuant to 12 N.T.C., Section 801(3). The fifth source is from proceeds received from the sale of surplus vehicles through the Property Management Department.~~

## B. RATE SETTING MECHANISM

The motor vehicle service user rates are derived by a composite of last fiscal year year's financial and statistical information of total miles driven, repair and maintenance cost on vehicles, auto equipment services, fuel consumption, ~~vehicle lease payment~~ other expenses and personnel. ~~There are two different vehicle rates calculated, first rate is for Fleet Management acquired vehicle, either through direct purchase or long term lease purchase plan. The second rate is for department acquired vehicle through their program funds. The vehicle mileage rate is determined from annual cost of fuel (bulk delivery and commercial gasoline purchase through credit card). There are five different group vehicle rates and they are composite of similar vehicle description (vehicle gross weights, engine capacities, four wheel drive, two wheel drive, and etc.). These vehicles are acquired through direct purchase (via lease purchase plan) and vehicle depreciation expenses are calculated. The vehicles acquired with external funds also are composite of similar vehicle description and the vehicle depreciation expenses are not included. The annual cost of fuel (bulk delivery and fuel purchase through credit card), maintenance cost of dispensing equipment and administration overhead are included. (See Exhibit B).~~

The motor vehicle service user rates are annually reviewed annually and established to recover fleet services and operating operation expenses. These users' rates are approved reviewed and recommended by The Office of the Controller for adoption of annual budget policies and guidelines.

## C. EXPENDITURES OF FUNDS

The direct fleet vehicle operating expense includes the Fleet's personnel (salaries/fringe benefits), travel, supplies/inventory (parts, oil, tires & etc.),

fuel purchase, ~~vehicle lease payments or vehicle purchase, auto body repairs, windshield/glass repairing, telephone/communication, repairs and maintenance (equipment) on shop equipment, education/training, and shop equipment purchase.~~ Other expenses include new vehicle licensing/titling, ~~accident repairs, services support for automated fuel system and fleet management system, and additional cost to comply with environmental protection agency on cost to upgrade fuel storage tanks, services for emergency fuel spill, and correction on building/safety deficiencies~~ improvement on building safety.

Expenditures from this ~~revolving account~~ Proprietary Fund 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 budget process.

#### D. PERIODIC REVIEW

The Office of the Controller shall periodically review the expenditures against the revenues received. During these periodic reviews by the Office of the Controller, in the event the program has a deficit in an account balance, Fleet Management Department must justify control over operating expenditure and review the revenue collection process.

Each fiscal year ending after financial adjustments funds remaining will carry over to the succeeding fiscal year. The fund balance will be for capital asset expense or unforeseen fuel price increase.

#### IV. AMENDMENTS

The Fleet Management Department Revolving Proprietary Fund Management Plan Section I through IV may be amended from time to time by the Budget and Finance Committee upon recommendation of the Government Services Committee of the Navajo Nation Council as deemed appropriate.



# THE NAVAJO NATION

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JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



## Memorandum

Date: March 19, 2019

To: Honorable Jamie Henio, Chairperson  
Budget and Finance Committee  
Navajo Nation Council

From:   
Robert Willie, Accounting Manager  
Office of the Controller

Subject: Fleet Management Fund Balance- February 28, 2019

The Office of Controller has completed the unaudited financials as of February 2019 for the Fleet Management program (see attached Exhibit A). The unaudited balance of the Fleet Management fund as of February 28, 2019. The unaudited Unreserved amount available for use in the fund balance is \$17,463,711 (Exhibit A).

There is currently is a budget within the business unit 812003 of \$9,694,224 that is available.

If you should have any questions, please feel free to call me at tribal extension X6125.

CC: Lomardo Aseret, Division Director, Division of General Services  
Ben Manuelito, Department Manager III  
Darlene Sam, Senior Budget Analyst, Office of Management and Budget

THE NAVAJO NATION  
Combining Balance Sheet  
February 28, 2019 (Unaudited)

Assets	
Current Assets:	
Cash and cash equivalents	\$ 22,016,530.43
Investments	
Receivables:	
Accounts Receivable	8,070.43
Misc. Receivable	99,333.49
Total Current Assets	22,123,934.35
Long Term Assets:	
Receivables	469,887.47
Plant, Property & Equipment	10,804,677.13
Total Long Term Assets	11,274,564.60
Total Assets	\$ 33,398,498.95
Liabilities and Fund Balances	
Current Liabilities:	
Accounts Payable	\$ (264,418.22)
Accruals	(2,410,017.06)
Other Liabilities	
Total Current Liabilities	(2,674,435.28)
Long Term Liabilities	
Notes Payable	(21,198,319.84)
Other LT Liabilities	20,816,624.84
Total Long Term Liabilities	(381,695.00)
Fund Balances:	
Unreserved	(17,463,711.18) (1)
Committed	(9,694,224.37)
Assigned	(3,184,433.12)
Total Fund Balances	(30,342,368.67)
Total Liabilities and fund balances	\$ (33,398,498.95)

THE NAVAJO NATION  
Combining Statement of Revenues, Expenditures and Changes in Fund Balance  
February 28, 2019 (Unaudited)

Revenues:	
Tax Revenue	\$ -
Interest & Dividends	-
Fees & Permits	350.00
Other Revenue	4,716,533.62
Total Revenue	4,716,883.62
Expenditures:	
Total Expenditures	(3,888,027.13)
Excess (deficit) of revenues over expenditures	828,856.49
Transfers	-
Net change in fund balances	828,856.49

(1) - Unappropriated Balance Available



HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
Regular Meeting  
March 25, 2019

Roll Call  
Vote Tally Sheet

LEGISLATION NO. 0045-19

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;  
APPROVING A BUDGET MODIFICATION INCREASE OF \$9,417,139 FOR FLEET  
MANAGEMENT DEPARTMENT TO BUSINESS UNIT 812003

(Note: Eligible for Committee Action March 14, 2019)

Sponsor: Honorable Nathaniel Brown;  
Co-Sponsor: Honorable Amber Kanazbah Crotty

March 25, 2019 - Main Motion

Motion by: Honorable Edison J. Wauneka

Seconded by: Honorable Pernell Halona


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

Yeas: Edison J. Wauneka; Pernell Halona; Charlaine Tso

Nays: None

Absent (excused): Paul Begay, Jr.; Nelson S. BeGaye

  
\_\_\_\_\_  
Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee

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