

LEGISLATIVE SUMMARY SHEET

Tracking No. 0303-16

DATE: August 23, 2016

TITLE OF RESOLUTION: AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING A BUDGET REALLOCATION IN THE TOTAL AMOUNT OF \$7,538,123.48 FOR FLEET MANAGEMENT DEPARTMENT, PROPRIETARY FUND, BUSINESS UNIT NUMBER 812003

PURPOSE: This resolution if approved will reallocate the budget for the Fleet Management Department for the capitol asset expense for unforeseen fuel price increase.

This written summary does not address recommended amendments as may be provided by the standing committee. The Office of Legislative Counsel requests each committee member to review the proposed legislation in detail.

5-DAY BILL HOLD PERIOD: None
Website Posting Time/Date: 5:47pm 9/17/16
Posting End Date: 9/12/2016
Eligible for Action: 9/13/2016

PROPOSED NAVAJO NATION STANDING COMMITTEE RESOLUTION

23rd NAVAJO NATION COUNCIL – Second Year, 2016

INTRODUCED BY


(Prime Sponsor)

TRACKING NO. 0303-16

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;
APPROVING A BUDGET REALLOCATION IN THE TOTAL AMOUNT OF
\$7,538,123.48 FOR FLEET MANAGEMENT DEPARTMENT, PROPRIETARY FUND,
BUSINESS UNIT NUMBER 812003

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. § 400(A).
- B. The Health, Education and Human Services Committee serves as the oversight committee for the Division of General Services, the Fleet Management Department is within the Division of General Services. 2 N.N.C. § 401(C)(1).
- C. Pursuant to Fiscal Year 2016 Budget Instructions Manual, Section X(D), a budget revision involves a change to an approved budget that deviates from the approved financial plan, including the reallocation of fund between business units which requires oversight approval, Section X(D)(1)(b), and general funds cannot be transferred from object in the 9510 series, Matching Funds, except with oversight committee approval, Section X(D)(9)(c).

1 D. Pursuant to 2 N.N.C. §185(A) an oversight committee may reallocate funds appropriated
2 by the Navajo Nation Council to a division or program over which the committee has
3 oversight provided that funds are determined available by the controller, further provided
4 the reallocation is upon the request of the affected division, department or program and
5 shall approve a reallocation by two-thirds (2/3rds) vote of the full membership of the
6 committee.

7
8 **SECTION TWO. FINDINGS**

9 A. The Office of the Controller issued the Schedule of Recommended Fiscal Year 2016
10 Budget Levels for various Navajo Nation Special Revenue, Fiduciary and Proprietary
11 Funds. *See Exhibit A.*

12 B. On May 05, 2016 the initial, Review Budget Recommendation for Fiscal Year 2016 for
13 Account Number 812003, Fleet Management Department, Internal Service Fund (ISF)
14 \$16,500,000. *See Exhibit B.*

15 C. The Fleet Management Department presented a request to the Navajo Nation Motor
16 Vehicle Review Board to procure 187 vehicles using Fleet Management Department's
17 fund balance, an additional request was made to the Office of the Controller to procure
18 218 vehicles using Fleet Management Department's fund balance and public
19 advertisement was completed, Bid No. 16-04-1495LE, with award notification completed
20 and issuance of purchase orders, total cost is \$7,538,123.48, see bid summary. *See*
21 **Exhibit C.**

22 D. The Fund Management Plan for the Fleet Management Department, BFS-38-10
23 authorizes the fund balance to be for capital asset expense for unforeseen fuel price
24 increase. *See Exhibit D.*

25 E. A memorandum from the Office of the Controller for the new Fiscal Year 2016 Revised
26 Recommended Budget Level for the Fleet Management Department Proprietary Fund,
27 Account Number 812003, has been revised to \$24,038,123.48 of which \$16,600.00 was
28 allocated in the Fiscal Year 2016 Comprehensive Budget, CS-39-15 and \$7,538,123.48 is
29 the requested budget reallocation. *See Exhibit E.*
30

1 F. The Navajo Nation hereby finds it in its best interest to approve the reallocation of funds
2 within the Fleet Management Department.
3

4 **SECTION THREE. APPROVAL OF REALLOCATION**

5 A. The Health, Education and Human Services Committee hereby approves the budget
6 reallocation in the total amount of \$7,538,123.48, within Business Unit No. 812003 to
7 cover budget deficits as set forth in the budget reallocation documents hereto attached
8 as **Exhibit E**.
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**SCHEDULE OF RECOMMENDED FY 2016 BUDGET LEVELS FOR VARIOUS
NAVAJO NATION SPECIAL REVENUE FUNDS, FIDUCIARY FUNDS AND PROPRIETARY FUNDS**

| FUND TYPE | TRIAL DIVISION | FUND DESCRIPTION | FY 2016 INVESTMENT INCOME PROJECTIONS | FY 2016 RECOMMENDED PROGRAM BUDGET | USE OF UNRESTRICTED RESERVES TO MAINTAIN 2015 FUNDING LEVEL | TOTAL 2016 RECOMMENDED PROGRAM BUDGET | BUDGET PORTION TO BE SUBMITTED BY OGC FOR INVESTMENT ADMIN. FEES |
|--------------|-----------------------|--|--|---------------------------------------|---|---|--|
| SR | Education | Scholarship - Graduates | 800,000(100%) | 800,000 | 130,000 | 800,000 | 130,000 |
| SR | Education | Scholarship - Teachers | 60,000(100%) | 50,000 | 0 | 54,000 | 9,000 |
| SR | Education | 1902 Claims - Scholarship | 500,000(100%) | 500,000 | 52,000 | 420,000 | 32,000 |
| SR | Education | Nav. Eng. & Const. Auth. (NECA) | 300,000(100%) (B) | 288,186 | 0 | 275,997 | 0 |
| Fid. | Education | Vocational Education Trust | 400,000(100%) (B) | 417,037 | 77,069 | 441,059 | 38,000 |
| Fid. | Education | Handicapped Trust | 450,000(95%) (A) | 348,117 | 0 | 308,466 | 38,000 |
| Fid. | Education | Navajo Preparatory | 17,000(100%) (B) | 16,822 | 0 | 16,827 | 0 |
| SR | Comm. Devel. | 1982 & 1988 Claims - Chapters | 3,000,000(95%) (A) | 2,270,094 | 0 | 1,881,966 | 140,000 |
| Fid. | Health | Senior Citizens Trust | 370,000(95%) (A) | 304,851 | 0 | 274,306 | 35,000 |
| Fid. | Human Resources | Retirement Fund (Employees) | 28,000,000(100%) | 28,925,000 | 0 | 31,435,000 | 3,000,000 |
| Fid. | Human Resources | 401 (k) Plan - Nihitsoo Svgs. | 600,000(100%) | 0 | 0 | 0 | 0 |
| SR | Economic Devel. | Navajo Tourism Fund | 1,500,000(100%) | 1,470,000 | 0 | 1,451,400 | 0 |
| SR | Natural Res. | Land Acquisition Trust Fund | 2,880,000(90%) | 2,100,000 | 0 | 2,100,000 | 280,000 |
| Fid. | Ofc. of Controller | Permanent Fund | 40,000,000(100%) | 520,777 | 0 | 484,777 | 10,932,000 |
| PR | Div. of Genl. Serv. | Workers Compensation | 1,000,000(100%) | 3,000,000 | 0 | 4,000,000 | 68,000 |
| Fid. | Human Resources | Veterans Trust Fund | 1,600,000(100%) (B) | 2,344,391 | 0 | 2,981,319 | 310,000 |
| SR | NNEPA | EPA/Underground Storage Tank1160/511002 | N/A | 120,000 | 0 | 120,000 | 0 |
| SR | NNEPA | EPA/Leaking UST1160/511001 | N/A | 400,000 | 0 | 400,000 | 0 |
| SR | NNEPA | EPA/UC Program1170/511003 | N/A | 241,000 | 0 | 245,000 | 0 |
| SR | Div. of Nat. Res. | Navajo Reforestation | N/A | N/A | 0 | 0 | 0 |
| SR | Comm. Devel. | Road Maintenance | N/A | 7,166,800 | 0 | 6,788,800 | 0 |
| SR | NNEPA | Public Water System Program1260/511005 | N/A | 250,000 | 0 | 250,000 | 0 |
| SR | NNEPA | Air Quality Control/Operating Permit Prog1160/5110 | N/A | 1,100,000 | 0 | 1,197,076 | 0 |
| SR | NNEPA | Hazardous Substance Fund 1330/511007 | N/A | 0 | 0 | 0 | 0 |
| SR | Div. of Public Safety | Judicial/Public Safety Facilities | N/A | 3,000,000 | 0 | 4,000,000 | 0 |
| SR | Ofc. of Controller | Finance & Accounting Scholarship Project | N/A | 65,000 | 0 | 60,000 | 0 |
| SR | Water Resources | Water Code Administration | N/A | 650,000 | 0 | 650,000 | 0 |

(A) Legislation mandates that 95% of Investment Income is allowed for expenditure purposes.
 (B) Revised legislation for Voc. Ed., NECA and Navajo Preparatory authorizes expenditure of 4% of prior Fiscal Year End Market Value of the Fund, Veterans Trust is average Market Value over the last 12 quarters.

Robert Williams 5/4/15
 Robert Williams, Acting Controller



INITIAL: REVENUE BUDGET RECOMMENDATION FOR FISCAL YEAR 2016



| Account Number | Program/Title | | FY 2016 RECOMM. LIMITS |
|----------------|------------------------------------|-----|------------------------|
| 901001 | Nav Nation Code Enterprise Fnd | EF | 10,000 |
| 907001 | Home Loan Program | EF | 800,000 |
| 907002 | Personal Loan Program | EF | 440,000 |
| 910005 | Karigan Professional Office | EF | 290,000 |
| 912001 | Employee Housing Program | EF | 850,000 |
| 914001 | Veterans Loan Program | EF | 12,000 |
| 915001 | Park and Recreation | EF | 4,300,000 |
| 915002 | Archaeology | EF | - |
| 915003 | Tribal Ranch Program | EF | 800,000 |
| 915008 | Fish & Wildlife Enterprise | EF | 650,000 |
| 915009 | Livestock Custody Fund | EF | 80,000 |
| 915010 | Treaty Days Celebration | EF | 100,000 |
| 915011 | Annual Navajo Nation Fair Fund | EF | 650,000 |
| 807001 | Office Supply Center | ISF | 200,000 |
| 812002 | Air Transportation | ISF | 625,000 |
| 812003 | Fleet Management | ISF | 16,600,000 |
| 812004 | Duplicating Services | ISF | 700,000 |
| 812009 | Property & Casualty/RM ... | ISF | 9,134,815 |
| 812018 | Employee Benefit Program | ISF | 670,000 |
| 812017 | Group Health Self-Insurance | ISF | 18,000,000 |
| 812018 | Navajo Transit System | ISF | - |
| 109021 | Tuba City Laundry Project | GF | 45,000 |
| 112002 | Transit-Charter Program | GF | - |
| 114003 | Broadcast Services | GF | 20,000 |
| 114018 | Office of Background Investigation | GF | 15,600 |
| 115014 | Fair Office | GF | - |
| 115017 | HPD-NN Museum | GF | 175,000 |
| 115019 | Veterinary Clinic | GF | 270,000 |
| 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 | 200,000 |
| 121002 | Nav Dept. Of Highway Safety | GF | 45,000 |
| N01307 | NN Fire and Rescue-Twin Arrows | GF | 75,600 |
| 503043 | Nav-Hopi Land Commission | SRF | 12,225 |
| 507010 | DPS-Special Revenue Gaming | SRF | 432,000 |
| 509010 | Sales Tax Scholarship Dist | SRF | 2,800,000 |
| 511007 | Hazardous Substance Fund | SRF | 650,000 |
| 703001 | Nav-Hopi Escrow Bennett Freeze | SRF | 157 |

GRAND TOTAL: 59,171,997

EF- ENTERPRISE FUND
ISF- INTERNAL SERVICE FUND
SRF - SPECIAL REVENUE FUND
GF- GENERAL FUND
* Based on submittal of premiums from Depts.
** General Fund expenses transferred to Proprietary Fund per GAAP.

Prepared by:

Natasha Damon

Natasha Damon, Senior Accountant

Approved by:

Robert Willie 5/8/15

Robert Willie, Supervisor

DATE: 05-08-15

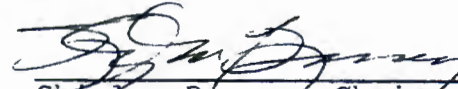


THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT




Approved/Disapproved


Shirley Barney, Chairperson
Motor Vehicle Review Board
*03/16/15 MVRB Meeting

MEMORANDUM

TO : Shirley Barney, Interim Chairperson
Motor Vehicle Review Board

FROM : 
Ben Manuelito, Department Manager III
Fleet Management Department

DATE : March 12, 2015

SUBJECT : Vehicle Procurement - Replacement

Fleet Management is requesting approval for the procurement of 187 Navajo Nation vehicles as replacements. The attached cost summary prepared from a list of vehicles that have accumulated mileage in excess of 110,000 miles and due for replacement.

Following MVRB approval, Fleet Management will forward the 2015 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 their requests have been added to the listing.

The Office of the Controller has approved this expenditure of funds from Fleet Management's fund balance, see attached memorandum. 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 2015. Your favorable consideration and approval is requested and appreciated.

xc: Robert Willie, Acting Controller, OOC
Virgil Brown, Division Director, DGS



THE NAVAJO NATION

 RUSSELL BEGAYE PRESIDENT
 JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

 TO : Jim R. Parris, Controller, CPA
 Office of the Controller

 FROM : 
 Ben Manuelito, Department Manager III
 Fleet Management Department

DATE : April 19, 2016

SUBJECT : Vehicle Procurement – Purchase

Fleet Management is requesting approval for the procurement of 218 Navajo Nation vehicles as replacements. The attached cost summary prepared from a list of vehicles that have accumulated mileage in excess of 110,000 miles and due for replacement.

The expenditure for this procurement will come from Fleet Management's fund balance, as Fleet Management has completed the 2015 Vehicle Assessment form and input from each eligible program for replacement. Fleet Management has reviewed and incorporated into the specifications eligible programs to ensure that cost consideration is kept in mind, as well as practicality and usage. There may be replacement quantity increase for non-Fleet category for new administration, no more than ten (10) total assigned units, and schedule already includes four (4). Finally, the quantity may increase slightly for any vehicle assignment approved by the MVRB but unable to assign due to vehicle availability, such as eighteen (18) vehicles for Resource Enforcement Department.

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 2016. Your favorable consideration and approval is requested and appreciated.

APPROVAL:

 4-20-2016
 Jim R. Parris, Controller, CPA
 Office of the Controller

 RECEIVED
 2016 APR 19 PM 4 44
 OFFICE SERVICES
 OFFICE OF THE CONTROLLER

 RECEIVED
 2016 APR 20 P 1:29
 FLEET

INVITATION FOR BIDS

BID DUE DATE: May 06, 2016 (1:00 pm MDST)

DESCRIPTION: Invitation for Bids for Fleet vehicles

BID NO. 16-04-1495LE

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
Navajo Education Building, Morgan Blvd.
Window Rock, Arizona 86515
ATTN: Lorita Etsitty
BID NO. 16-04-1495LE

OR

MAIL TO: THE NAVAJO NATION
Purchasing Services Department
Post Office Box 9000
Window Rock, Arizona 86515
ATTN: Lorita Etsitty
BID NO. 16-04-1495LE

(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 shall run for remaining months of the Navajo Nation fiscal year from October to September or until current model year factory production cutoff date is reached, whichever comes first. 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 documents, 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.

Bid No. 16-04-1495LE, closed May 06, 2016

Bid Summary

| Quantity | Description | Bid price | Total |
|----------|---|-------------|----------------|
| 3 | 2016 1/2 ton pick-up truck, 2WD, long bed | \$21,500.00 | \$64,500.00 |
| 6 | 2016 1/2 ton pick-up truck, 4WD, long bed | \$23,900.00 | \$143,400.00 |
| 3 | 2016 1/2 ton pick-up truck, 4WD double door | \$26,100.00 | \$78,300.00 |
| 1 | 2016 3/4 ton pick-up truck 2WD crew cab w/utility & lift | \$35,600.00 | \$35,600.00 |
| 26 | 2016 3/4 ton pick-up truck, 4WD | \$25,815.50 | \$671,203.00 |
| 3 | 2016 3/4 ton pick-up truck, 4WD, double door cab | \$27,600.00 | \$82,800.00 |
| 1 | 2016 3/4 ton pick-up truck, 4WD, double door w/2 spotlights | \$28,800.00 | \$28,800.00 |
| 4 | 2016 3/4 ton pick-up truck, 4WD crew cab | \$28,780.66 | \$115,122.64 |
| 18 | 2016 3/4 ton pick-up truck, 4WD crew cab, diesel | \$38,000.00 | \$684,000.00 |
| 1 | 2016 3/4 ton pick-up truck, 4WD crew cab, long bed w/towing mirrors | \$29,019.70 | \$29,019.70 |
| 2 | 2016 3/4 ton pick-up truck, 4WD w/utility body | \$32,000.00 | \$64,000.00 |
| 1 | 2016 3/4 ton pick-up truck, 4WD w/utility body & lift | \$34,537.00 | \$34,537.00 |
| 3 | 2016 1 ton truck, 4WD regular cab, w/steel platform body, DRW | \$39,200.00 | \$117,600.00 |
| 2 | 2016 1 ton truck, 4WD crew cab, w/steel platform body, DRW | \$42,800.00 | \$85,600.00 |
| 1 | 2016 1 ton pick-up truck, 4WD crew cab | \$30,700.00 | \$30,700.00 |
| 1 | 2016 1 ton pick-up truck, 4WD, crew cab DRW | \$31,000.00 | \$31,000.00 |
| 5 | 2016 1 ton 4WD wrecker rollback | \$74,959.54 | \$374,797.70 |
| 5 | 2016 15 passenger, 1 ton van, extended 2WD | \$28,900.00 | \$144,500.00 |
| 1 | 2016 cargo van, high roof, extended 2WD | \$34,712.00 | \$34,712.00 |
| 1 | 2016 15 passenger, 1 ton van extended 2WD | \$30,045.00 | \$30,045.00 |
| 3 | 2016 sports utility, 4WD 9 passenger | \$40,900.00 | \$122,700.00 |
| 50 | 2016 SUV, 4 door, 4WD special services | \$43,870.00 | \$2,193,500.00 |
| 1 | 2016 SUV, 4 door, 4WD special services lieutenant | \$40,360.00 | \$40,360.00 |
| 2 | 2016 SUV, 4 door, 4WD special services K9 | \$45,735.00 | \$91,470.00 |
| 12 | 2016 1/2 ton pick-up truck, 4WD crew cab special services | \$39,180.37 | \$470,164.44 |
| 14 | 2016 4 door sedan | \$18,300.00 | \$256,200.00 |
| 11 | 2016 SUV 4 door, 4WD 5 passenger | \$34,800.00 | \$382,800.00 |
| 8 | 2016 SUV 4 door, 4WD 5 passenger Black | \$34,800.00 | \$278,400.00 |
| 4 | 2016 SUV 4 door, 4WD 5 passenger nonfleet | \$39,200.00 | \$156,800.00 |
| 24 | 2016 mid size SUV 4 WD 7 passenger | \$26,560.00 | \$637,440.00 |
| 1 | 2016 mid size SUV 4 WD 7 passenger 10ply tires | \$28,052.00 | \$28,052.00 |
| 218 | | | \$7,538,123.48 |

FLEET MANAGEMENT DEPARTMENT

Bid Number: 16-04-1495LE

2016 Vehicle Specifications

| <u>Vehicle Class</u> | <u>Description</u> | <u>Quantity</u> |
|----------------------|--|-------------------|
| I | 2016 1/2 Ton Pick-up Truck, 2wd, long bed | 3 |
| II | 2016 1/2 Ton Pick-up Truck, 4wd, long bed | 6 |
| | 2016 1/2 Ton Pick-up Truck, 4wd, Double Door | 3 |
| III | 2016 3/4 Ton Pick-up Truck, 2wd, Crew Cab w/Utility Body & Lift | 1 |
| IV | 2016 3/4 Ton Pick-up Truck, 4wd | 26 |
| | 2016 3/4 Ton Pick-up Truck, 4wd, Double Door Cab | 3 |
| | 2016 3/4 Ton Pick-up Truck, 4wd, Double Door-W/2 spotlights | 1 |
| | 2016 3/4 Ton Pick-up Truck, 4wd, Crew Cab | 4 |
| | 2016 3/4 Ton, Pick-up Truck, 4wd, Crew Cab, Diesel | 18 |
| | 2016 3/4 Ton Pick-up Truck, 4wd, Crew Cab, long bed w/towing mirrors | 1 |
| | 2016 3/4 Ton Pick-up Truck, 4wd, w/Utility Body | 2 |
| | 2016 3/4 Ton Pick-up Truck, 4wd, w/Utility Body & lift | 1 |
| V | 2016 1 Ton Truck 4wd regular cab w/Steel Platform Body, DRW | 3 |
| | 2016 1 Ton Truck 4wd crew cab w/Steel Platform Body, DRW | 2 |
| | 2016 1 Ton, Pick-up Truck, 4wd, Crew Cab, | 1 |
| | 2016 1 Ton, Pick-up Truck, 4wd, Crew Cab, DRW | 1 |
| | 2016 1 Ton, 4WD Wrecker rollback | 5 |
| IX | 2016 15 Passenger 1 Ton Van, Extended, 2wd | 5 |
| | 2016 Cargo van, high roof, extended, 2WD | 1 |
| | 2016 15 Passenger 1 Ton Van, Extended, 2wd | 1 |
| X | 2016 Sports Utility, 4wd, 9 Passenger | 3 |
| XI | 2016 Sports Utility, 4 door, 4wd, Special Services | 50 |
| | 2016 Sports Utility, 4 door, 4wd, Special Services, Lieutenant | 1 |
| | 2016 Sports Utility, 4 door, 4wd, Special Services, K9 | 2 |
| | 2016 1/2 Ton Pick-up, 4wd, Crew Cab, Special Services | 12 |
| XIII | 2016 4 Door Sedan | 14 |
| XV | 2016 Sports Utility, 4 door, 4wd, 5 Passenger | 11 |
| | 2016 Sports Utility, 4 door, 4wd, 5 Passenger, Black | 8 |
| | 2016 Sports Utility, 4 door, 4wd, 5 Passenger, Non-Fleet | 4 |
| XVII | 2016 Mid-Sized Sports Utility, 4wd, 7 Passenger | 24 |
| | 2016 Mid-Sized Sports Utility, 4wd, 7 Passenger, 10 ply tires | 1 |
| | Total: | <u>218</u> |



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

21st 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 21st 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, ~~3-86200~~, 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'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.

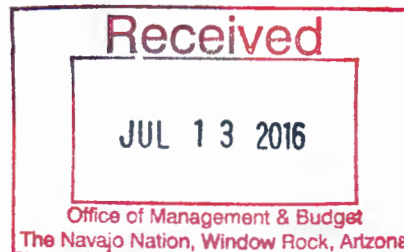
IV. AMENDMENTS

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

RUSSELL BEGAYE PRES
JONATHAN NEZ VICE-PRESIDENT



RECEIVED
2016 JUN 15 A 11:17
NAVAJO NATION
FLEET MANAGEMENT

MEMORANDUM

DATE: June 10, 2016

TO: Dominic Beyer, Director
Office of Management and Budget

FROM: Robert Willie
Robert Willie, Accounting Manager
OFFICE OF THE CONTROLLER

SUBJECT: Fiscal Year 2016 Revised: Recommended for Budget Levels for Proprietary Funds

Attached is the revised Fiscal Year 2016 Revenue Budget Recommendation for Proprietary Funds for Fiscal Year 2016. Business Unit 812003, Fleet Management, has been revised and the new total for FY 2016 is \$24,038,123.48.

Should there be any questions, call me at tribal extension 6125.

REVISED: REVENUE BUDGET RECOMMENDATION FOR FISCAL YEAR 2016

| Account Number | Program/Title | | FY2016 RECOMM. LIMITS |
|----------------|------------------------------------|-----|-----------------------|
| 901001 | Nav Nation Code Enterprise Fnd | EF | 10,000 |
| 907001 | Home Loan Program | EF | 500,000 |
| 907002 | Personal Loan Program | EF | 440,000 |
| 910005 | Karigan Professional Office | EF | 290,000 |
| 912001 | Employee Housing Program | EF | 950,000 |
| 914001 | Veterans Loan Program | EF | 12,000 |
| 915001 | Park and Recreation | EF | 5,000,000 |
| 915002 | Archaeology | EF | - |
| 915003 | Tribal Ranch Program | EF | 600,000 |
| 915008 | Fish & Wildlife Enterprise | EF | 825,000 |
| 915009 | Livestock Custody Fund | EF | 110,000 |
| 915010 | Treaty Days Celebration | EF | 100,000 |
| 915011 | Annual Navajo Nation Fair Fund | EF | 850,000 |
| 807001 | Office Supply Center | ISF | 200,000 |
| 812002 | Air Transportation | ISF | 825,000 |
| 812003 | Fleet Management | ISF | 24,038,123 |
| 812004 | Duplicating Services | ISF | 700,000 |
| 812009 | Property & Casualty/RM ... | ISF | 9,134,615 |
| 812016 | Employee Benefit Program | ISF | 670,000 |
| 812017 | Group Health Self-Insurance | ISF | 18,000,000 |
| 812018 | Navajo Transit System | ISF | 115,000 |
| 106001 | Ofc of the Navajo Tax Commission | GF | 40,700 |
| 109021 | Tuba City Laundry Project | GF | 45,000 |
| 114003 | Broadcast Services | GF | 20,000 |
| 114004 | Office of Labor Relations | GF | - |
| 114018 | Office of Background Investigation | GF | 15,500 |
| 115014 | Fair Office | GF | - |
| 115017 | HPD-NN Museum | GF | 224,000 |
| 115019 | Veterinary Clinic | GF | 270,000 |
| 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 | 200,000 |
| 121002 | Nav Dept. Of Highway Safety | GF | 45,000 |
| N01307 | NN Fire and Rescue-Twin Arrows | GF | 75,500 |
| 503043 | Nav-Hopi Land Commission | SRF | 12,225 |
| 507010 | DPS-Special Revenue Gaming | SRF | 432,000 |
| 509010 | Sales Tax Scholarship Dist | SRF | 2,800,000 |
| 511007 | Hazardous Substance Fund | SRF | 2,647,849 |
| 703001 | Nav-Hopi Escrow Bennett Freeze | SRF | 157 |

GRAND TOTAL: 69,937,669

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

* Based on submittal of premiums from Depts.
** General Fund expenses transferred to
Proprietary Fund per GAAP.

Prepared by:

Natasha Damon

Natasha Damon, Senior Accountant

Approved by:

Robert Willie 6/10/16

Robert Willie, Accounting Manager

DATE: 06-10-16

2016 JUN 15 AM 11:17
FLEET MANAGEMENT
RECOMMENDATION

EXHIBIT "7"
Page 1 of 3

NNOMB-BF1

**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA**

FY 2016

Page 2 of 3

*1/12/16
Nelson
Nelson*

| | | | | | | | | | | | | | | | | | |
|---|--------|---|-----------------------------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|---------|--|--|--|
| PART I. PROGRAM INFORMATION: | | | | | | | | | | | | | | | | | |
| Business Unit No.: | 812003 | Program Name/Title: | Fleet Management Department | | | | | | | | | | | | | | |
| PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE: | | Resolution of the Government Services Committee (GSC-69-95) - 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 through the Navajo Nation Government. | | | | | | | | | | | | | | | |
| PART III. PROGRAM PERFORMANCE CRITERIA: | | | | | | | | | | | | | | | | | |
| 1. Program Performance Area: | | | | | | | | | | | | | | | | | |
| Monitor Fleet Service Center productivity | | | | | | | | | | | | | | | | | |
| Goal Statement: | | 1st QTR | | | | 2nd QTR | | | | 3rd QTR | | | | 4th QTR | | | |
| | | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | | | | |
| Examine 5,800 workorders per quarter | | 5,800 | | 5,800 | | 5,800 | | 5,800 | | 5,800 | | 5,800 | | | | | |
| 2. Program Performance Area: | | | | | | | | | | | | | | | | | |
| Promote Preventive Maintenance | | | | | | | | | | | | | | | | | |
| Goal Statement: | | 1st QTR | | | | 2nd QTR | | | | 3rd QTR | | | | 4th QTR | | | |
| | | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | | | | |
| Conduct 10 Preventive Maintenance Orientations per quarter | | 10 | | 10 | | 10 | | 10 | | 10 | | 10 | | | | | |
| 3. Program Performance Area: | | | | | | | | | | | | | | | | | |
| Monitor preventive maintenance and unscheduled maintenance daily | | | | | | | | | | | | | | | | | |
| Goal Statement: | | 1st QTR | | | | 2nd QTR | | | | 3rd QTR | | | | 4th QTR | | | |
| | | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | | | | |
| 2,100 vehicles serviced per quarter | | 2,100 | | 2,100 | | 2,100 | | 2,100 | | 2,100 | | 2,100 | | | | | |
| 4. Program Performance Area: | | | | | | | | | | | | | | | | | |
| Monitor and track costs associated with maintenance of fleet vehicles | | | | | | | | | | | | | | | | | |
| Goal Statement: | | 1st QTR | | | | 2nd QTR | | | | 3rd QTR | | | | 4th QTR | | | |
| | | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | | | | |
| Cost of maintenance by vehicle class and department: \$480,000 per quarter | | \$480,000 | | \$480,000 | | \$480,000 | | \$480,000 | | \$480,000 | | \$480,000 | | | | | |
| 5. Program Performance Area: | | | | | | | | | | | | | | | | | |
| Monitor and track fuel cost for fleet vehicles | | | | | | | | | | | | | | | | | |
| Goal Statement: | | 1st QTR | | | | 2nd QTR | | | | 3rd QTR | | | | 4th QTR | | | |
| | | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | | | | |
| Monitor and track fuel for fleet vehicles: 340,000 gallons per quarter | | 340,000 | | 340,000 | | 340,000 | | 340,000 | | 340,000 | | 340,000 | | | | | |
| PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED. | | | | | | | | | | | | | | | | | |
| Ben Manuelito | 072716 | Virgil Brown, Jr. | | | | | | | | | | | | | | | |
| Program Manager's Printed Name and Signature/Date | | Division Director/Branch Chief's Printed Name and Signature / Date | | | | | | | | | | | | | | | |

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

FY 2016

Page 3 of 3

| | | | |
|------------------------------|---|-------------------------------|----------------------------|
| PART I. PROGRAM INFORMATION: | | | |
| Program Name/Title: | | Business Unit No.: 812003 | |
| PART II. DETAILED BUDGET: | | | |
| (A) | (B) | (C) | (D) |
| Object Code (LOD 6) | Object Code Description and Justification | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 9160 | 9000 CAPITAL OUTLAY VEHICLES 9162 Procure 218 vehicles per Bid No. 16-04-1495LE | 7,538,123.48 | 7,538,123.48 |
| TOTAL | | 7,538,123.48 | 7,538,123.48 |



THE NAVAJO NATION

RUSSELL BEGAYE **PRESIDENT**
JONATHAN NEZ **VICE-PRESIDENT**

October 01, 2015

MEMORANDUM

TO : ALL CONCERNED

FROM :


Virgil Brown, Jr., ACTING Division Director
Division of General Services - Admin.

SUBJECT : **STANDING DELEGATION ~ FISCAL YEAR 2016**

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 Services Officer, Division of General Services - Administration will automatically assume the Acting Division Director status, when I am not in the office.

This authority will commence 8:00 A.M., October 01, 2015, and will end 5:00 P.M., September 30, 2016; or until such time as deemed necessary.

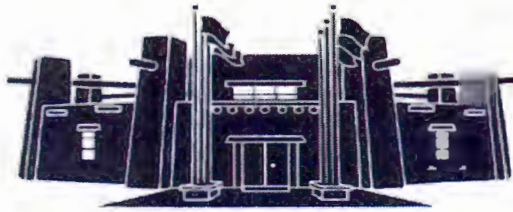
The authority covers signing of routine operational documents and will include the handling of routine administrative matters except those needing special attention of the Acting Division Director. Only special attention items such as personnel issues/concerns will be handled by the Acting Division Director, 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, Administrative Services Officer
Division of General Services - Administration



MEMORANDUM

TO: Hon. Jonathan Hale
23rd Navajo Nation Council

FROM: 
Rhonda L. Tuni
Office of Legislative Counsel

THRU: 
Ron Haven, Attorney
Office of Legislative Counsel

DATE: September 2, 2016

SUBJECT: AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING A BUDGET REALLOCATION IN THE TOTAL AMOUNT OF \$7,538,123.48 FOR FLEET MANAGEMENT DEPARTMENT, PROPRIETARY FUND, BUSINESS UNIT NUMBER 812003

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: _0303-16_____

SPONSOR: Jonathan Hale

**TITLE: An Action Relating to Health, Education And Human Services Committee;
Approving A Budget Reallocation In The Total Amount Of \$7,538,123.48 For Fleet
Management Department, Proprietary Fund, Business Unit Number 812003**

Date posted: September 7, 2016 at 5:47pm

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

Written comments may be mailed to:

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

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

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

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

LEGISLATION NO.: 0303-16

SPONSOR: Honorable Jonathan L. Hale

**TITLE: An Action Relating to Health, Education And Human Services Committee;
Approving A Budget Reallocation In The Total Amount Of \$7,538,123.48 For Fleet
Management Department, Proprietary Fund, Business Unit Number 812003**

Posted: September 7, 2016 at 5:47 pm

5 DAY Comment Period Ended: September 12, 2016

Digital Comments received:

| | |
|----------------------------|-------------|
| Comments Supporting | <i>None</i> |
| Comments Opposing | <i>None</i> |
| Inclusive Comments | <i>None</i> |



**Policy Analyst
Office of Legislative Services**

9/13/16 8:15am

Date/Time

Committee Report

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

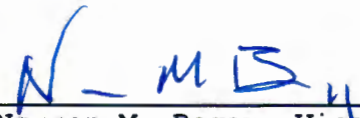
LEGISLATION NO. 0303-16

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;
APPROVING A BUDGET REALLOCATION IN THE TOTAL AMOUNT OF \$7,538,123.48
FOR FLEET MANAGEMENT DEPARTMENT, PROPRIETARY FUND, BUSINESS UNIT
NUMBER 812003 *Sponsor: Honorable Jonathan L. Hale*

Has had under consideration and report the same with the recommendation that Legislation 0303-16 **FAILED** with no amendment and no directive; And therefore referred the same to the **HEALTH, EDUCATION AND HUMAN RESOURCES COMMITTEE OF THE NAVAJO NATION COUNCIL**

(Note: Four votes needed to pass. 2/3rd of FULL Membership is FOUR).

Respectfully Submitted,



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

Dated: September 19, 2016

Main Motion

Motion by: Honorable Nelson BeGaye

Seconded by: Honorable Peterson B. Yazzie

Vote: 3 in favor; 0 Opposed and 1 Abstain;

Vice-Chairperson Not Voting