

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
Of the 23rd Navajo Nation Council--Second Year 2016

AN ACTION

RELATING TO HEALTH, EDUCATION, AND HUMAN SERVICES; APPROVING A
BUDGET MODIFICATION IN THE AMOUNT OF \$115,000.00 FOR THE NAVAJO
TRANSIT SYSTEM PROPRIETARY FUND, BUSINESS UNIT NUMBER 812018

BE IT ENACTED:

SECTION 1. AUTHORITY

- A. The Health, Education and Human Services Committee is the oversight committee for the Division of General Services, the Navajo Transit System is within the Division of General Services. 2 N.N.C. § 401(C)(1)(2015).

SECTION 2. FINDINGS

- A. The proprietary account was previously used by the Navajo Transit System for bus advertisement revenue in Fiscal Year 2015. See **Exhibit A** (Packet).
- B. The Revenue generated through revenue from bus advertisement and bus fare generated by the Navajo Transit System's operation, will be deposited into Business Unit No. 812018 and will be used by the Navajo Transit System for operation expenses.
- C. The Navajo Transit System projects \$100,000 for Bus fare revenue and \$15,000 for Display advertisement, totaling \$115,000 for Fiscal Year 2016.
- D. The Navajo Nation finds it in the best interest to approve the budget modification in the amount of \$115,000 for the Navajo Transit System, Business Unit No. 812018.

SECTION 3. APPROVING BUDGET MODIFICATION IN THE AMOUNT OF
\$115,000.00 TO THE NAVAJO TRANSIT SYSTEM

- A. The Navajo Nation hereby approves budget modification in the amount of \$115,000 within the Navajo Transit System Business Unit No. 812018 as set forth in the budget documents hereto attached as **Exhibit A**.

CERTIFICATION

I, hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the 23rd Navajo Nation Council at a duly called meeting at the Navajo Nation Council Chamber, Window Rock, Arizona, at which a quorum was present and that the same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 12th day of September, 2016.

N-MB11

Norman M. Begay, Vice-Chairperson
Health, Education and Human Services Committee
Of the 23rd Navajo Nation Council

Motion : Honorable Nathaniel Brown
Second : Honorable Jonathan L. Hale
Vice-Chairperson not voting

**THE NAVAJO NATION
PROGRAM BUDGET SUMMARY**

FY 2016

PART I. Business Unit No.: 812018		Program Title: Navajo Transit System - Proprietary Funds		Division/Branch: Div of General Services	
Prepared By: Florinda Lynch		Phone No.: 928-729-4108		Email Address: fllynch@navajotransit.com	

PART II. FUNDING SOURCE(S)			Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY			
						Fund Type Code	NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
Proprietary Funds-Busfare revenue			10/1/15 - 9/30/16	100,000.00	87%				0
Proprietary Funds-Display Ad revenue			10/1/15 - 9/30/16	15,000.00	13%				0
						2001	Personnel Expenses		0
						3000	Travel Expenses		0
						3500	Meeting Expenses		0
						4000	Supplies	99,000	99,000
						5000	Lease and Rental		0
						5500	Communications and Utilities		0
						6000	Repairs and Maintenance	5,000	5,000
						6500	Contractual Services	6,000	6,000
						7000	Special Transactions	5,000	5,000
						8000	Public Assistance		0
						9000	Capital Outlay		0
						9500	Matching Funds		0
						9500	Indirect Cost		0
						TOTAL		\$0.00	115,000.00
						TOTAL			115,000

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		0	0
Total # of Permanently Assigned Vehicles:		0	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.	
SUBMITTED BY: <u>Florinda Lynch</u> 9/17/16 Harrison Smith	APPROVED BY: <u>Virgil Brown</u> 9-7-16 Division Director/ Branch Chief's Printed Name and Signature / Date

PART I. PROGRAM INFORMATION:		Navajo Transit System - Proprietary Funds																							
Business Unit No.: 812018		Program Name/Title:																							
PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:																									
Pursuant to Resolution GSCS-89-95, the Government Services Committee approved the Plan of Operation for the Navajo Transit System on September 18, 1995. NTS Plan of Operation is to operate and serve as common carrier, by motor vehicle, in interstate commerce over regular routes, transporting passengers between points in New Mexico, Arizona and Utah.																									
PART III. PROGRAM PERFORMANCE CRITERIA:																									
1. Program Performance Area:																									
Passenger Service																									
Goal Statement:																									
60,000 passengers served per quarter																									
2. Program Performance Area:																									
Busfare Revenue																									
Goal Statement:																									
\$50,000 of bus fare revenue generated per quarter																									
3. Program Performance Area:																									
Marketing (Contacts with the public or organizations)																									
Goal Statement:																									
Marketing contacts per quarter																									
4. Program Performance Area:																									
Staff Development/Training																									
Goal Statement:																									
Two staff development workshops/trainings for staff per quarter																									
5. Program Performance Area:																									
Fleet Services																									
Goal Statement:																									
Shop work orders completed per quarter on fleet																									
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THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title:		Navajo Transit System - Proprietary Funds	Business Unit No.: 812018
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
1850	OTHER REVENUE SOURCES		(115,000)
1880	SALES		
1887	Display Advertising		(15,000)
1900	SERVICES		(100,000)
1904	Bus Fares - Regular		
4000	SUPPLIES		99,000
4410	OPERATING SUPPLIES		
4420	Operating Supplies	12,500	
4470	Food Supplies	3,000	
	Bulk purchase of shop supplies 2 @ \$5,000; \$25,000 Drivers rest area supplies Luncheon supplies for staff meeting/training 8 months @ \$500 = \$3000		
4610	SUPPLIES TRANSPORTATION	42,500	
4620	Parts		
4630	Tires	22,300	
4640	Lubricants	10,000	
	Parts purchase for NM fleet as needed (\$3,718.67 x 6 months) Tire purchase for NM fleet as needed (2 bulk @ \$5,000) Lubricants purchase for NM fleet as needed (2 bulk @ \$5,100)		
4700	FUEL	41,000	
4710	Gasoline		
4720	Diesel	3,000	
	Bulk Diesel Fuel purchase 6 months @ \$6,333	38,000	
6000	REPAIRS & MAINTENANCE		5,000
6410	Vehicle R&M - External		
6450	Bus		
	Retrofit 2 seat with seat belts x 2 buses	5,000	
6500	CONTRACTUAL SERVICES	5,000	
6910	OTHER CONTRACTUAL SERVICES	6,000	
6921	Other Services		
	Other specialized service in assisting NTS w various projects 3 @ \$2,000		
7000	SPECIAL TRANSACTIONS		5,000
7110	PROGRAMS		
7130	Promotional Items	5,000	
	Bulk purchase of promo/marketing supplies \$5,000		
	TOTAL	-	-

S164 # 5853

**BU #812018 Budget revision to
\$115,000 for FY2016**

**RECOMMENDATION FOR
BUDGET LEVELS FOR NAVAJO
TRANSIT SYSTEM**

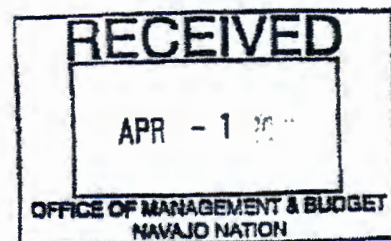


THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

*Done
4-4-16*



TO: Dominic Beyer, Director
Office of Management and Budget

DATE: April 1, 2016

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

SUBJECT: Fiscal Year 2016 Revised: Recommended for Budget Levels for Navajo Transit System

Attached is the revised Fiscal Year 2016 Revenue Budget Recommendation for Proprietary Funds for Fiscal Year 2016. Business Unit 812018, Navajo Transit System, has been revised and the new total for FY 2016 is \$115,000.

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

The Navajo Nation
Office of the Controller

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	Kerigan Professional Office	EF	250,000
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	550,000
907001	Office Supply Center	ISF	200,000
912002	Air Transportation	ISF	825,000
912003	Fleet Management	ISF	16,500,000
912004	Duplicating Services	ISF	700,000
912009	Property & Casualty/RM ...	ISF	9,134,815
912018	Employee Benefit Program	ISF	670,000
912017	Group Health Self-insurance	ISF	18,000,000
912018	Navajo Transit System	ISF	115,000
109001	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	18,500
115014	Fair Office	GF	-
115017	HPD-NN Museum	GF	224,000
115019	Veterinary Clinic	GF	270,000
117010	Day Care-Chinle	GF	65,000
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	2,300,000
511007	Hazardous Substance Fund	SRF	2,647,848
703001	Nav-Hopi Escrow Bennett Freeze	SRF	157

GRAND TOTAL: 82,389,546

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

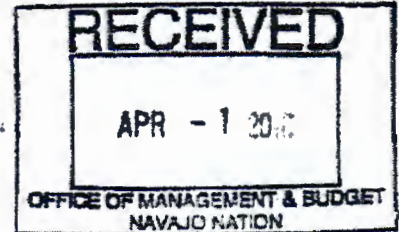
Natasha Damon, Senior Accountant

Approved by:

Robert Willis

Robert Willis, Accounting Manager

DATE: 04-01-16



S164 # 5853

BU #812018 Budget revision to
\$115,000 for FY2016

FUND MANAGEMENT PLAN

NAVAJO TRANSIT SYSTEM
PLAN OF OPERATION

EXHIBIT "A"

I. ESTABLISHMENT

There is hereby established the Navajo Transit System within the Division of General Services of the Navajo Nation Government Executive Branch.

II. PURPOSE

Transportation services to be performed are described as follows:

A. Fixed Route Services:

To operate and serve as a common carrier, by motor vehicle, in interstate and or foreign commerce, over regular routes, transporting passengers and their baggage, newspapers and express mail, between points in New Mexico and Arizona.

B. Charter Services:

To provide irregular motor coach routes of passengers and their baggage, in the same vehicle under special operations, between points in Arizona and New Mexico and other points in Arizona, New Mexico, Utah, Colorado, California, Nevada, Idaho, Oregon, Washington, Oklahoma, Texas, Kansas, Mississippi, Illinois, Arkansas, Tennessee, North Carolina, Virginia, Missouri, Louisiana, and the District of Columbia.

III. STAFF AND ORGANIZATION

A. STAFFING

1. There shall be a Director of Navajo Transit System. The Director of the Navajo Transit System Department shall be hired by the Executive Director of the Division of General Services pursuant to Personnel Policies of the Navajo Nation Government and report to the Executive Director of the Division of General Services.

The Director shall be authorized to recommend additional professional, technical and clerical positions as needed to execute purposes stated herein. Additional personnel positions shall be acquired in accordance with Navajo Nation Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.

B. ORGANIZATION

The organizational chart of the Navajo Transit System is displayed as Attachment

IV. RESPONSIBILITY AND AUTHORITY

A. The Director and staff of Navajo Transit System is hereby authorized and responsible to:

1. Administer and operate both fixed routes and charter services.
2. Assure compliance with guidelines, rules, regulations and requirements set by the funding sources and the Navajo Nation Council.
3. Communicate tariffs and motor coach fare rates to all necessary agencies.
4. Collect daily fare rates and compile data and submit daily depository of funds to Cashiers. Analyze daily ticket count for customary receipts.
5. Prepares performance reports for Federal funding compliance.
6. Prepare reports, budgets and revisions, daily recordkeeping, Purchases Requisitions, Request for Direct Payment (RDP), Interdepartmental Charge Requisitions (ICR), financial accounting.
7. Maintain the fleet (buses and vans), maintain daily fixed routes and conduct commercial motor coach services.
8. Abide by the Navajo Nation Personnel Policies and Procedures and shall in no way influence or pressure staff members on any political matters.

B. Navajo Transit System - Operating Authority:

1. The Navajo Transit System became operational in November, 1980, and on April 11, 1983, received its permanent operating authority, the Certificate of Public Convenience and Necessity from the Federal Interstate Commerce Commission, attached hereto as Attachment II. This certificate is evidence of the Navajo Transit System's authority to engage in transportation as a common carrier by Motor Vehicle.

V. LEGISLATIVE OVERSIGHT

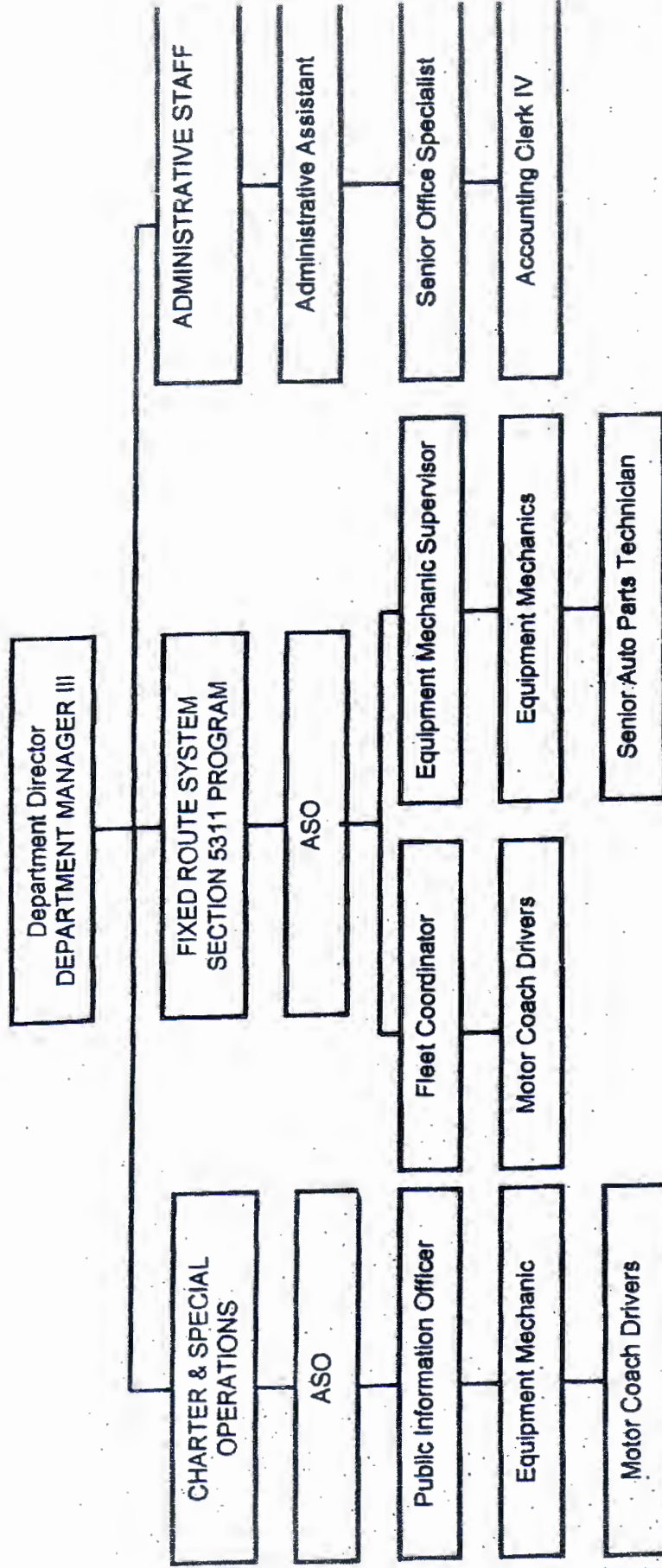
The Government Services Committee of the Navajo Nation Council shall provide legislative oversight for the Navajo Transit System pursuant to 2 N.T.C. §343 (b)(4).

VI. AMENDMENTS

This Plan of Operation may be amended by the Government Services Committee of the Navajo Nation Council as deemed necessary.

Navajo Nation: Navajo Transit System Organizational Chart

(March 7, 2003)



RESOLUTION OF THE
GOVERNMENT SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

EXHIBIT "B"

Recommending Approval To the Budget and Finance Committee Of the Navajo Nation Council, the Navajo Transit System Charter Services Enterprise Account Fund Management Plan

WHEREAS:

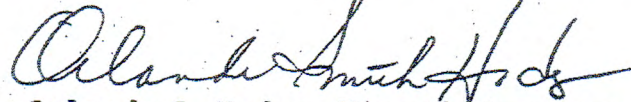
1. Pursuant to 2 N.N.C. §341(A) and (B), the Government Services Committee of the Navajo Nation Council is established to monitor and coordinate activities of departments within the Executive Branch; and
2. By Resolution GSCS-69-95, the Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Transit System; and
3. The Government Services Committee of the Navajo Nation Council serves as the oversight committee for the Navajo Transit System within the Division of General Services and therefore is the appropriate oversight committee to recommend approval to the Budget and Finance Committee of the Navajo Nation Council establishing an Enterprise Account Fund Management Plan for the Navajo Transit System Charter Services; and
4. Currently Navajo Transit System Charter Services operates under a General Fund account which does not allow Navajo Transit System Charter Services to operate independent of the Navajo Nation's general funds. For the past 20 years, Navajo Transit System Charter Service has received general funds and then returns the same or more to the general fund account. The Charter Services would like to be self-sufficient and depend solely on resources other than general funds; and
5. The Navajo Transit System Charter Services generates revenue equal to the Direct Operating Cost of the Navajo Transit System Charter Services.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Government Services Committee of the Navajo Nation Council hereby recommends approval to the Budget and Finance Committee of the Navajo Nation Council the establishment of an Enterprise Account Fund Management Plan for Navajo Transit System Charter Services, attached as Exhibit "A".
2. The Government Services Committee of the Navajo Nation Council further supports the revenue credit of the Charter Enterprise Fund Account in the amount of \$150,000.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 5 in favor, 0 opposed and 0 abstained, this 27th day of June 2000.



Orlanda S. Hodge, Vice Chairperson
Government Services Committee

Motion: Charlie C. Billy
Second: Raymond Tsosie

NAVAJO TRANSIT SYSTEM CHARTER SERVICES ENTERPRISE FUND ACCOUNT FUND MANAGEMENT PLAN

I. ESTABLISHMENT

There is hereby established the Navajo Transit Charter Services Enterprise Fund Account for use by the Navajo Transit System within the Division of General Services. The Government Services Committee of the Navajo Nation Council shall provide legislative oversight.

II. PURPOSE

The purpose of the Enterprise Fund Account is to generate funds by providing charter services in and around the Navajo Nation. The Navajo Transit System charter services will work towards becoming a self-sustaining operation. An Enterprise Fund Account will serve as a tracking mechanism which the Navajo Nation can use to determine if the charter service can eventually come a self-sustaining program. The Charter Services currently receives General Funds from the Navajo Nation to operate. The Charter Services is maintained separately from the fixed routes services that receives federal matching funds.

III. FUNDING SOURCE:

A. Revenue

Revenue will be generated from charter service operation which provides travel services for the Navajo Nation, State and Federal Government programs and offices. The charter service also provides transportation for programs, businesses, private, for-profit organizations, private, non-profit organizations, schools, religious groups, and other organizations.

B. Rate Setting Mechanism

1. The Navajo Transit System utilizes the rates published in the Arizona Tariff Bureau in the areas served only as a guide.
2. Charges are based on information (tentative itinerary) provided by potential client, as follows:
 - a. Pick-up point
 - b. Destination
 - c. Number of Passengers
 - d. Number of Days of charter service
 - e. Tentative itinerary (tour plan, etc.)

3. The Rate for Services are as follows:

- a. DEADHEAD MILEAGE (DH) RATE: The distance from Equipment Point (which is the base station, Fort Defiance, AZ) to the place of origin (pick-up point).
- b. LIVE MILEAGE (LV) RATE: The distance from place of origin (passengers on board) to the place of destination and return back to place of origin.
- c. LAYOVER CHARGE (LO) RATE: Charge for each additional day, after arrival to place of destination. A set charge will be assessed if the group does not utilize the bus unit.
- d. ADDITIONAL DRIVER/VEHICLE MILEAGE CHARGE: If a charter trip exceeds 10 hours on-duty-time or 500 miles within a 24 hour period, the assigned driver will need to be relieved of duty and a relief driver will be stationed halfway of the destination point, in order to be in compliance with federal regulations.
- e. OTHER CHARGES: Based on actual services, i.e. damages, removal of seats, permit fees, etc.

C. Expenditure of Funds:

The expenditure of funds consist of the following line items, utilizing General Funds and Enterprise Funds.

1. Line Item 0000	Credits/Receipts/Revenues
2. Line Item 1000	Personnel/Wages/Fringe Benefits
2. Line Item 2000	Travel Costs
3. Line Item 3000	Consumable Supplies and Materials
4. Line Item 5000	Repairs and Maintenance
5. Line Item 6000	Contractual Services

D. Periodic Review

The Navajo Transit System Charter Enterprise Fund Account is subject to an annual review through the Government Services Committee and the annual budget process. The annual review will include the participation of the Controller to review the Navajo Transit System's charter rates, projected review, and historical cost analysis, level of service and demand, and forecasting methodology.

IV. AMENDMENTS

Sections I. and 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.

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

EXHIBIT "C"

Approving the Fund Management Plan for the
Navajo Transit System Charter Services Account

WHEREAS:

1. Pursuant to 2 N.N.C. § 371, the Budget and Finance Committee of the Navajo Nation Council is established and continued as a standing committee; and
2. Pursuant to 12 N.N.C. § 810 (R), all funds of the Navajo Nation Government shall be classified; and
3. By Resolution No. CS-90-99, Condition of Appropriation No. 32, the Navajo Nation Council directs: "All proprietary accounts for approved Navajo Branch, Divisions, Departments and Programs shall operate pursuant to fund management plans recommended by the appropriate oversight committee and approved by the Budget and Finance Committee of the Navajo Nation Council."; and
4. Pursuant to Resolution GSCS-69-95, the Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Transit System; and
5. The Navajo Transit System Charter Services generates revenue equal to the Direct Operating Cost of the Navajo Transit System Charter which indicates that the Charter Services can operate as an Enterprise Account. All costs will be paid out of the Enterprise Account; and
6. The Government Services Committee of the Navajo Nation Council recommends to the Budget and Finance Committee to support the Fund Management Plan for the Navajo Transit System Charter Services Enterprise Account as attached hereto as Exhibit "A" and supports the revenue credit of the Enterprise Fund Account as presented in the budget for the Enterprise Account, attached hereto as Exhibit "B".

NOW THEREFORE BE IT RESOLVED THAT:

1. The Budget and Finance Committee of the Navajo Nation Council establishes an Enterprise Account and approves the Fund Management Plan for the Navajo Transit System Charter Services Enterprise Fund Account, as set forth as Exhibit "A".
2. The Budget and Finance Committee of the Navajo Nation Council approves the revenue credit of the Enterprise Fund Account in the budget hereto attached as Exhibit "B".

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the Navajo Nation council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 4 in favor, 0 opposed and 0 abstained, this 7th day of July, 2000.



Bennie Cohoe
Vice Chairperson

Motion: Raymond Maxx
Second: Albert E. Ross, Jr.

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

Rescinding the Present Navajo Transit Charter Services Fund
Management Plan and Approving the New Proprietary Fund
Management Plan for the Navajo Transit System Accounts

WHEREAS:

1. Pursuant to 2 N.N.C. §371, the Budget and Finance Committee of the Navajo Nation Council is established and continued as a standing committee; and
2. Pursuant to 12 N.N.C. §810(R), all funds of the Navajo Nation Government shall be classified; and
3. By Resolution CS-60-02, Condition of Appropriation No. 18, the Navajo Nation Council directs: "all proprietary accounts for approved Navajo Branch, Divisions, Departments and Programs shall operate pursuant to fund management plans recommended by the Budget and Finance Committee of the Navajo Nation Council; and
4. Pursuant to Resolution GSCS-69-95, the Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Transit System, heretofore attached as Exhibit "A"; and
5. Pursuant to GSCD-43-00, the Government Services Committee of the Navajo Nation Council recommended to the Budget and Finance Committee, approval of the current Charter Services Fund Management Plan for the Navajo Transit System Enterprise account, attached hereto as Exhibit "B" and obtained the Budget and Finance Committee approval through Resolution BFJY-56-00, attached as Exhibit "C"; and
6. The Navajo Transit System is working toward becoming financially self-sufficient by generating greater revenues to offset expense and also, to provide consistent financial program planning and timely account management. The current Charter Service Fund Management Plan does not provide a process that will include an overall Departmental process and therefore, the current Charter Service Fund Management Plan must be rescinded; and
7. The Navajo Transit System has established a new and revised Proprietary Fund Management Plan, which allows the Department the opportunity to generate more revenues and to utilize these revenues on an immediate financial needs basis. Program revenue is equal to the Direct Operating Cost of the Navajo Transit System, which indicates that the Transit System can operate by this new Proprietary Fund Management Plan, attached as Exhibit "E"; and

8. The Government Services Committee Resolution GSCS-81-03, attached as Exhibit "D" recommends to the Budget and Finance Committee to support and approve the new Proprietary Fund Management Plan for the Navajo Transit System.

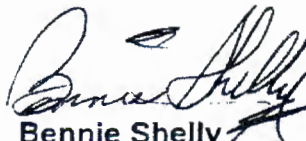
NOW THEREFORE BE IT RESOLVED THAT:

1. The Budget and Finance Committee of the Navajo Nation Council rescinds the Navajo Transit System Charter Services Fund Management Plan Account as set forth in Exhibit "B".

2. The Budget and Finance Committee of the Navajo Nation Council approves the new and improved Navajo Transit System Proprietary Fund Management Plan as set forth as Exhibit "E".

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona) at which a quorum was present and that the same was passed by a vote of 3 in favor, 0 opposed and 1 abstained, this 7th day of October, 2003.


Bennie Shelly
Vice Chairperson

Motion : Harold Wauneka
Second: Lorenzo Bedonie

RESOLUTION OF THE
GOVERNMENT SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

Recommending the Rescission of the Current Navajo Transit System
Charter Service's Fund Management Plan, and Approving a New
Proprietary Fund Management Plan To the Budget and Finance
Committee Of the Navajo Nation Council

WHEREAS:

1. Pursuant to 2 N.N.C. §341, the Government Services Committee of the Navajo Nation Council was established for the purposes of monitoring and coordinating the activities of all divisions and departments within the Executive Branch of the Navajo Nation and continued as a standing committee; and
2. By Resolution CS-60-02, Conditions of Appropriations #18, the Navajo Nation Council directs: "all proprietary accounts for approved Navajo Branch, Divisions, Departments and Programs shall operate pursuant to fund management plans recommended by the Budget and Finance Committee of the Navajo Nation Council"; and
3. Pursuant to Resolution GSCS-69-95 and 2 N.N.C. §343(B)(2), the Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Transit System, attached as Exhibit "A" and serves as the oversight committee and is therefore the appropriate committee to recommend approval to the Budget and Finance Committee of the Navajo Nation Council for establishing a Fund Management Plan; and
4. Pursuant to Resolution GSCD-43-00, the Government Services Committee recommended the approval of the current and existing Navajo Transit System Charter Service Fund Management Plan by the Budget and Finance Committee, attached as Exhibit "B"; and
5. The Navajo Transit System is working toward becoming a financially self-sustaining operation which will increase generating revenues to offset expenses. A program objective is to provide cost effective and consistent financial planning for the Navajo Transit System and to replace any inconsistent legislation; therefore, it is essential that the existing Charter Service Fund Management Plan be rescinded; and

6. The Navajo Transit System has developed and established a new and improved Proprietary Fund Management Plan which allows the Department the opportunity to increase revenue and to utilize these revenues on an immediate needs basis and to be effective immediately, attached as Exhibit "C"; and

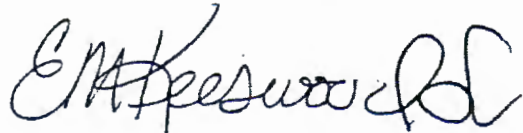
NOW THEREFORE BE IT RESOLVED THAT:

1. The Government Services Committee of the Navajo Nation Council recommends to the Budget and Finance Committee to rescind the previous Charter Services Fund Management Plan for the Navajo Transit System account, attached hereto as Exhibit "B".

2. The Government Services Committee of the Navajo Nation Council recommends to the Budget and Finance Committee the approval of the new Navajo Transit System Proprietary Fund Management Plan, attached as Exhibit "C".

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 5 in favor, 0 opposed and 0 abstained, this 9th day of September 2003.



Ervin M. Keeswood, Sr., Chairperson
Government Services Committee

Motion: Leo R. Begay
Second: Charles S. Damon II

**NAVAJO TRANSIT SYSTEM
PROPRIETARY FUND MANAGEMENT PLAN**

I. ESTABLISHMENT

There is hereby established the Navajo Transit System Fund Management Plan pursuant to the Navajo Transit System's Plan of Operation, within its appropriate Division of the Executive Branch and with its appropriate standing Committee of The Navajo Nation Council providing legislative oversight.

II. PURPOSE

- A. The purpose of The Navajo Transit System is to provide public access, mobility, connectivity, and public convenience and necessity as a Federal Motor Carrier that is registered and licensed to operate as a Common Carrier.
- B. The purpose of the Proprietary Fund Management Plan is to:
 - 1. Provide a source of funds for the delivery of goods and services in accordance with the Navajo Transit System's Plan of Operation with the ability to pay its operating costs on an uninterrupted basis while maintaining compliance with regulatory entities.
 - 2. To generate, receive, utilize sources of revenues and compensation for services and goods including but not limited to marketing, promotions, advertisement, service and rental agreements, special operations/tour operator agreements, commodities, tariffs, taxes, tolls, damages and claims, and others to be collected and reverted back into the Fund.
 - 3. The balance in the fund management account shall be carried over into the following year without further action pursuant to 12 N.N.C., Section 810 (R).

III. ADMINISTRATION

A. REVENUE SOURCE

The Navajo Transit System's revenues from services and goods rendered will be generated from any and all sources which includes but is not limited to the following The Navajo Transit System's revenues from services and goods rendered will be generated major sources:

- a. Marketing, Promotions and Advertisement. Billboard, multimedia advertising, promotions, sponsorships, and others.
- b. Service Agreements. Memorandum of Agreements or Memorandum of Understandings with the Navajo Nation, state, federal programs, departments and agencies, the general public, private businesses, community organizations, school, colleges and universities, private, public and religious institutions, and others.
- c. Rental Agreements. Charter tariff and fees covering mileage, layover, driver charges, cancellation, damages, permits, taxes, and all other such related cost and charges.
- d. Special Operations / Tourism Agreements. Tour operator package, agreements, end-destination tour agreements, tourism and travel agency agreements, tour segment services, special event tours, day tours, and any such agreements that may also include rental agreements, tour guide services, cultural exchange, education and awareness, and all other related cost and charges.
- e. Commodities. Baggage services, express mail, packages, parcels, newspapers, messages and others.
- f. Fares, Fees, Taxes, and Others. Passenger Fares, Navajo Nation (outside) Charter Permit Fees, Navajo Nation taxes are designated, and any other such Navajo Nation or external taxes, tolls, fees or fares as a source of revenue.
- g. Damages, Claims And Refunds such as not covered for services and goods rendered.

B. EXPENDITURE OF FUNDS

1. The fund will generate and expend at a minimum of \$250,000.00 annually, for goods and services rendered and expenditures shall be made in accordance with established Navajo Nation accounting policies and procedures. These Proprietary Funds will be allocated according to the budget object code category levels and sub-accounts, with the authorization to transfer funds within and between the object codes/categories, and detailed object code line items of the sub-accounts:

Description of Accounts

Credits/Receipts/Revenues
Personnel/Wages/Fringe Benefits
Travel Costs
Consumable Supplies/Materials

Rental/Leases/Utilities/Communication
Repairs and Maintenance
Contractual Services
Public Assistance
Capital Expenditure
Taxes

2. Authorization for expenditures shall be delegated to authorize personnel within The Navajo Transit System in accordance with the established Navajo Nation fiscal and financial management policies and procedures.

C. ASSURANCE

1. The Fund will be subject to an annual Program Review, and the annual Budget process with the appropriate standing oversight Committee of the Navajo Nation Council as well as a periodic review by The Office of The Controller.
2. The Fund shall maintain a budget detailing revenue received, and expenditures to offset Navajo Transit System costs.
3. Revenues shall be received, deposited into an established account with federal and state requirements in addition to the Navajo Nation Financial System.

IV. AMENDMENTS

Section I through IV may be amended from time to time as approved by The Budget and Finance Committee upon recommendation of the standing oversight Committee of The Navajo Nation Council as deemed appropriate.

COMPARISON BETWEEN CURRENT AND PROPOSED
NAVAJO TRANSIT SYSTEM
PROPRIETARY FUND MANAGEMENT PLAN

I. ESTABLISHMENT

There is hereby established the Navajo Transit System Fund Management Plan pursuant to the Navajo Transit System's Plan of Operation, within its appropriate Division of the Executive Branch and with its appropriate standing Committee of The Navajo Nation Council providing legislative oversight.

~~There is hereby established the Navajo Transit Charter Services Enterprise Fund Account for use by the Navajo Transit System within the Division of General Services. The Government Services Committee of the Navajo Nation Council shall provide legislative oversight.~~

II. PURPOSE

A. The purpose of The Navajo Transit System is to provide rural public access, mobility, connectivity, and public convenience and necessity as a Federal Motor Carrier that is registered and licensed to operate as a Common Carrier.

The purpose of the Proprietary Fund Management Plan is to:

1. Provide a source of funds for the delivery of goods and services with the ability to pay its operating costs on an uninterrupted basis.
2. To generate, receive, utilize sources of revenues and compensation for services and goods including but not limited to marketing, promotions, advertisement, service and rental agreements, special operations/tour operator agreements, commodities, tariffs, taxes, tolls, damages and claims, and others to be collected and reverted back into the Fund.
3. The balance in the fund management account shall be carried over into the following year without further action pursuant to 12 N.N.C., Section 810 (R).

~~II. Purpose~~

~~The purpose of the Enterprise Fund Account is to generate funds by providing charter services in and around the Navajo Nation. The Navajo Transit System charter services will work towards becoming a self-sustaining operation. An Enterprise Fund Account will serve as a tracking mechanism which the Navajo Nation can use to determine if the charter service can eventually become a self-sustaining program. The Charter Service currently receives General Funds from the Navajo Nation to operate. The Charter Services is maintained separately from the fixed routes services that receives federal matching funds.~~

III. ADMINISTRATION

A. REVENUE SOURCE

The Navajo Transit System's revenues from services and goods rendered will be generated from any and all sources which includes but is not limited to the following major sources:

- a. Marketing, Promotions and Advertisement. Billboard, multimedia advertising, promotions, sponsorships, and others.
- b. Service Agreements, Memorandum of Agreements or Memorandum of Understandings with the Navajo Nation, state, federal programs.

departments and agencies, the general public, private businesses, community organizations, school, colleges and universities, private, public and religious institutions, and others.

- c. Rental Agreements. Charter tariff and fees covering mileage, layover, driver charges, cancellation, damages, permits, taxes, and all other such related cost and charges.
- d. Special Operations / Tourism Agreements. Tour operator package, agreements, end-destination tour agreements, tourism and travel agency agreements, tour segment services, special event tours, day tours, and any such agreements that may also include rental agreements, tour guide services, cultural exchange, education and awareness, and all other related cost and charges.
- e. Commodities. Baggage services, express mail, packages, parcels, newspapers, messages, and others.
- f. Fares, Fees, Taxes, and Others. Passenger Fares, Navajo Nation (outside) Charter Permit Fees, Navajo Nation taxes are designated, and any other such Navajo Nation or external taxes, tolls, fees or fares as a source of revenue.
- g. Damages, Claims And Refunds such as not covered for services and goods rendered.

~~III~~ Funding Sources

~~A. Revenue~~

~~Revenue will be generated from charter service operation which provides travel services for the Navajo Nation, State and Federal Government programs and offices. The charter service also provides transportation for programs, business, private, for profit organizations, private, non-profit organizations, schools, religious groups, and other organizations.~~

~~B. Rate Setting Mechanism~~

- ~~1. The Navajo Transit System utilizes the rates published in the Arizona Tariff Bureau in the areas served as only as a guide.~~

- ~~2. Charges are based on information (tentative itinerary) provided by potential client, as follows:~~

- ~~a. Destination~~
- ~~b. Number of Passengers~~
- ~~c. Number of Days of charter service~~
- ~~d. Tentative itinerary (tour plan, etc.)~~

- ~~e. The Rate Pick-up point~~

- ~~3. For Services are as follows:~~

- ~~a. DEADHEAD MILEAGE (DH) RATE: The distance from Equipment Point (which is the base station, Fort Defiance, AZ) to the place of origin (pick-up point).~~
- ~~b. LIVE MILEAGE (LV) RATE: The distance from the place of origin (passengers on board) to the place of destination and return back to place of origin.~~
- ~~c. LAYOVER CHARGE (LO) RATE: Charge for each additional day, after arrival to place of destination. A set~~

charge will be assessed if the group does not utilize the bus unit.

d. ~~ADDITIONAL DRIVER/VEHICAL MILEAGE CHARGE:~~
If a charter trip exceeds 10 hours on-duty time or 500 miles within a 24 hour period, the assigned driver will need to be relieved of duty and a relief driver will be stationed halfway of the destination point, in order to be in compliance with the federal regulation.

e. ~~OTHER CHARGES:~~ Based on actual services, i.e. damages, removal of seats, permit fees, etc.

B EXPENDITURE OF FUNDS

1. The fund will generate and expend at a minimum of \$250,000.00 annually, for goods and services rendered and expenditures shall be made in accordance with established Navajo Nation accounting policies and procedures. These Proprietary Funds will be allocated according to the budget object code category levels and sub-accounts, with the authorization to transfer funds within and between the object codes/categories, and detailed object code line items of the sub-accounts:

Description of Accounts

Credits/Receipts/Revenues
Personnel/Wages/Fringe Benefits
Travel Costs
Consumable Supplies/Materials
Rental/Leases/Utilities/Communication
Repairs and Maintenance
Contractual Services
Public Assistance
Capital Expenditure
Taxes

2. Authorization for expenditures shall be delegated to authorize personnel within The Navajo Transit System in accordance with the established Navajo Nation fiscal and financial management policies and procedures.

C. Expenditure of Funds:

The expenditure of funds consist of the following line items, utilizing General Funds and Enterprise Funds.

1. Line Item 0000	Credits/Receipts/Revenues
2. Line Item 1000	Personnel/Wages/Fringe Benefits
3. Line Item 2000	Travel Costs
4. Line Item 3000	Consumable Supplies and Materials
5. Line Item 5000	Repairs and Maintenance
6. Line Item 6000	Contractual Services

D. Periodic Review

~~The Navajo Transit System Charter Enterprise Fund Account is subject to an annual review through the Government Service Committee and the annual budget process. The annual review will include the participation of the Controller to review the Navajo System's charter rates, projected review and historical cost analysis, level of service and demand, and forecasting and methodology.~~

C. ASSURANCE

1. The Fund will be subject to an annual Program Review, and the annual Budget process with the appropriate standing oversight Committee of the Navajo Nation Council as well as a periodic review by The Office of The Controller.
2. The Fund shall maintain a budget detailing revenue received, and expenditures to offset Navajo Transit System costs.
3. Revenues shall be received, deposited into an established account with federal and state requirements in addition to the Navajo Nation Financial System.

IV. AMENDMENTS

Section I through IV may be amended from time to time as approved by The Budget and Finance Committee upon recommendation of the standing oversight Committee of The Navajo Nation Council as deemed appropriate.

Amendments

~~Sections I. and 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.~~