

NASSAU COUNTY

FISCAL 2008

BUDGET PREPARATION MANUAL



Office of Management and Budget



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Note: Copies of all forms can be found at <http://countydocs/>



MESSAGE FROM THE OMB DIRECTOR

The 2008 Budget development process will be a challenging one as several components of the Multi-Year Financial Plan are at risk, including sales tax growth, labor concessions, the State legislative agenda and a local property tax increase. Departments will need to adhere to tight spending and revenue targets. Without this discipline, it will be impossible to close the projected baseline gap of \$142 million as identified in the MYP Update.

In recognition of these risks, departments should expect that very few if any vacant positions will be funded in the 2008 Budget. In addition, all administrative OTPS budgeting will be zero-based. The achievement of previously identified smart-government initiatives will be assumed, particularly those that relate to overtime management and administrative consolidation. Given the shortage of resources, all spending initiatives will need to directly link to the County Executive’s Mission and 2020 Vision. Should critical components of the MYP not materialize, OMB will issue revised and even more rigorous budget targets. Departments should be prepared for this possibility.

There will be several improvements to the budget process this year. These include:

- Enhanced performance management program
- Strengthened linkage between capital budget requests and operating budget impacts
- Revised fleet management and risk management procedures

The tentative budget development calendar is attached below. Please contact your OMB liaison if you have any questions.

Tentative Fiscal 2008 Budget Development Calendar

Date	Activity
4/1	Fiscal 2006-2009 Multi-Year Financial Plan Update Released
6/19	Distribute Salary Schedules and Other Preliminary Materials
6/19	Budget Seminar: Public Safety
6/20	Budget Seminar: HHS / Economic Development
6/21	Budget Seminar: Mgmt., Budget & Finance/Parks & DPW/Shared Services
6/22	Budget Seminar: Elected Officials
7/20	All Budget Submissions Due
7/23 – 8/15	OMB and County Executive Review of Budget Submissions
9/15	Proposed FY08 Budget and FY08-11 MYP Released
9/15 – 10/31	Legislative Budget Hearings
10/31	Deadline for Legislature to Adopt Budget and Multi-Year Financial Plan



AGENDA FOR 2008 BUDGET SEMINARS

Introduction	Mark Young, OMB Director
County Mission, 2020 Vision and Values	Barry Paul, OMB Director of Projects & Performance Measurement Maria Kwiatkowski, Director of OMB Research and Consulting
Performance Management	Barry Paul, OMB Director of Projects and Performance Measurement Doug Cioffi, Performance Measurement Coordinator
Purchasing Just-In-Time Sub-Object Code Directory	Frank Ryan, Purchasing Director
Capital Budget	Kevin Mulligan, Director Capital Project Management Chris Nolan, OMB Project Manager
Information Technology	Rick Siegel, Dep. Commissioner, IT
Fleet Management	John Kelly, OMB Director of Fleet Management
Risk Management	John Brooks, OMB Director of Risk Management
Interdepartmental Charges / ISAs	Andy Persich, OMB Deputy Director
Budget Targets and Methodology	Elissa Iannicello, OMB Director of Finance & Operations
Submission of Forms	Owen Sinclair, OMB Deputy Director
BPREP Pre-Load & Entry	Owen Sinclair, OMB Deputy Director
Grants	Martha H. Wong, Director of Revenue and Grants Management
Revenue Manual	Martha H. Wong, Director of Revenue and Grants Management



NASSAU COUNTY MISSION, 2020 VISION, AND VALUES

Mission:

The Suozzi Administration's primary mission is to develop creative solutions to alleviate the overwhelming property tax burden while fulfilling its state and federal mandated obligations and creating a model suburban quality of life.

2020 Vision:

- Reduce property taxes by:
 - Running county government more efficiently, utilizing technology, and relentlessly combating waste, fraud, and abuse.
 - Consolidating multiple layers of overlapping local governments.
 - Fighting for reduction in state mandates and increases in state aid.
 - Fostering expansion of the tax base through smart growth modeled in the New Suburbia Plan.
- Maintain status as the safest county in the country.
- Establish status as the healthiest county in the country and become a national model for suburban environmental innovation.
- Establish status as a national model for efficient, effective, and compassionate delivery of government assistance to those most in need.

County Values:

Integrity – tell the truth and do the right thing, whether it is easy or not; behaving in a way consistent with your statements.

Respect – be fair, polite and courteous towards each other.

Excellence – strive for consistent performance at an outstanding level.

Accountability – accept responsibility for both successes and failures.

Customer Service – provide prompt and quality assistance to your customers

Hard Work – give your best effort every day to complete tasks efficiently



PERFORMANCE MANAGEMENT / MEASUREMENT

As you know, in 2007 the County Executive has reemphasized performance based management to reflect the desire to better understand the results that government programs have on the lives of its citizens. Nassau County is increasingly determined to measure the value added to taxpayer's dollars. This is not performance measurement for its own sake; the aim of this process is to improve government programs. Through strategic planning, monitoring and evaluation, tracking and reporting progress on identified performance measures, government becomes more accountable for its efforts and activities.

As part of the development of the FY 2007 Budget, OMB worked with many departments in the development of "department owned" goals, objectives and linked performance measures. The objective this year for the FY 2008 Budget development process is to complete the development of the initial performance measures for those departments who have not yet formalized their selection and targets and to further develop and refine performance measures and accompanying data history for those departments that were included in the FY 2007 Adopted Budget.

Current performance measures along with current performance targets are reflected in the **County Performance Measurement Index**. As with your FY 2007 submittal, existing performance measures and new proposed performance measures must be consistent with the departmental goals and objectives contained in your updated departmental narrative. Each department should be able to describe how each performance measure submitted specifically relates to a given goal and objective included in the narrative.

Prior to completing your FY 2008 departmental narrative and performance measurement submittal each department should take guidance from the County Executive's updated mission and vision statements and the values. OMB will be reviewing departmental performance measures for direct linkage to County Executive's updated mission and vision statements and the supporting strategic goals and objectives.

Your FY 2008 performance measures should be submitted on the attached Excel spreadsheet. You will note each column has a definition of what information is required as well as an example.

Tips for Establishing Departmental Performance Measures

Performance measures should be established for major program areas of the department. These programs usually, but not always, follow the control center or responsibility center structure of the department. As departments have limited resources with which to measure performance, departments should consider the following when establishing performance measures:

- Department Mission, Goals and Objectives - Departments should review and evaluate department mission and goals and objectives. Departments should use their goals and objectives, which give specific direction on how the department will achieve its mission, to establish critical activities to be measured.
- Service Areas/Programs - Since all department goals and objectives may not cover the full scope of services that a department provides, departments could define program service measures that have a common purpose and lead to a common outcome for the customers of the service. Consider the word *major* when selecting from the following :

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Family of Measures Table		
Terminology	Definition	Examples
Input	Value of resources used to produce an output	Staff hours used, dollars spent
Output	Quantity or number of units produced. Outputs are activity-oriented, measurable, and usually under managerial control.	Purchase orders issued, training sessions, cases completed, lane miles swept, park attendance, number of youths served, number of home delivered meals, number of prisoners boarded.
Efficiency	Inputs used per unit of output.	Hours per purchase order, cost per lane mile swept
Service Quality	Degree to which customers are satisfied with a service area or program, or how accurately or timely service is provided.	Percent of responders satisfied with service, error rate per data entry operator, cycle time for processing documents, average days to address a facility work order
Results/Outcome	Qualitative consequences associated with a program or service, the ultimate result or benefit to the constituent.	Reduction in deaths or injury resulting from auto accidents, reduction of the number of vehicles in the County fleet.



Once again, copier paper and toner cartridges may be ordered from Staples if they are listed in the Staples catalog. If a department has an odd toner, then the department should budget for these items separately. Specialty papers, not available through Staples, should also be budgeted separately and ordered via an ADPICS requisition.

EXCLUDED / RESTRICTED ITEMS

Furniture, Files, Lamps, Fixtures, etc.
Audio Visual
Binding Systems
Boards
Computer Cables
Cameras & Film
Briefcases, Luggage, etc.
Computer Tools Kits, Computers, Vacuum Cleaners, & Photocopiers
Fax Machines
Tylenol, Motrin, Medicines, etc.
Hand Trucks
Computer Keyboards
Lamps & Bulbs
Laptops, Mice, PCs, Monitors, TVs, Scanners, & Printers
Food, Lunchroom Supplies
Letter Folders
Mailroom Supplies & Equipment
Toilet Paper, Soap, Maintenance Supplies, Cleaning Products
Computer Mice
Multi-function Machines
Palm Pilots
Printers & Typewriters
Recorders and Transcribers
Shredders
Surge Protectors
Telephones, Cellular Phones
Time Recorders

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DIRECTORY OF BB SUB-OBJECT CODES

Effective January 1, 2006

General Definition: The primary distinction between object codes BB and DD is that BB is to be utilized for the purchase of actual equipment, while DD should be used for expenses related to the maintenance and operation of that equipment.

New Code	Description	Previous Sub-Object Code
BB201	Office Furniture/Furnishings Art Acquisitions Cabinets, Files, Etc. Chair, Lounges Clocks, Timestamps Desk Accessories/Lamps/Desk Tops Desk Accessories/Lamps Lockers Tables, Table Tops Waste & Ash Receivers Beds and Beddings Equipment Kitchen and Dining Room Equipment Lamps Bedding Springs etc Fans Window Shades Vents	BB003 BB010 BB011 BB012 BB014 BB015 BB017 BB022 BB025 BB030 BB031 BB032 BB033 BB060 BB067
BB202	Copying/Blueprint Equipment Purchase of Copier Machines Typesetting & Bindery Equipment Bindery Equipment Photostat and Blueprint Equipment	BB045 BB074 BB083 BB090
BB203	Computer Equipment Word Processing Equipment Computer Equipment Technology Fee Expenditures	BB100 BB101 BB104
BB204	Educational & Training Equipment Educational Equipment Training Equipment	BB005 BB103
BB205	Medical/Dental Equipment Dental Equipment Microscopes Sterilizers Surgical Equipment Wheelchairs Stretchers etc X-ray Equipment Lab & Testing Equipment	BB004 BB034 BB037 BB039 BB041 BB042 BB043 BB089

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BB206	Building Equipment Special Building Equipment Mechanical Equipment Floor Cleaning Equipment Wheelbarrows & Trucks Boiler & Engine Room Equipment Ladders Electric Heaters & Stoves Other Building Equipment Air Conditioning etc Engineers Equipment Construction Equipment Miscellaneous	BB007 BB019 BB065 BB066 BB068 BB069 BB070 BB079 BB080 BB087 BB097
BB207	Motor Vehicles Automobiles Ambulances Motorcycles Trucks & Trailers Other Motor Equipment Boats & Marine Equipment	BB050 BB051 BB052 BB054 BB059 BB082
BB208	Motor Vehicle Equipment Other Motor Equipment Boats & Marine Equipment	BB059 BB082
BB209	Heavy Duty Equipment Snow Plows Tractors, Mixers etc Road Equipment Miscellaneous Garage & Shop Equipment Farm & Agricultural Equipment	BB053 BB055 BB056 BB088 BB096
BB210	Safety & Security Equipment Fire Protection Fire Arms & Clubs etc.	BB062 BB081

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BB211	Communication Equipment Radio & Communications Equipment	BB091
BB212	Traffic/Highway Equipment Traffic Signals Signs Highway Equipment (Chips)	BB092 BB102
BB213	Recreational Equipment Stop Watches Recreation & Playground Equipment	BB038 BB098
BB215	Election/Voting Equipment Election Equipment Voting Machines	BB086 BB094
BB216	Miscellaneous Equipment Numbering Machines Safes, Strong Boxes etc Typewriters Records & Trans Equipment Refrigerators & Coolers Scales Laundry Equipment Sewing Machines Other Institutional Equipment Flags Lawn Mowers etc Cameras Projectors etc Corporate Seal Other General Equipment	BB009 BB021 BB023 BB027 BB035 BB036 BB040 BB044 BB049 BB061 BB063 BB084 BB085 BB099



DIRECTORY OF DD SUB-OBJECT CODES		
<i>Effective January 1, 2006</i>		
<p>General Definition: The primary distinction between object codes BB and DD is that BB is to be utilized for the purchase of actual equipment, while DD should be used for expenses related to the maintenance and operation of that equipment.</p>		
New Code	Sub-Object Code Name	Previous Sub-Object Code
DD300	Office Supplies / Just in Time Office Supplies & Copy Paper	DD300
DD301	Traveling Expenses Traveling Expenses	DD301
DD305	Insurance Premiums Insurance Premiums	DD305
DD308	Rents Rents	DD308
DD330	Election Supplies and Expenses Election Supplies	DD330
DD501	Copying, Blueprint Supplies and Expenses Photostat and Blueprint Printing Copier Maintenance Copier Supplies	CC210 DD361 DD391 DD393
DD502	Postage and Postage Delivery Postage Messenger & Delivery Service	DD316 DD369
DD503	Computer Supplies & Expenses Data Processing Supplies Data Processing Products Data Processing System Service	CC244 DD356 DD357

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DD504	Educational Supplies Books Recreation & Education Equipment Books (College Only) Sml Pts - Technical & Science Educational Expenses Books, Newspapers & Periodicals	BB016 CC211 CC216 CC233 DD345 DD373
DD505	Medical Supplies and Expenses Medical, Surgical and Laboratory Supplies Biologicals and Vaccines Medications, Prescriptions & Drugs Dental Supplies X-Ray Film and Supplies Blood Supplies Isotopes Tube Feeding Supplies Non-Prescription Drugs Oxygen Medical Purchase Savings - NUMC Tuberculosis Drugs Tuberculosis Care Charges Rehabilitation Services - Adult Rehabilitation Services - PHC	CC208 CC217 CC218 CC219 CC220 CC221 CC222 CC224 CC226 CC227 CC228 CC234 DD324 DD349 DD367
DD506	Building Supplies and Maintenance Floor Coverings Building Supplies Exterminator Chemicals Repairs & Maintenance of Buildings Facilities Renovation Facilities	BB020 CC207 CC213 DD306 DD39C DD394
DD507	Fuel, Gasoline, Oil and Lubricants Fuel Gas, Oil and Lubricants Gas, Oil and Lubricants	CC201 CC240 DD344
DD508	Motor Vehicle Supplies and Parts Vehicle Parts Vehicle Parts	CC243 DD343

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DD509	Motor Vehicle Expenses Auto Expense Motorcycle Expense	DD312 DD315
DD510	Heavy Duty Motor Vehicle Expenses Marine Expense Trucks and Tractors	DD314 DD319
DD511	Traffic and Highway Supplies and Expenses Traffic Signals and Signs Highway Supplies	DD321 CC206
DD512	Communication Supplies and Maintenance Telephone Installation Costs Radio and Communication	DD307 DD317
DD513	Investigative Expenses Investigative Telecommunications Investigative Travel Investigative Buy Money Investigative Charges Investigations	DD31A DD31B DD31C DD31D DD313
DD514	Recreation Supplies & Expenses Referee Fees	DD326
DD515	Equipment Maintenance and Rental Maintenance of Equipment Rental of Equipment Rental of Other Equipment Credit Card Terminals	DD303 DD309 DD310 DD328
DD516	Food Supplies Food Bread Ingredients	CC202 CC215
DD517	Clothing and Uniform Supplies Clothing & Clothing Supplies Uniform Maintenance Police Clothing & Equipment	CC214 DD346 DD353
DD518	Miscellaneous Supplies & Expenses Maps Brief Cases and Bags Other Materials and Supplies Sewage Chemicals, Etc Paper Goods Supplies for Sale Other Materials and Supplies Transcribing & Briefs Public Administrator Expenses Other Expenses Miscellaneous Materials & Supplies Drainage Structures Transportation of Inmates Laundry Services Public Information Expenses Stamps and Stationery	BB018 BB024 CC209 CC212 CC223 CC225 CC229 DD320 DD327 DD329 DD331 DD332 DD366 DD358 DD359 DD386



CAPITAL AND OPERATING BUDGET INTEGRATION: LINKING CAPITAL PROJECTS TO OPERATING BUDGET AND SERVICE DELIVERY IMPACTS

Introduction

Since the adoption of Local Law 13 in 2001, the County has continued to make improvements in the development and management of its Capital Budget and Capital Improvement Plan. Among the most important improvements in the process has been the establishment of the Capital Program Office, the publication of quarterly status reports and the introduction of a new database to manage the capital planning process.

These key improvements have laid the foundation for greater integration of capital program initiatives with operating budget goals. In other words, County departments should link the outcomes of capital projects with the inherent impacts they will have on the operating costs to leverage any opportunities for expense savings and enhanced revenue performance that may exist. The Government Finance Officers Association (GFOA) has always considered this linkage an important standard in effective budgeting, but has now made documentation of the capital budget impacts a mandatory criterion.

In order to fully realize this vision, departments proposing non-infrastructure projects will be required to submit more extensive and reasoned analysis to justify the County's capital investment. The overarching goal is to ensure that such an investment is financially sound, captures all operating impacts and provides measurable improvement toward meeting service delivery objectives.

The Capital Project Submission Process

Currently, the Capital Program Office initiates the Capital Budget development process in the late spring by issuing a budget call with detailed instructions and deadlines for submissions. When submitting capital projects for consideration, departments are required to use the Capital Budget Wizard (Cap Wizard) database. From the user departments, the Cap Wizard gathers information on the proposed project, including the type of project, a description of the scope of work, the location, a justification of the need, the projected costs and the source(s) funding sought or available, as well as answers to a number of other questions, such as: "Will the project result in a new asset?", "Will the asset be county-operated?", "Must land be acquired for the project?", etc..

The Cap Wizard also requests the submitting department to calculate the project's impact on the operating budget, should the project be approved. While this data must be provided in order to submit the project, historically, the impact has been very generally stated in text and the database only captures summarized financial data and not the underlying calculations and assumptions for the expense and revenue impacts. Therefore, in order to promote better communication of the effect that many projects will have on the operating budget, submitting departments must complete the Fiscal and Service Impact Worksheet to supplement the information retained in the database.

Immediately upon submitting the proposed project, the Fiscal and Service Impact Worksheet must be given to the Office of Management and Budget and the Capital Program Office. OMB will ensure that the impacts adhere to the budget and multi-year plan targets. Deputy Directors and examiners will review the finances and service impacts in the context of the overall



submission. Subsequent analysis and data may be requested from the submitting department to allow OMB to develop a recommendation.

Using the Fiscal and Service Impact Worksheet

The Fiscal Impact Worksheet is designed to complement the data already required by the Cap Wizard database; therefore, this tool should not require significantly more effort on the part of the submitting department.

Worksheet Header

Please enter the Project Number, Project Name, the Estimated Completion Date, the total Project Cost and the Probable Useful Life. The Annual Debt Service field will be calculated based on the information provided.

Operating Expenses

Baseline Operating Expenses – Please provide the operating costs included in the latest approved budget and multi-year plan that are directly related with the program or services affected by the project for each of the next four years, beginning with the current year.

New Operating Expenses – Please enter the projected amount of funding required to operate / utilize the resulting system or asset upon completion of the project. Be sure to include all expenses, not just those that are over and above the funds contained within the current plan. For example, if the resulting project will require a new skill set or position that will be replacing an existing budgeted position of equal value, include the new title and cost here and show the offsetting savings in the “Operating Expense Savings” section. Prorate the expense implications for year one based on the estimated date of completion.

Operating Expense Savings – Please enter any projected expenditure reductions that will be realized by the successful delivery of the new system or asset.

Net Operating Expenses – These fields are calculated based on the information provided in the “New Operating Expenses” and “Operating Expense Savings” sections.

Revenue from Operations

Baseline Revenues – Please provide the revenues included in the latest approved budget and multi-year plan that are directly related with the program or services affected by the project for each of the next four years, beginning with the current year.

New Revenues Generated – Please enter the projected amount of new revenues that will be generated by the resulting system or asset upon completion of the project. If the result will be an enhancement to revenues already collected and planned, you should enter only the amount that is over and above the budget.

Revenue Losses – Please enter any revenue losses that will be incurred as a result of the project.

Net Operating Revenues – These fields are calculated based on the information provided in the “New Revenues Generated” and “Revenue Losses” sections.



Fiscal Impact Summary

This section is automatically generated based on the information provided in the sections above. While a high rate of return is key factor in formulating a recommendation, it is not the sole consideration. Submitting departments should provide as much detail as possible in the justification field of the Cap Wizard database to communicate the enhancements or improvements in service delivery that will result from the project.

Internal Project Support

First, enter the year the project work will begin. Then, please enter the title, name (if known), fringe rate and annual salary of any departmental staff that will have direct responsibilities on the proposed project. Also, as efforts of individual staff may vary within the year and from year to year, please enter the average amount of time the employee will dedicate to the project on an annual basis. Departments may be able to receive capital chargeback revenue from bond proceeds to offset the costs associated with the efforts of staff directly involved in the delivery of the end product. In order to determine the eligibility of these costs, submitting departments must provide a description of the project work that will be undertaken by this staff.

Certain fields, those entitled “Eligible Salary”, “Individual Project Support” and “Total Project Support”, are calculated based upon the data input.

Note: If more than five employees will be dedicated to the project, additional space is provided in a separate tab.

Performance Measurement

In the past year, OMB has helped to guide departments to develop measures that assess a department’s performance in specific operational areas. The information sought in this section is directly related these performance measures.

For those projects proposed for funding in 2008, departments must indicate their expectations for how the new or improved capital asset will help to improve performance. If the current performance measures are not relevant to the project, the department must develop at least one new performance measure that is applicable and begin tracking

operational performance, through the County’s performance measurement process. Once the project is complete, the improvement can then be easily documented.

For each service objective that will be affected, please provide the current annual projection as a baseline indicator of performance along with the target for future performance that is dependent upon the successful completion of the project.

- Enter the title and description of the service objective.
- Under the “Performance and Achievement” subheading –
 - “Baseline Performance Measure” - Enter the current annual projection as a baseline indicator representing the department’s effectiveness in meeting the service objective.
 - “Targeted Performance Measure” - Enter the target or measure that represents the department’s expectations for meeting the service objective after the completion of the project.

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Performance measures may fluctuate or require a period of adjustment before the full impact can be realized. Therefore, departments should feel free to indicate expected progress by entering realistic targets over the ensuing four year period.

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Capital & Operating Budget Forms

Proposed Capital Project
Fiscal and Service Impact Worksheet

Project Number

Project Name

Estimated Completion Date Probable Useful Life

Total Project Cost Annual Debt Service

OPERATING EXPENSES

	Current Year		Outyear One		Outyear Two		Outyear Three	
	H/C	Dollars	H/C	Dollars	H/C	Dollars	H/C	Dollars
AA Salaries and Wages								
AB Fringe								
BB Equipment								
DD Supplies								
DE Contracts								
DF Utilities								
Other <input type="text" value="Please Identify Cost"/>								
Total	-	\$ -	-	\$ -	-	\$ -	-	\$ -

	Fiscal Year 2008		Fiscal Year 2009		Fiscal Year 2010		Fiscal Year 2011	
	H/C	Dollars	H/C	Dollars	H/C	Dollars	H/C	Dollars
AA Salaries and Wages								
AB Fringe								
BB Equipment								
DD Supplies								
DE Contracts								
DF Utilities								
Other <input type="text" value="Please Identify Cost"/>								
Total	-	\$ -	-	\$ -	-	\$ -	-	\$ -

	Fiscal Year 2008		Fiscal Year 2009		Fiscal Year 2010		Fiscal Year 2011	
	H/C	Dollars	H/C	Dollars	H/C	Dollars	H/C	Dollars
AA Salaries and Wages								
AB Fringe								
BB Equipment								
DD Supplies								
DE Contracts								
DF Utilities								
Other <input type="text" value="Please Identify Cost"/>								
Total	-	\$ -	-	\$ -	-	\$ -	-	\$ -

	Fiscal Year 2008		Fiscal Year 2009		Fiscal Year 2010		Fiscal Year 2011	
	H/C	Dollars	H/C	Dollars	H/C	Dollars	H/C	Dollars
AA Salaries and Wages	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AB Fringe		\$ -		\$ -		\$ -		\$ -
BB Equipment		\$ -		\$ -		\$ -		\$ -
DD Supplies		\$ -		\$ -		\$ -		\$ -
DE Contracts		\$ -		\$ -		\$ -		\$ -
DF Utilities		\$ -		\$ -		\$ -		\$ -
Other <input type="text" value="Please Identify Cost"/>		\$ -		\$ -		\$ -		\$ -
Total	-	\$ -	-	\$ -	-	\$ -	-	\$ -

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REVENUE FROM OPERATIONS					
		Current Year	Outyear One	Outyear Two	Outyear Three
Baseline Revenues					
		Dollars	Dollars	Dollars	Dollars
BC	Permits and Licences	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BD	Fines and Forfeitures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BF	Rents and Recoveries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BG	Revenue Offset to Expense	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BH	Departmental Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text" value="Please Specify Source"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		\$ -	\$ -	\$ -	\$ -
<hr/>					
New Revenues Generated					
		Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
		Dollars	Dollars	Dollars	Dollars
BC	Permits and Licences	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BD	Fines and Forfeitures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BF	Rents and Recoveries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BG	Revenue Offset to Expense	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BH	Departmental Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text" value="Please Specify Source"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		\$ -	\$ -	\$ -	\$ -
<hr/>					
Revenue Losses					
		Dollars	Dollars	Dollars	Dollars
BC	Permits and Licences	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BD	Fines and Forfeitures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BF	Rents and Recoveries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BG	Revenue Offset to Expense	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BH	Departmental Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text" value="Please Specify Source"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		\$ -	\$ -	\$ -	\$ -
<hr/>					
Net Operating Revenues					
		Dollars	Dollars	Dollars	Dollars
BC	Permits and Licences	\$ -	\$ -	\$ -	\$ -
BD	Fines and Forfeitures	\$ -	\$ -	\$ -	\$ -
BF	Rents and Recoveries	\$ -	\$ -	\$ -	\$ -
BG	Revenue Offset to Expense	\$ -	\$ -	\$ -	\$ -
BH	Departmental Revenue	\$ -	\$ -	\$ -	\$ -
Other	<input type="text" value="Please Specify Source"/>	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -
<hr/>					
FISCAL IMPACT SUMMARY					
Revenue Less Expense (inclusive of Debt Service)		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Annual Average Project Earnings		#VALUE!			
Total Project Cost (with interest)		#VALUE!			
Average Annual Return on Investment		#VALUE!			

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INTERNAL PROJECT SUPPORT

Please provide the information requested below for each department employee who will provide direct work effort toward this project. If more than five employees will be dedicated to the project, please use the additional lines provided on the "Addendum for Project Support" tab.

Enter the year in which project work will begin

Title	Name (If known)	Fringe Rate	Annual Salary	Individual Project Support		
<input type="text"/>	<input type="text"/>	0%	\$ -	\$ -		
		Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	
		% of Time ¹	% of Time ¹	% of Time ¹	% of Time ¹	
		Eligible Salary	Eligible Salary	Eligible Salary	Eligible Salary	
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%	\$ -
Description of Direct Work Effort:						

<input type="text"/>	<input type="text"/>	0%	\$ -	\$ -		
		Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	
		% of Time ¹	% of Time ¹	% of Time ¹	% of Time ¹	
		Eligible Salary	Eligible Salary	Eligible Salary	Eligible Salary	
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%	\$ -
Description of Direct Work Effort:						

<input type="text"/>	<input type="text"/>	0%	\$ -	\$ -		
		Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	
		% of Time ¹	% of Time ¹	% of Time ¹	% of Time ¹	
		Eligible Salary	Eligible Salary	Eligible Salary	Eligible Salary	
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%	\$ -
Description of Direct Work Effort:						

<input type="text"/>	<input type="text"/>	0%	\$ -	\$ -		
		Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	
		% of Time ¹	% of Time ¹	% of Time ¹	% of Time ¹	
		Eligible Salary	Eligible Salary	Eligible Salary	Eligible Salary	
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%	\$ -
Description of Direct Work Effort:						

<input type="text"/>	<input type="text"/>	0%	\$ -	\$ -		
		Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	
		% of Time ¹	% of Time ¹	% of Time ¹	% of Time ¹	
		Eligible Salary	Eligible Salary	Eligible Salary	Eligible Salary	
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%	\$ -
Description of Direct Work Effort:						
Total Project Support					\$ -	
Total from Addendum					\$ -	
Grand Total					\$ -	

¹ Refers to the average percent of the individual's time dedicated to project work for the year.

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PERFORMANCE MEASUREMENT

For each service objective that will be affected, please provide the current annual projection as a baseline measure of performance along with the target for future performance that is dependent upon the successful completion of the project.

A project may help to drive improvements in several areas, but, at a minimum, departments must identify one service goal or objective that will be impacted by the project.

Service Objective No. 1

Enter the description of the goal or objective to be met and how performance is measured.

Performance and Achievement	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
Baseline Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Targeted Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service Objective No. 2

Enter the description of the goal or objective to be met and how performance is measured.

Performance and Achievement	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
Baseline Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Targeted Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service Objective No. 3

Enter the description of the goal or objective to be met and how performance is measured.

Performance and Achievement	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
Baseline Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Targeted Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service Objective No. 4

Enter the description of the goal or objective to be met and how performance is measured.

Performance and Achievement	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
Baseline Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Targeted Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service Objective No. 5

Enter the description of the goal or objective to be met and how performance is measured.

Performance and Achievement	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
Baseline Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Targeted Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service Objective No. 6

Enter the description of the goal or objective to be met and how performance is measured.

Performance and Achievement	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
Baseline Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Targeted Performance Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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INTERNAL PROJECT SUPPORT - ADDENDUM

Please provide the information requested below for each department employee who will provide direct work effort toward this project.

Title	Name (If known)		Fringe Rate	Annual Salary	Individual Project Support
<input type="text"/>	<input type="text"/>		0%	\$ -	\$ -
	Fiscal Year 2007		Fiscal Year 2008		Fiscal Year 2009
	% of Time ¹	Eligible Salary	% of Time ¹	Eligible Salary	% of Time ¹
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%
Description of Direct Work Effort:					
<input type="text"/>					

Title	Name (If known)		Fringe Rate	Annual Salary	Individual Project Support
<input type="text"/>	<input type="text"/>		0%	\$ -	\$ -
	Fiscal Year 2007		Fiscal Year 2008		Fiscal Year 2009
	% of Time ¹	Eligible Salary	% of Time ¹	Eligible Salary	% of Time ¹
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%
Description of Direct Work Effort:					
<input type="text"/>					

Title	Name (If known)		Fringe Rate	Annual Salary	Individual Project Support
<input type="text"/>	<input type="text"/>		0%	\$ -	\$ -
	Fiscal Year 2007		Fiscal Year 2008		Fiscal Year 2009
	% of Time ¹	Eligible Salary	% of Time ¹	Eligible Salary	% of Time ¹
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%
Description of Direct Work Effort:					
<input type="text"/>					

Title	Name (If known)		Fringe Rate	Annual Salary	Individual Project Support
<input type="text"/>	<input type="text"/>		0%	\$ -	\$ -
	Fiscal Year 2007		Fiscal Year 2008		Fiscal Year 2009
	% of Time ¹	Eligible Salary	% of Time ¹	Eligible Salary	% of Time ¹
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%
Description of Direct Work Effort:					
<input type="text"/>					

Title	Name (If known)		Fringe Rate	Annual Salary	Individual Project Support
<input type="text"/>	<input type="text"/>		0%	\$ -	\$ -
	Fiscal Year 2007		Fiscal Year 2008		Fiscal Year 2009
	% of Time ¹	Eligible Salary	% of Time ¹	Eligible Salary	% of Time ¹
Project Time and Salary Est.	0%	\$ -	0%	\$ -	0%
Description of Direct Work Effort:					
<input type="text"/>					

Total Project Support \$ -

¹ Refers to the average percent of the individual's time dedicated to project work for the year.



DEPARTMENT OF INFORMATION TECHNOLOGY BUDGET GUIDELINES

Introduction:

The Department of Information Technology, IT, is a service department that provides technology solutions and services to County departments and agencies. IT plays an integral role in supporting County operations by designing, implementing and supporting technology solutions that improve the overall business efficiencies of each agency.

BB - Equipment:

It is the goal of the IT Department to replace old desktop PCs and printers based upon a 5-year useful life cycle and subject to the availability of funds.

Individual departments should identify, with the help of your Customer Relationship Manager (CRM), what your needs are for the 2008 budget year. Your CRM will submit the request along with the necessary justification. IT will compile the data from the departments and submit them to OMB. Only with the approval of funding from OMB will be able to move forward on your requests.

DE - Software Licenses and Maintenance Contracts:

The first distinction made in regard to software is to who will utilize the product. All software that has County-wide application will be licensed and maintained by the Department of Information Technology.

Any software or technology solution installed for an agency must be coordinated through IT. In the course of the business analysis, the funding source for the software purchase will be identified. Typical funding sources include grants, agency operating budgets, and technology capital projects.

Software needs are to be identified by the individual departments with the assistance of the IT CRM assigned to their department. Approval by the IT Department is necessary to eliminate duplication of product and services. You will be contacted by your assigned CRM to assist you in identifying your needs and requirements and preparing the submission of your request with the required justification.

Maintenance charges for agency specific solutions must be budgeted in the user department's operating or grant funds annually. While the IT Department supports and coordinates maintenance agreements, it is the responsibility of the individual agency to budget the cost of annual maintenance for these software products.

When a capital project for a specific department goes into production, the maintenance contract is the responsibility of that department and needs to be budgeted by the user department annually. We have provided a copy of a Production Notification Form that the IT Department will forward to your department with an anticipated maintenance cost. We would request that you sign and return this to IT, as soon as possible, so there is no confusion as to who is to cover the maintenance costs going forward.

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In addition, please note that all contractual services related to Information Technology should be allocated to sub-object codes DE505 (IT – Systems & Programming) and DE5A5 (IT – Hardware/Software Maintenance).

Maintenance 2008							
Vendor	System	Projected Cost	Department Responsible	Notes	Completion Date		Originally Capital
Vermont Systems	RecTrac	28,000	Parks	Parks did pick up in 2007	Existing in Dept	DE5A5	Yes
Deloitte	PATTHS	96,000	DSS	IT transferred 36K to DSS as 1 time agreement	Existing in Dept	DE5A5	Yes
Harbor	E-treasury	-	Treasurer	No Cost for this; as negotiated		DE5A5	No
Performance	PB Views	17,060	Budget		2007	DE5A5	No
Voice Gene	voice gene	15,000	Assessment	Maintenance for this should be out of Operating	Existing in Dept	DE5A5	Yes
	Debt Manager	5,500	Treasurer	Already paid by Treasurer	Existing in Dept	DE5A5	No
Porter Lee	LIMS System	11,000	Medical Exam	This to go into production 2007	2007	DE5A5	Yes
Quincy	CMFW Software Maintenance	17,285	Medical Exam	As per CRM	Existing in Dept	DE5A5	No
Image API	Probation Scanning	18,000	Probation	This is in the contract stages	2007	DE5A5	Yes
Fire Marshall	Permits system	16,000	Fire Marshall	This to go into production 2007	2007	DE5A5	Yes
	Tracker Probation Upgrade	1,548	Probation		2007	DE5A5	No
	Fleet	20,000	DPW	This to go into production 2007	2007	DE5A5	Yes
	OHIA	30,000	Office of Housing	This to go into production 2007	2007	DE5A5	No
	Sheriff Accounting System	12,000	Sheriff	This to go into production 2008	2008	DE5A5	Yes
SHI	Dameware (Mini Remote Control Program (5 Licen)	361	Corrections	As per RI per approval	2007	DE5A5	No
		287,754					

Technology (Capital Funded):

If you are planning a capital project in your department, the IT Department will need to work with you to develop the best utilization of available funds. The CRM assigned to your department will assist you with your technology project requests, justifications, and the necessary IT approval processes.

Technology (Grant Funded):

Equipment or software purchases that are part of an approved grant budget must be coordinated with IT to eliminate duplication of hardware, software, or services. We need to insure that all information technology needs are up to the Department of Information Technology's standards and are consistent with the County's vision for the future.



IT Production Notification



THOMAS R. SUOZZI
COUNTY EXECUTIVE

ROBERT J. CHECCA
COMMISSIONER

Department of Information Technology

To:

From:

Date:

Project Number:

Project Description:

Production Notification

Nassau County Information Technology POLICY:

- Maintenance costs are 100% the responsibility of the department if the technology serves one single department. The receiving department is responsible for allocating the appropriate funds in their operating budget.
- Post production turnover, contract closeout will begin. All support will be transitioned to the assigned application support area noted below.
- There are no exceptions to the aforementioned policy without the Commissioner of IT signed approval along with OBM written approval.

AREA	NAME	TITLE
Accepting Department		
Project Manager Office		
CRM		
Estimated Annual Maintenance		

Receiving Dept Acceptance: _____ Date:
Effective Date:



FLEET MANAGEMENT

Fleet Management has been recently transferred to OMB Fleet Maintenance is remaining with DPW.

OMB Fleet Management will focus on establishing and refining Fleet Policy and Procedure aligning its goals to the County Executive's mission "to enable line departments too efficiently and effectively serve the community. Fleet Management is charged with "developing and ensuring compliance with management practices" designed to foster this efficiency.

Four Project Teams are currently being formed to strengthen existing Policies & Procedures:

- Fleet Purchase Project Team
 - Charged with strengthening the vehicle purchase policy, key objectives include and are not limited to:
 - Acquisition, Surplus, Redeployment
 - Budgeting
 - Purchasing Schedule
 - Purchase vs. Lease
 - State Contract vs. Independent Bid
 - Replacement Cycle
- Fleet/Risk Management Project Team
 - The team will focus on the OMB Risk Management "Motor Vehicle Risk Management Policy and Procedure"
 - Enforcement of Fleet Risk Management procedures
 - Accident Reporting Kits
 - Qualifications for employee operation of specialized vehicles
 - Security procedures for pool cars and take home vehicles
- Fleet Vehicle Assignment Project Team
 - The team will review various policies and procedures currently in existence with the goal of consolidating them into one document.
 - Optimum approval process for assigning
 - Guideline for determining assigning vehicles to individuals
 - Optimum approval process for assigning Take Home Vehicles
 - What special, HR, Civil Service, or Labor Regulations need to be considered when assigning vehicles
- Green Fleet Project Team
 - Work closely with Environmental coordination. Objectives to be determined.



The 2008 Budget Process: Fleet

In recent months, many departments have had the opportunity to complete Fleet Utilization Forms (see attached) any time they wished to replace or purchase a new vehicle. Beginning in 2008, Fleet Management will not authorize any vehicle replacements unless the requesting department has submitted a complete and up-to-date Fleet Utilization Form that contains information on each of its medium and light duty vehicles. In addition, Vehicle Acquisition Forms should be completed when appropriate. They should be submitted to OMB with all other 2008 budget preparation materials.

Instructions for the Completion of Fleet Utilization Report

Introduction

Since 2002 the County has made improvements in the way it manages its' fleet. Those improvements include reducing the average age of the fleet and embarking on a lifecycle replacement schedule for all County owned vehicles. In an effort to build on those efforts the County is implementing a County Fleet Utilization Report. This report will allow the County to gain a more comprehensive understanding of its' fleet operational needs.

Effective with the 2007 fleet acquisition process departments proposing new vehicle purchases will be required to submit a Fleet Utilization Report. The overarching goal is to ensure that fleet investments are financially sound by linking the operational needs to the vehicle specifications.

The County Fleet Utilization Report Submission Process

Currently, departments submit their vehicle requests twice a year (Spring & Fall) during the Purchasing department's bi-annual acquisition cycle. Each time a department submits a request for a vehicle purchase a current County Fleet Utilization Report must accompany the request.

In addition, if a department is requesting a new vehicle they will be required to submit a surplus property disposal request form and a vehicle acquisition request form to the Office of Purchasing during the spring or fall acquisition cycle.

Using the Fleet Utilization Report

The County Fleet Utilization Report is designed to complement the efforts that have already been undertaken by the County. The County Fleet Utilization Report is required to be completed two (2) times per year in the Spring & Fall. Please see the definition for the fleet utilization report below for clarification of any terminology contained within the fleet utilization report.

Definitions for the Fleet Utilization Report

(Please follow this for a step-by-step explanation on how to fill out the Fleet Utilization Form)

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Fund- An independent fiscal and accounting entity with a balancing set of accounts that are segregated to carry out a specific activity or purpose. (General, PDD, PDH, FC, SSWRD, DSF)

Department- A component of a County that provides a unique program or service, this includes offices and other agencies not named in the charter as departments. (I.E. Parks, Health, Social Services)

CC (Cost Center) - Budgeting code within a department to reference a type of service, or work performed (i.e. administration, maintenance)

Responsibility Center- Lowest level of budgeting codes to reference a type of activity performed within a control center. Typically locations or commands within divisions.

Vehicle/ Equipment Number- the Nassau County assigned vehicle or equipment number.

Vehicle/Equipment Class- Vehicle class: Light Duty (up to 10,000 LBS) Medium Duty (10,001-19,500 LBS) and Heavy Duty (Over 19,500 LBS) **Equipment:** Apparatus used to perform a specific task (i.e. trailers, motorized carts, ride-on mowers, gators)

Model Year- The production year of the vehicle or equipment. (i.e. 2000, 1999)

Make- Product manufacturer (i.e. Dodge, Ford, GMC, etc.)

Model- A type or design of vehicle (i.e. Durango, Crown Victoria, Sierra 1500, etc.)

Employee Assignment-The person that the vehicle is assigned to.

Take Home Y/N- Is this vehicle a take home vehicle answer yes or no.

Marked Y/N- Is the vehicle marked or unmarked answer yes or no (generally applies to police vehicles)

GIS Location – Geographic location where the work or service is being performed. (i.e. county wide, Southeast Nassau, Northwest Nassau, Central Nassau)

Operational Purpose- Specific work, task, service the vehicle is engaged in. (i.e. dump truck, snow plow, passenger vehicle, road maintenance, building maintenance, sewer plant)

Mileage- The total distance the vehicle has traveled as displayed by the odometer.

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Hours- The amount of time (in hours) that the vehicle has been in use.

Maintenance Cost- The cost of the maintaining the vehicle or equipment as reported by Fleet Management.

Fuel Type- The type of fuel the vehicle uses (i.e. gasoline, diesel, E85, compressed natural gas, other)

Method of Acquisition lease/purchase- Was the vehicle purchased or leased?

Acquisition Cost-The cost in dollars to purchase the vehicle.

Acquisition Date- The date on which Nassau County took possession of the vehicle.

Warranty Period Years- The length of time (in years) that the manufacturer is responsible for the repair or replacement of defective parts.

Estimated Period of Use- The length (in years) of the expected use.

Vehicle Status- In Service Excellent Condition- Vehicles with pristine or like new body conditions, low mileage or running time and prime working condition. **In Service Good Condition-** Vehicles with body condition that has no obvious dents or scratches, moderate mileage or running time and is in good working order. **In Service Fair Condition-** Vehicles with minor body damage, moderate to high mileage or running time but in good working condition. **In Service Poor Condition-** Vehicles with significant body damage or wear high mileage or running time and requiring frequent service. **In Service Pending Disposal-** Vehicles that remain in service but are considered to have reached the end of their useful life (Disposal form submitted) **Out of Service- Repair/Overhaul-** Vehicles that are not considered to have reached the end of their useful life, but are out of service for major repair. **Out of Service- Pending Disposal-** Vehicles that are no longer in service and have been designated for disposal.

Fleet Utilization Form:

Fleet Utilization Report - Vehicle and Equipment Acquisition Evaluation																							
Report Date: SAMPLE																							
Fund	Dept	CC	Resp Cr	Vehicle/E quip. Number	Vehicle/E quip. Class	Model Year	Make	Model	Employee Assignment	Take Home Y/N	Marked Y/N	GIS Location	Operational Purpose	Mileage	Hours	Maint Cost	Fuel Type	Method of Acquisition (Base/purch)	Acquisition Cost	Acquisition Date	Warranty Period (yrs)	Estimated Period of Use (yrs)	Vehicle Status In Service/Out of Service
GEN	CA		10	1200	811 Light Duty	2003	Ford	Taurus	A. Cangalosi	N	N	NE Nassau	Passenger	29,420	4,380 Hrs	See Fleet Mgmt	gasoline	purchase	16,500	15-May-03	3	10	In Service Good

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THOMAS R. SUOZZI
COUNTY EXECUTIVE



FRANK J. RYAN
DIRECTOR OF PURCHASING

OFFICE OF PURCHASING
240 OLD COUNTRY RD. – ROOM 307
Mineola, NY 11501
(516) 571-4060
Fax (516) 571-4263

To: All DCE'S and Department Heads
From: Frank Ryan, Director of Purchasing
Re: All County Requests for New and Leased Vehicles
CC: John Donnelly, Tom Stokes, Syl Cangero, Barry Paul

Re: Vehicle Requests

In order to facilitate a collective, informative and timely review and approval of all requests to purchase new or leased vehicles, Deputy County Executive John Donnelly has requested that all departments again submit their vehicle needs in writing. This year we have made some changes to the process by requiring you to complete the attached forms. We have introduced a “Vehicle Acquisition Request” form, a “Vehicle Utilization” form and a “Surplus Property Disposal” form. These new forms will provide much needed information for the county to make an informed decision on what is currently available and what is needed for the county to operate efficiently. We have also provided a sample “Vehicle Utilization Form, as well as Instructions and Definitions to assist you in completing your version. If you have any questions regarding the new process, there will be a seminar offered on March 22nd at 1:00PM at One West Street, Room 340 to assist you or you may call either Mike Going 571-3971 or Chris Nolan 571-4269 of OMB.

Your requests are due by April 13th. This policy takes effect immediately.

The Vehicle Acquisition Request Form and Vehicle Utilization Report must be prepared in both hard copy and electronically and signed by the Department Head and Fleet Management and sent to the Office of Purchasing, attention: Syl Cangero, Deputy Director. He can be reached at 571-4015; E-Mail: Scangero1@nassaucountyny.gov. If your request is not received by April 13th, it will be considered for the Fall 2007 review period. There will be no exceptions, unless an unforeseen emergency exists and approval is granted by DCE John Donnelly.

During the last week in April 2007, The Office of Purchasing will forward all appropriately completed vehicle requests to DCE John Donnelly for final review and advisement.

Please disseminate this information to all those members of your staff with a need to know.

Thank you.

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Nassau County Office of Purchasing Vehicle Acquisition Request

Requesting Agency and Contact Information

Agency: Budget-Office of Management and Budget

Submitter: Phone:

Title: Submit Date:

Request/Agency Information

Contact Name: Phone:

Budgetary Info: Budgeted Amount: Dept: Fund:

Cost Center: Resp. Center: Obj /Subobj. Code:

ADPICS Req. No.: Grant No.: Exp Date:

Vehicle Specifications (Mark boxes with an X)

Body Type: Sedan Sport Utility Vehicle Pick-up Truck Van / Minivan

Other / Specialty (Please describe)

Handling: Two Wheel Drive (2WD) Engine (Cylinder): 4 Cyl 6 Cyl 8 Cyl

Part time 4WD AWD Fuel: Gasoline Diesel Natural Gas (CNG)

E85 Hybrid

Other*:

*Provide any other specifications that are necessary to the meet the needs of the Agency.

Suggested Vehicle:

Make: Model:

Justification of Need (Mark boxes with an X)

Primary User(s):

(1) For General Departmental Use (2) For Use by a Specific Division

(3) For a County Employee's Assigned Use [Provide Employee's Name and Title Below]

Name: Title:

Operational Purpose of Vehicle: Date of Last Utilization Report:

In the space below, please describe the intended use of the vehicle. If more space is needed, please attach.

Is this Vehicle? Increasing the size of the fleet.

Replacing an existing or recently retired asset. (If checked, attach the following.)

Attach the Surplus Property Disposal Request (Vehicle) Form for the vehicle to be disposed or, attach a memo providing the details of the vehicle that was previously disposed and include the make, model, model year, VIN and method of disposal, along with any other documentation that indicates the vehicle was indeed disposed.

Department and Vertical Approval

Department Head: Date:

Dep. County Exec.: Date:

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Nassau County Office of Purchasing Surplus Property Disposal Request (Vehicle)

Submitter & Agency Information

Submit Date:
Agency: Budget-Office of Management and Budget
Submitter: Phone:
Title:

Vehicle Information

Year: 1986 VIN: License:
Make: Model:
Mileage/Odometer: Engine Hour Meter Reading:
Fleet Identification Tag:

Vehicle Equipment/Accessories

Engine (cylinders): Fuel Type:
Accessories:
Air Conditioning: Power Brakes:
Power Steering: Anti-Lock Brakes:
Transmission:

Other Accessories:

Request/Agency Information

Vehicle Location:
Contact Name:
Contact Phone:
Budgetary Info: Dept: Fund: Index Code:
Estimated Value:
Reason for Disposal:
Suggested Action:

Comments:

Surplus Property Approval (FOR PURCHASING USE ONLY)

Status: Approved Denied Action: Car and Keys Received
Signature: Risk Management Advised to Cancel
Insurance / Registration
Dated: Vehicle Ready for Sale / Disposal

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Surplus Property Inspection (FOR FLEET USE ONLY)

Inspection Date:

Inspection By:

POWER TRAIN INSPECTION

(Includes, Compression test, Drive-lines, Differential Transmission)

Compression Reading

ELECTRICAL INSPECTION

(Includes Charging system, Component Conditions)

FRAME AND SUSPENSION EVALUATION

(Includes all chassis and related components, Air/Hyd-Brakes)

BODY EXTERIOR/INTERIOR EVALUATION

(Includes rust, paint and body damage inspections)

AIR SYSTEM AND/OR HYDRAULIC SYSTEMS

(Includes inspections of compressors, pumps lines/hoses & fittings)

Other Comments:

Surplus Property Approval (FOR FLEET USE ONLY)

Status: Approved Denied Action: Prepare Vehicle for Auction

Signature:

Repair and return vehicle

Dated:

Repair and reassign vehicle

Other



RISK MANAGEMENT

Risk Management will develop the Workers Compensation, Defensive Driving and Insurance Budgets for all departments. These costs will be allocated to all departments at year-end based on actual expenses. The Budget package has two Risk Management related forms to be completed by each department and budgeted for by each department.

Safety-Related Training Programs

If your department is required to conduct Safety Training Programs by the Occupational Safety and Health Administration (OSHA) or Public Employee Safety and Health (PESH) regulations please provide the information on these training programs conducted or scheduled for 2007 and requested in 2008.

Safety Equipment

If your department must purchase Safety Equipment as required by state or federal law, or if your department procedures require the use of special safety equipment. Please indicate the equipment needed on the Safety Related Equipment Form.



INTERDEPARTMENTAL SERVICE AGREEMENTS

The process for developing 2008 Interdepartmental Service Agreements (ISA) between interdependent County departments will be unchanged from the process established in 2006.

OMB will still require interdepartmental services expense forecasts for all departments, however, ISA's will only be required for primary buyer units/departments. Only primary buyer units/departments will be allocated an Interdepartmental Charge (HF) budget. Primary buyer units/departments are defined as either a cost segment of a major county operating fund or are routinely eligible for federal and state reimbursement of expenses.

Primary Buyer Units/Departments

- Fire Commission
- Police HQ
- Police District
- All Health and Human Services Vertical Departments
- Economic Development Vertical Grant Units and the Department of Housing and Intergovernmental Affairs.

Primary seller departments (noted below) will prepare their ISA's as required in the ISA instructions (see Appendix F) for primary buyer unit/departments only. Seller departments will forward copies of these ISA's directly to the primary buying units/departments noted above and their OMB representative. In addition, primary seller departments will provide their OMB representative with a spreadsheet listing interdepartmental services expense forecasts for all other departments that use their services. This data will be used to populate the Program Budget.

Primary Seller Departments

- Information Technology
- PDH - Public Safety
- Records Management
- Constituent Affairs - Printing Graphics and Mail Services
- DPW - Division of Facilities Management
- Purchasing Department
- Fleet Management
- County Attorney

Other departments (sellers and buyers not described above) may participate in this process but only if the ISA is fully agreed to in advance by both parties.



ISA INSTRUCTIONS

Seller Departments should complete an ISA using the ISA form (see sample provided in Appendix F). It is available electronically in an Excel format (contact your OMB representative). The ISA may include additional information not included on the form as required. The completely executed ISA's are to be submitted with each seller's departmental budget submission.

Form Definitions:

The ISA # should be assigned by the seller department.

The ISA Manager is usually someone on the fiscal staffs of the buyer and seller departments.

The Period is the period of performance; in most cases this will be annual (12 months).

The Requirements and Specifications should briefly explain what service or product is being provided and what the quality and schedule expectations are.

The Resource Plan should identify what resources (staffing, equipment, vendors, etc.) will be dedicated to the accomplishment of the Requirements and Specifications.

The Reporting Requirements establish the necessary level of communication/coordination for the successful completion of the ISA. The type and content of status reports should be identified. Monthly status reports are recommended but quarterly status reports may be more appropriate.

The Price defines the cost (Salary, Fringe Benefits and OTPS expenses) of providing the services or products defined by the ISA. For ISA purposes the following fringe factors should be applied to the salary expenses:

General Fund	45.60%	Police HQ Fund	47.97%
Fire Fund	34.70%	Police District Fund	50.38%

The Basis of Charging identifies how the costs are calculated and assigned. *Actual Costs* are generally specific, based on hours worked or contracts utilized. *Transaction Based Costs* are usually based on a unit of output/product consumed while *Allocated Costs* are based on factors such as County headcount.

For those ISA's that include AA - salary expenses, the price should include indirect costs pursuant to Federal OMB CIRCULAR A-87 which states that:

Interagency Services: The cost of services provided by one department/agency to another within the County includes allowable direct costs of the service plus a pro rate share of indirect costs. A standard indirect cost allowance equal to ten percent (10%) of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) is to be used in lieu of determining the actual indirect costs of the service.

FISCAL 2008 BUDGET PREPARATION MANUAL



The Buyer Account Information is the buying department's index code along with the expenditure object code HF and appropriate sub object for the for the service or product being provided.

The Seller Account Information is the selling department's index code and revenue object code BJ and appropriate sub-object (in most cases 7800 designated "Interdepartmental Revenues").

Records Control

OMB and both the seller and buying departments should retain copies of the completed ISA forms.

FISCAL 2008 BUDGET PREPARATION MANUAL



Interdepartmental Service Agreement ~ 2008

By executing this Interdepartmental Service Agreement (ISA) the Buyer and Seller Departments agree that the Seller Department is qualified to perform this ISA; that performance will be timely and meet or exceed ISA standards; that each department will maintain the necessary level of departmental communication, coordination and cooperation to ensure the successful completion of the ISA; that the Buyer certifies that sufficient funds are available for this ISA; and that the Seller is required to provide reports as specified in the ISA.

ISA #	PK-PW-03-001	Selling Department:	Dept of Public Works
Buying Department	Parks, Recreation & Museums	Selling Division:	Facilities Maintenance
Buying Division	Technical Service	ISA Manager:	_____
ISA Manager	_____		

1 Period
 From: 01/01/08 To: 12/31/08

2 Requirements/Specifications (use separate sheets if necessary)
 DPW-FM Facilities Management Service Center will be responsible for all labor, equipment, repair parts, materials, supplies, tools and subcontractors to perform facilities major repair and maintenance services within the Parks, Recreation and Museum Department. These include but not limited to, building and facility preventative maintenance, major equipment repair and replacement, fire protection system maintenance, electrical distribution maintenance, plumbing and HVAC operations. DPW-FM will preform all preventative maintenance on all buildings, building systems and related equipment. DPW-FM will also perform all major repairs and corrective maintenance for work orders. Work requests over \$5,000 will require estimates approved by Parks, Rec & Museums. (cont. pg 2)

3 Resource Plan (use separate sheets if necessary)
 Staffing

FT	39
PT	
Seasonal	45
	84

4 Reporting Requirements

1. Monthly Work Order Status
2. Monthly Cost Status

5 Price

Total	\$7,449,970

6 Basis of Charging (indicate one)

Actuals	X
Transaction Based	
Allocated	

7 Buyer Account Information

HF 569 - Facilities Mgmt Charges
 Buyer's Chargeback Code _____

8 Seller Account Information

BJ 7800 Interdepartmental Revenue
 Seller's Chargeback Code _____

Buyer Signature _____
 Date _____

Seller Signature _____
 Date _____

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Interdepartmental Service Agreement

Page 2

ISA #	<u>PK-PW-03-001</u>		
Buying Department	<u>Parks, Recreation & Museums</u>	Selling Department	_____
Buying Division	<u>Technical Service</u>	Selling Division	_____
ISA Manager	_____	ISA Manager	_____

2 Requirements/Specifications (cont.)

All workorders and/or service requests will require PR&M Site Management sign off upon completion of the work or service. DPW-FM will deploy a quality control system to identify and control problems or deficiencies in ISA performance, take corrective action to correct deficiencies and prevent recurrences. DPW-FM will also maintain documentation to support the quality control system, including procedures, practices, records and reports.

3 Pricing Details (varies with basis of charging)

Salaries	AA	2,210,424
Fringes	AB	736,475
Equipment	BB	46,000
General Exp	DD	758,980
Contractual Exp	DE	141,000
Utilities	DF	3,220,091
Inter Dept Chgs		
Indirect Chgs		137,000
DGS Chgs		<u>200,000</u>
		7,449,970

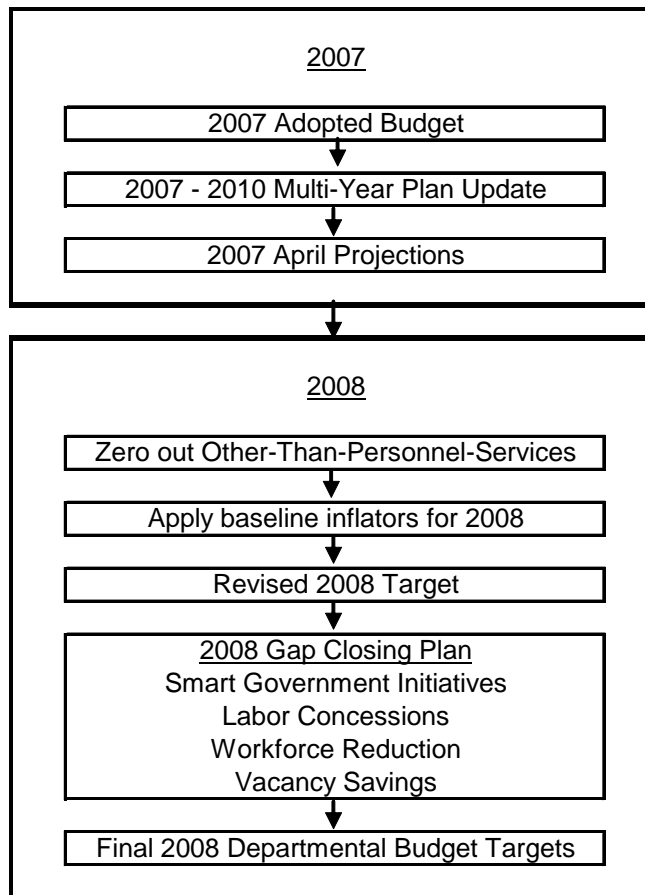


BUDGET TARGETS AND METHODOLOGY

The Budget Targets specific to each vertical will be distributed at the end of each of the Budget Preparation seminars.

The following illustration reflects the Budget Preparation Methodology:

Target Development Illustration for 2008 Budget





SALARY – HEADCOUNT

Each department receives an Excel spreadsheet from OMB containing the names and salaries of full time staff on board as of 06/15/07, which was downloaded from IT. This is to be used to develop your final salary and headcount request. OMB would like the final request to then be broken down into 5 groups and returned with your submission electronically. The first group is just those on board as of the download, which is merely the original Excel spreadsheet, exactly as it was when it was sent to you. The only columns needed returned to OMB are Name, Resp Ctr, Title, Sub-object Code and Salary. You may delete all other columns in the original download for this task. To the right of this information, please indicate if any of the people in this group are budgeted in your submission at a title that is different than what appears there, or if they were totally removed from your submission for reasons such as retirement, transfer out or some other reason. If they are in a different title, list the sub-object code for that new title.

At the bottom of this same spreadsheet, add detail on the following groups that are included in your final request, along with the information in the sample on this page:

- 2) Any full time staff that came on board AFTER the download but prior to your submission.
- 3) Any PRFs approved as of the time of your submission
- 4) Any PRFs pending as of the time of your submission
- 5) Any other positions included in your request

This detail should be a comprehensive picture of your salary and headcount request, and will illustrate the current status of every position contained in it. If there are more than one of a certain position in any category, indicate how many of each and the salary for each one.

1) On board in download

<u>Last Name</u>	<u>First Name</u>	<u>RC</u>	<u>Title</u>	<u>Subobj Cd</u>	<u>08 Salary</u>	<u>Removed or Different Title?</u>
Smith	Bob	1000	Clerk	ABC	40,000	

2) Came on board after download but prior to budget submission

<u>Last Name</u>	<u>First Name</u>	<u>RC</u>	<u>Title</u>	<u>Subobj Cd</u>	<u>08 Salary</u>
Baker	Joe	1500	Messenger	ABB	32,000

3) PRF's approved - staff not yet on board

<u>PRF Number</u>	<u>Anticipated Start Date</u>	<u>RC</u>	<u>Title</u>	<u>Subobj Cd</u>	<u>08 Salary</u>
6500	7/1/2007	2200	Nurse	ABB	56,000

4) PRFs pending

<u>PRF Number</u>	<u>Anticipated Start Date</u>	<u>RC</u>	<u>Title</u>	<u>Subobj Cd</u>	<u>08 Salary</u>
6532	1/1/2008	2400	Dep Comm	ACK	80,000

5) Any other positions included in submission

<u>Vacant</u>	<u>Anticipated Start Date</u>	<u>RC</u>	<u>Title</u>	<u>Subobj Cd</u>	<u>08 Salary</u>
	1/1/2008	2000	Fiscal Mgr	AFG	75,000



BPREP ENTRY

This year departments will once again be entering their requests directly into BPREP. The system will already contain a pre-load of projected base wages as of January 1, 2008, and Fiscal 2007 Adopted Budget figures for all other codes.

In the D1 column (Department request) departments should enter the adjustments they would make to the pre-load to reflect their requests for the 2008 fiscal year. This submission will appear in the Proposed Budget document as the department's request.

In the D2 column (Department Submission - OMB Target), departments should enter the adjustments they would make to their own requests, if necessary, to meet OMB's targets for 2008. This submission will not appear in the Proposed Budget document. It does not represent the department's request but its recommendation on how best to comply with OMB budget targets. Completion of the D2 process is required.

The deadline for entering your departmental request and adjustments to meet OMB targets into BPREP is July 20th.

OMB and IT will not be providing formal BPREP training this year. However, both departments will be available to provide assistance on an as-needed basis if necessary.

Note: No cents should be entered into BPREP or any of the Budget Forms under any circumstances.

Expenses:

Salaries (AA): The BPREP pre-load will assume the current salaries of your existing employees plus any step and COLA increases projected between now and January 1, 2008. This amount is provided to you in the salary tables forwarded by OMB.

OMB has forwarded to you detail on anticipated termination payments, special pays and base wages. Use these tables to assist you in developing your budget submission. The longevity and special pay estimates are firm, so there should be few instances where the departmental submission will differ from these figures. The termination pay estimate contains firm figures for 2006 and 2007 departures and an estimate for 2008 departures. Your total termination pay appropriation request should equal the department total listed in the table.

Your baseline salary target is also adjusted downward by anticipated workforce reduction that will occur in your department during 2007 and 2008. You must enter the value of this reduction as a negative expense in the "less savings" sub-object code (ZZ5) in the D2 column.

These entries must be made by the following departments in the specific sub-object codes listed here as NEGATIVE adjustments, as a result of labor negotiations:

Correctional Center:
AAZRX: \$3,800,000

FISCAL 2008 BUDGET PREPARATION MANUAL



The distinction between HD, HF and HH charges is that HD and HF charges represent expenses charged to you by other departments in the Major Operating Funds. HH charges represent charges to your department by a non-Major Operating Fund.

Since your HD and HF charges will not be known until after the ISA process is complete, please zero out all appropriations in these object codes from BPREP.

The distinction between BJ and BW revenues is that BJ revenues represent those payments you will receive from other Major Operating Fund departments for services you provide to them. BW revenues represent receipts from non-Major Operating Fund departments.

Consistent with the information provided in the HD, HF and HH section, departments should zero out all BJ appropriations from BPREP pending conclusion of the ISA process.



BUDGET CONFIRMATION FORMS

The Budget Confirmation file that you will receive electronically includes the following forms, with sample tabs for each form as well as blank tabs for you to input your data.

Budget Submission Confirmation Form:

The Budget Submission Confirmation Form is to be completed by the department, signed by the department head and deputy county executive, and returned to OMB electronically and in hard copy. Targets will be handed out to each department at the end of each seminar. If you did not receive your targets at your seminar contact your OMB analyst/deputy immediately.

Steps in completing the Budget Confirmation Forms:

- 1) Your expense, revenue and headcount pre-load TARGETS will be input for you by OMB staff in the "FY08 Budget Target" column.
- 2) Next, please input your D1 Expense, Revenue and headcount requests in the "FY08 Request Amount" column. This will generate the Variance from Target for each expense and revenue object code in the middle column.
- 3) Finally, enter the adjusted amounts pursuant to the D2 amendments in the column labeled "OMB Target" to show that you have adjusted your request to meet your targets.

Examples: how to handle D2 column of the Budget Confirmation Form (see sample form):

Expenses:

- 1) The AA line in the sample shows a case in which the Budget Target was \$3.1M, the Department Request was higher, at \$3.5M (D1), but the department was then able to adjust its own request to meet the Department Submission - OMB Target (D2) of \$3.1M. We then ask that you indicate in the Justification and Detail Forms how you a) arrived at your request, and b) how you altered your request to meet the \$3.1M Budget Target.
- 2) The DF line in the sample shows a case in which the Budget Target was \$200K but the Department Request was higher, at \$250K (D1). Here, the department was not able to meet the Budget Target of \$200K, but was only able to reduce its request to a level of \$225K (D2), and entered this figure in the D2 OMB Target column. On the Justification and Detail Forms we require explanation of how you determined your \$250K Requested, as well as how you got from \$250K down to \$225K.
- 3) The DE line in the sample shows a case in which the Budget Target was \$300K and the Department Request was LOWER, at \$240K. We ask that you indicate in the Justification and Detail Forms how you arrived at your request. Because your request is already lower than the target, simply put this same amount in the D2 OMB Target column.

Revenues:

- 1) The BD line in the sample shows a case in which the Budget Target was \$4M but the Department Request was lower, at \$3.7M. In the case of BD, the department was able to then meet the D2 OMB Budget Target of \$4M and entered this amount in that column of the Budget Confirmation Form. We then ask that you indicate in the Justification and Detail Forms how you a) arrived at your request, and b) how you altered your request to meet the \$4M D2 OMB Budget Target.



2) The SA line in the sample shows a case in which the Budget Target is \$150K but the Department Request is lower, at \$120K. In the case of SA, the department was NOT able to meet the D2 OMB Budget Target of \$150K, but was only able to increase its request to \$140K, and entered this figure in the D2 OMB Target column. We require explanation in the Justification and Detail Forms of how you determined your \$120K Request, as well as how you increased it from \$120K up to \$140K.

3) The BH line in the sample shows a case in which the Budget Target was \$500K but the Department Request was higher, at \$600K. We ask that you indicate in the Justification and Detail Forms how you arrived at your request. Because your request is already higher than the target, simply put this same amount in the D2 OMB Target column.

In the case of revenues, we realize that it is not as easy to simply increase them when desired.

Justification of Differences Form

Explain the occurrence of ALL expense/revenue/staffing requests in D1 that vary from the target.

You must explain the differences between your target and your D1 request, and, if your request does not meet the target for any object code, how you would adjust your request in order to meet the target (D2 adjustments).

OMB expects that you will submit a request within target. On the rare occasion that you do not meet a target, only those requests accompanied by a thorough justification will be seriously considered. In general, the County will only be able to afford requests that are:

- related to State or Federal mandates for which the County has no control
- revenue generating in nature.

Detail of Differences Form

Please provide the calculations and/or methodology for a) any variances between your REQUEST and the TARGET, and b) how you adjusted your request to meet the target.

Note that it is not necessary for you to use the Justification and Detail of Difference forms exactly as they are presented here. If you have another format that you are more accustomed to using, feel free to submit your explanations and methodology in that format. These forms are included simply to illustrate the need for complete written and numerical substantiation of all requests.

Note that the Department Head and Deputy County Executive (DCE) must sign both of these forms.

FISCAL 2008 BUDGET PREPARATION MANUAL



FISCAL 2008 BUDGET SUBMISSION CONFIRMATION FORM

(Please indicate your Requested Expense and Revenue amounts, as well as your Budget Targets. You do not need to enter any data into the shaded cells)

Department:

For each EXPENSE, REVENUE and HEADCOUNT item where the request is DIFFERENT than the target, please enter an explanation and/or calculation for the VARIANCE in the labelled tabs in this worksheet:

Expenses:

Object Code	FY08 Budget Target	FY08 Request Amt (D1)	Request Variance from Target	Dept Submission OMB Target (D2)	Target versus D2
AA	Salaries, Wages, Fees	\$3,100,000	\$3,500,000	(\$400,000)	\$3,100,000
BB	Equipment	\$0	\$0	\$0	\$0
DD	General Expenses	\$0	\$0	\$0	\$0
DE	Contractual Services	\$300,000	\$240,000	\$60,000	\$240,000
DF	Utilities	\$200,000	\$250,000	(\$50,000)	\$225,000
DG	Various Expenses	\$0	\$0	\$0	\$0
GA	Local Gov't Assistance	\$0	\$0	\$0	\$0
HH	Interfund Charges	\$0	\$0	\$0	\$0
MM	Mass Transportation	\$0	\$0	\$0	\$0
OO	Other Expenses	\$0	\$0	\$0	\$0
PP	Spec Ed/ EI	\$0	\$0	\$0	\$0
SS	Recipient Grants	\$0	\$0	\$0	\$0
TT	Purchased Services	\$0	\$0	\$0	\$0
WW	Vendor Payments	\$0	\$0	\$0	\$0
XX	Medicaid	\$0	\$0	\$0	\$0
XY	Medicaid IGT	\$0	\$0	\$0	\$0
Total Department		\$3,600,000	\$3,990,000	(\$390,000)	\$3,565,000

All Differences to be explained

Revenues:

Object Code	FY08 Budget Target	FY08 Request Amt (D1)	Request Variance from Target	Dept Submission OMB Target (D2)	Target versus D2
BA	Interest Penalty on Tax	\$0	\$0	\$0	\$0
BC	Permits & Licenses	\$0	\$0	\$0	\$0
BD	Fines & Forfeits	\$4,000,000	\$3,700,000	(\$300,000)	\$4,000,000
BE	Investment Income	\$0	\$0	\$0	\$0
BF	Rents & Recoveries	\$0	\$0	\$0	\$0
BG	Revenue Offset to Expense	\$0	\$0	\$0	\$0
BH	Department Revenues	\$500,000	\$600,000	\$100,000	\$600,000
BI	Capital Backcharges	\$0	\$0	\$0	\$0
BK	Service Fees	\$0	\$0	\$0	\$0
BW	Interfund Charges- Revenue	\$0	\$0	\$0	\$0
FA	Federal Aid	\$0	\$0	\$0	\$0
SA	State Aid	\$150,000	\$120,000	(\$30,000)	\$140,000
TX	Special Taxes	\$0	\$0	\$0	\$0
Total Department		\$4,650,000	\$4,420,000	(\$230,000)	\$4,740,000

All Differences to be explained

		D1		D2		Target versus D2 (should be zero)
		FY08 Budget Target	FY08 Request Amt	Request Variance from Target	Dept Submission OMB Target (D2)	
FT	Full Time Positions	0	0	0	0	0
PT	Part Time Positions	0	0	0	0	0
S	Seasonal Positions	0	0	0	0	0

Explain Headcount over target

MUST BE SIGNED AND DATED:

Department Head Date

Deputy County Executive



Justification of Differences Form

SAMPLE:

Justification of Differences:

Input the data from the Budget Confirmation tab for ALL object codes where there are variances from the target.

Expenses:

<u>Object Code</u>	<u>FY08 Budget</u>	<u>FY08 Request</u>	<u>Difference</u>
	<u>Target</u>	<u>Amt</u>	
AA - Salaries	3,100,000	3,500,000	(400,000)
BB - Equipment	200,000	250,000	(50,000)
DD - General Expenses	300,000	240,000	60,000

Revenues:

<u>Object Code</u>	<u>FY08 Budget</u>	<u>FY08 Request</u>	<u>Difference</u>
	<u>Target</u>	<u>Amt</u>	
BD - Fines & Forfeits	4,000,000	3,700,000	(300,000)
BH - Department Revenues	500,000	600,000	100,000
SA - State Aid	150,000	120,000	(30,000)

Please supply an explanation for each difference above, with calculations if possible.

AA - Pursuant to Executive Order, the Office of Grants Management has been incorporated into OMB.
 BB - New equipment mandated by state law.
 DD - Program moved out of department.

BD - Fines & Forfeits Reduced staff size results in fewer fines being levied.
 BH - Department Revenues New program incorporated into department.
 SA - Employee partially reimbursed by State funds has been transferred out of the department.



Detail of Differences Form

Use this sheet to show the highest level of detail possible and all calculations used to arrive at your Requested amount for each object code that varies from your target.

SAMPLE:

Detail of Differences:

Object Code	<u>FY08 Budget Target</u>	<u>FY08 Request Amt</u>	<u>Difference</u>
AA - Salaries	3,100,000	3,500,000	400,000
Additions to OMB Staff:			
Deputy Director			95,000
Budget Examiner			65,000
Sr. Budget Examiner			87,000
Financial Manager			40,000
Associate Examiner			59,000
<u>Budget Examiner</u>			<u>54,000</u>
Total			400,000

If you do your calculations in another file or in another format, it is NOT necessary to do everything over again in THIS format. Please just attach your own worksheets to this file or send separately, Use which ever format is most conducive to reconciling your differences:



GRANTS PLAN

The Grants Plan is a summary of all grants that will commence on the ensuing fiscal year. The department submissions for the Grants Plan will be due at the same time the regular budget documents are due. The Grants Plan will provide an inventory of all County grants, including descriptions, dollar amounts and General Fund impacts. The purpose of this project is to introduce transparency to the Grant Fund and improve monitoring and oversight.

As part of your budget submission, you will need to provide a narrative for each existing grant that links each one to the Program Budget and the department's mission and goals. Specifically, the narrative should include:

- Grant Title
- Program
- Term of the Grant
- The services it provides
- How funds will be used
- Where the funds come from, including any local share funded by the department's operating budget

Example of Narrative

Office of Workforce Development:

This is a continuation of an existing project for the period 9/1/08 to 8/31/09 to fund activities of the Nassau County Workforce Investment Board (WIB). The Office of Workforce Development provides staff support for the WIB and advises the County Executive on workforce development issues. The WIB has the key role of providing direction on local strategic workforce issues, identifying needs and developing strategies to address those needs. It is responsible for overseeing the Title I program under the Workforce Investment Act, Welfare-to-Work programs and the Youth Opportunity Grant for Nassau County. Appointed by the County Executive and the County Legislature, the WIB works in partnership with these elected officials to develop the five-year workforce investment plan, select One-Stop Operators and providers of training for workers, coordinate a wide variety of Federal and other employment and training programs, promote private sector involvement in the workforce development system and coordinate workforce training with local economic development efforts. In its role as overseer of the local workforce development system, the WIB must establish program performance standards in conjunction with the New York State Department of Labor.

Grant Highlights, Accomplishments & Impact:

The purpose of the Grant Highlights section is to describe the accomplishments and their corresponding impact realized within the communities serviced by your grant programs. Each highlight should emphasize a program deliverable or goal that has been accomplished over the past year. Deliverables and goals should be based on the proposed activities stated in your grant applications.

The Accomplishments/Impact table represents activities performed to achieve your desired outcomes and the effects of those activities. Accomplishments should be milestones that indicate



your achievement of a proposed goal or objective. The Impact should be a quantitative representation of the stated accomplishment.

Descriptions should be presented in the following format.

Highlights:

For example, if the grant’s overarching objective is to increase outreach methods to address the needs of underserved families, this section should contain a brief description of the type or types of service or services to be rendered under this program.

Note: The table below should provide a goal achieved during the program year in the Accomplishment section and a quantifiable outcome in the Impact section. For example, if your objective was to provide coats to underserved families, you would describe the method used to reach the families within the Accomplishment section and the number of coats disbursed within the Impact section. For programs that are for the acquisition of equipment, the Accomplishment should describe the type of equipment sought or that the grant funds the acquisition of equipment. The Impact should state a numerical or affirmative response.

Accomplishment	Impact

Instructions to Complete the Projected Grant Funding Schedules

You also will be required to complete a Projected Grant Funding Schedule, which will include all of the financial details of each grant. The following steps should be followed.

1. Enter each grant which has a starting date in 2008 (regardless of the ending date) on a separate schedule. The information is for the 12 months of the grant starting in 2008. Use actual information (if available), or projected information to complete these schedules.
2. The schedule consists of 2 pages, the first tab is named Summary and the second tab is named Personal Svcs.
3. Gray highlighted cells contain formulas or data that is not to be changed by the user.
4. Fringes (AB) and Indirect costs: Most grants include salary appropriations. If there is a salary (AA) appropriation, then the grant should also include fringe costs. Based on each grant reimbursement criteria, the grant manager should be thinking about charging direct and indirect costs. See definitions at end of this section.

FISCAL 2008 BUDGET PREPARATION MANUAL



Projected Grant Funding Schedule - Summary

PROJECTED GRANT FUNDING

Vertical: **HEALTH AND HUMAN SERVICES** EXAMPLE 1
 Department: **SENIOR CITIZENS**
 Grant Title: **Expanded In-Home Services for the Elderly Program**
 Grant Detail: **Y7**
 Program: **Community Support and Outreach**
 Sub Program: **Extended In-Home Services**
 Grant Term: **4/01/08-03/31/09**

Grant Beginning in 2008

Projected Grant Beginning in
 2009 2010 2011
 TOTALS ONLY

Expense	Estimates							Name of Fund subsidizing Grant (1)	
	Revenue			Required County Share					
	Annual Budget	Federal	State	Other Non-County Source	Total County Share	Required Dollar Match	Required In-Kind Match		Unfunded Costs Not Reimbursed by Grant
AA - Salaries	379,630		308,899	70,731	-				
AB - Fringes	116,092		94,203	21,889	-				
BB - Equipment	-				-				
DD - General Expenses	9,210		315		8,895		4,295	4,600	GEN
DE - Contractual	1,444,957		1,017,173		427,784	427,784			GEN
HF - Inter-dept'l Charges	-				-				
HH - Interfund Charges	13,000		13,000		-				
Total Appropriation	1,962,889	-	1,433,590	92,620	436,679	427,784	4,295	4,600	

2,002,147	2,102,254	2,165,322	

Place an X in Box

Competitive	X
Formula	
Other (explain)	

Does grant permit carry forward expenditures? Yes/No
YES

(1) This refers to expenses that the Grant does not absorb.



Projected Grant Funding Schedule – Personal Services

PROJECTED SALARIES

Vertical: HEALTH AND HUMAN SERVICES
Department: SENIOR CITIZENS
Grant Title: Expanded In-Home Services for the Elderly Program
Grant Detail: Y7
Program: Community Support and Outreach
Sub Program: Extended In-Home Services

EXAMPLE 1

		Current Year 2007		Ensuing 2008		
Grant Detail:	Subobject Code (5 letters, beginning with AA)	HC #	Salary	HC #	Estimated Salary	
Full- time Positions - Title						
1	SR CTZN PRG DEV SPVR	AAGTM	1.00	74,928	1.00	78,478
2	COORD. SR CTZN SV PRJ	AAHAK	3.00	126,253	3.00	142,343
3	SR STZN SVCS COORD	AAGTO	2.00	76,560	2.00	80,745
4	SRT CTZN PRG DEV TRNE	AAGTK	1.00	27,396	-	-
5	SRT CTZN PRG DEV AIDE	AAGTJ	1.00	34,449	1.00	35,277
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total full-time positions			8.00	339,586	7.00	336,843
Part-time Positions - Title						
1						
2						
3						
4						
5						
Total part-time positions			-	-	-	-
Seasonals Positions - Title						
1	CLERK TYPIST II SEAS	AAADI	1.00	-	1.00	38,287
2						
3						
4						
5						
Total Seasonals			1.00	-	1.00	38,287
Total			9.00	339,586	8.00	375,130
Total Per Budget						379,630
Difference To be Explained						4,500

If employees share their time with other grants, use a Full Time Equivalent (FTE) for HC.
 (i.e. If an employee shares half of their time with another grant, use 0.5 for HC).

Explanation of Above Difference:

Mileage reimbursement of \$4,500.



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Instructions to Complete the Summary Tab:

A narrative and budget must be submitted for each grant that a department manages. For grants received from another operating department within the County, as a sub grantee, a separate budget and narrative must be submitted by each department receiving grant funds. Examples of these are the STOP DWI grants through Traffic Safety and the Urban Area Security Initiative, State Homeland Security Grants through Emergency Management, where the programs provide funds to county departments to implement programs designed within categories of the functions that the sub grantee department provides.

Enter the Vertical, Department Code, Grant Title (name of grant), Grant detail (i.e. Y8, etc.), the Program (Super Program from the list in the 2008 Budget Manual), Sub Program (refers to the Responsibility Center associated with this program) and the Grant Term (i.e. 4/1/08-3/31/08).

The expense appropriation will be triggered by the data entered in the revenue columns. In the revenue columns for each expense object code enter the amount of funding projected to be received from each revenue source. The total amount is computed in the Annual Budget column.

- Federal – funds to be received from the Federal Government.
- State – funds to be received from New York State including pass-thru funds from the Federal Government.
- Other Non-County Sources – funds to be received from sources excluding Federal, New York State or Nassau County.
- County Share – funds to be received from non-grant County funds. In the column labeled Name of Fund Subsidizing Grant – list the name of the fund from which the revenue will be received from. The County Share includes County dollar matches, in-kind matches and costs which are not fully reimbursed by the grant (i.e. certain fringe benefit costs such as pensions and indirect costs, etc.).

In the Projected Grant Beginning columns – for grants beginning in 2009, 2010 and 2011 enter the projected (or actual if available) total amount of the grant funding for each year.

Competitive, formula or other – place an X in the box if the grant is Competitive, formula based, or other.

- a) Competitive – a process of proposal selection based on the evaluation of a reviewer or team of reviewers. Proposals are given scores based on how well they meet stated guidelines, and are competitively ranked. Those with the highest scores are generally funded.
- b) Formula – grants from the Feds or state to a lower level of government where a specific dollar amount is attached to some socioeconomic standard. For example, a formula grant may be awarded to a state in the form of a certain amount of money for every school-aged child whose family is below 125% of the federal poverty level. Thus, the amount awarded to each jurisdiction will vary by the number of people (or other variable) that meets the standard.
- c) Other – any grant which does not fit the above definitions of competitive or formula. This type of grant needs to be explained.



Does the grant permit carry forward expenditures – enter Yes if the grant allows current grant year expenses to be charged to prior grant year funding. If not, enter No.

Instructions to Complete the Personal Services Tab:

1. For the grant year beginning in 2007, enter the current full time, part-time and seasonal positions (i.e. Clerk I), sub-object code for the position (i.e. AAABA), the headcount and total salary to be paid to the employee(s) during the grant year.
2. For the grant year beginning in 2008, enter the projected full time, part-time and seasonal positions (i.e. Clerk I), sub-object code for the position (i.e. AAABA), the headcount and total salary to be paid to the employee(s) during the grant year.
3. The total of the salaries for full time, part-time and seasonal employees should equal the total Annual Budget amount for AA on the Summary Tab schedule. Any difference in amount is to be explained in the box at the bottom of the page. The type of cost and amount of each additional cost is to be listed (i.e. Overtime \$2,000, Mileage Reimbursement \$40.00).

Narrative for Example 1

EXPANDED IN-HOME SERVICES FOR THE ELDERLY PROGRAM (EISEP)

This grant project is a continuation of an existing grant for the entitlement period 4/1/08 to 3/31/09. The purpose of this state grant is to expand case management and non-medical, in-home services to frail elderly living in the community. The department will use this grant to provide case management, personal care and homemaker/housekeeper assistance to approximately 3,000 high risk elderly persons. Case managers coordinate services designed to enable elderly persons to remain in their homes thus avoiding costly institutional care. The grant is funded by New York State, client contributions, another New York State grant and a required county share.

Definitions:

Direct costs: Includes all items that can be categorically identified and charged to the specific project, such as personnel, fringe benefits, consultants, subcontractors, travel, equipment, supplies and materials, communications, computer time, and publication charges.

After all direct costs have been determined and assigned to the grant and other activities as appropriate, what remains are:

Indirect Costs: Costs of an institution that are not readily identifiable to a specific project or activity. The costs of maintaining buildings, grounds and equipment, accounting services, and general administrative expenses are considered to be types of indirect costs. Such costs may or may not be allowed by a funding source, and others may place a ceiling on the percentage



allowed in a given grant situation. Indirect costs are generally calculated as a percentage of the total direct costs of the project minus any capital or equipment expenses.

The indirect costs are comprised of three types:

1. Departmental Indirect costs – Those costs incurred by the department, but that do not benefit the grant objective 100% (such as personnel costs for a department director that oversees the grant, among other functions; an attorney that works in the department and a portion of his/her time is devoted to the grant).

2. Countywide Indirect Costs – These are the costs of central government services distributed through the central service allocation plan (MAXIMUS Federal OMB A-87 Central Services Cost Allocation Plan).

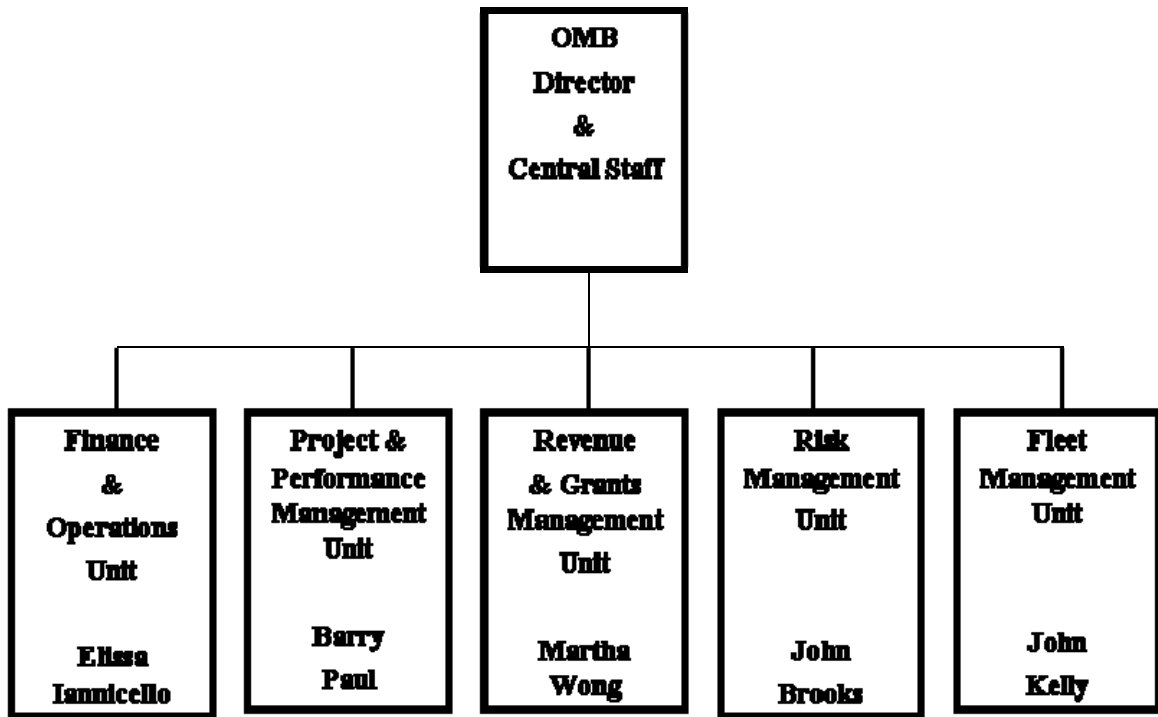
3. Other Department Indirect Costs – These are the costs that include the following:

- a. Fleet Maintenance
- b. Building Occupancy
- c. Purchasing
- d. Records Management
- e. Information Technology
- f. Postage Charged
- g. Printing Charges
- h. Gasoline



APPENDIX A

OMB Organization Chart



**APPENDIX B****OMB CONTACT LIST**

Director	Mark Young	571-4273
Office Supervisor	Deirdre Dawson	571-4273
Administrative Assistant	Sonia Callender	571-3906

Fiscal and Operations Unit

Unit Director	Elissa Iannicello	571-0716
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Public Safety

Chief Deputy Director	Paul Broderick	571-0423
Manager	Sudha Malhotra	571-4373
Budget Examiner	Dawn Wood-Jones	571-0556
Operations Analyst	James Braun	571-0799

Health and Human Services / Economic Development

Deputy Director	Owen Sinclair	571-4274
Senior Budget Examiner	Angela Harry	571-4275
Senior Budget Examiner	Susan Richer	571-4322
Budget Examiner	Thomas Sommer	571-6768
Operations Analyst	Deborah Baumgarten	571-6260

Parks/DPW and Partnerships / Shared Services / Management Budget & Finance

Deputy Director	Andrew Persich	571-4267
Budget Examiner	Linda Guerreiro	571-3193
Budget Examiner	Richard Haemmerle	571-0797
Budget Examiner	Irfan Qureshi	571-0462
Senior Operations Analyst	Gary Peckett	571-0522

Revenue & Grants Management

Unit Director	Martha Herrera Wong	571-6028
Director	Steve Feiner	571-0413
Manager	Jeff Siegel	571-4372
Senior Budget Examiner	Maurice Chalmers	571-3023
Special Assistant	Briana Charlton	571-2515



Performance / Project Management

Unit Director	Barry Paul	571-6049
Performance Measurement Coordinator	Douglas Cioffi	571-6333
Manager	Chris Nolan	571-4269
Operations Analyst	Michael Going	571-3971
Budget Analyst	Herman Austin	571-3155

Risk Management

Unit Director	John Brooks	571-6036
Administrative Assistant	Everage Lyons	571-4132
Claims Manager	Bob Birbiglia	571-0529
Attorney – Risk Management	Eric Milgrim	571-1766

Fleet Management

Director	John Kelly	572-0276
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Budget Examiner Department Assignments

Vertical	DEPARTMENTS								Budget Examiner	Tel #	
Public Safety	CA	DA	FC	ME	PA	PDD	PDH	Sudha Malhotra	571-4373		
Public Safety	CC	CJ	EM	PB	TS	TV		Dawn Wood Jones	571-0556		
Health & Human Services	BH	HE	HP	VS				Angela Harry	571-4275		
Health & Human Services	SC	SS	YB					Susan Richer	571-4322		
Economic Development	HI	MA	PL	PUA	SA			Tom Sommer	571-6768		
Shared Services	CF	CL	CS	EL	LR	PE	PK	RM	Richard Haemmerle	571-4267	
Management Budget Finance	AR	AS	BU	CO	IT	MI	PR	TR	Irfan Qureshi	571-0462	
Shared Services	AC	AT	CE	HR	LE	PW	RE	SSW	SF	Linda Guerreiro	571-3193



APPENDIX C – PURCHASING POLICY MEMO

THOMAS R. SUOZZI
COUNTY EXECUTIVE

Arthur A. Gianelli
DEPUTY COUNTY EXECUTIVE



OFFICE OF THE COUNTY EXECUTIVE

1 West Street
Mineola, NY 11501
(516) 571-3978

AGianelli@mail.co.nassau.ny.us

To: All Departments

From: Arthur Gianelli, Deputy County Executive
Craig Love, CPA, Budget Director
Robert Asti, Director of Purchasing

CC: Thomas R. Suozzi, County Executive
Howard Weitzman, Comptroller
William J. Cunningham III, Chief Deputy County Executive
Senior Staff
OMB Staff
Purchasing Staff

Date: January 25, 2002

Re: **PURCHASING POLICY**

Due to the severe constraints imposed by the NIFA-approved FY 02 budget the administration must keep County-wide purchasing to an absolute minimum for the entire fiscal year. Accordingly, the following policy is in effect commencing Monday, January 28, 2002:

1. All purchase requests in the ADPICS system as of 1/27/02 will be reviewed expeditiously by the Director of Purchasing and the OMB Budget Examiners. With the authority of the County Executive, I have made resolving all outstanding purchase requests a top priority for both the Purchasing Department and the Office of Management and Budgets.



2. All purchases as of 1/28/02 will be made according to the standard operating procedures of the County except that within the ADPICS system, departments must use the "Notes" field (sample responses attached) to identify:
 - a. A description of the request (as applicable, identify if the request for goods or services is driven by mandates or laws);
 - b. Why the purchase is needed now (i.e. why is the purchase essential for day-to-day operations);
 - c. Any alternatives to purchasing the goods or services (i.e. the use of already-existing in-house County resources);
 - d. Why your department needs the quantity of items you are requesting now;
 - e. The revenue-generating capacity of the purchase; and
 - f. The percentage of the purchase cost that can be reimbursed through external assistance.
3. Purchase requests will be reviewed by Budget Examiners in the Office of Management and Budgets and by the Director of Purchasing. Approval of purchase requests will depend upon the availability of appropriated funds (net of the negative appropriations included in the FY 02 budget and any other cuts that may be required to insure a balanced budget by FYE December 31, 2002) and the answers your department provides to the criteria established in #1.
4. Failure to include the requisite justifications in the "Notes" field in the ADPICS system will result in an automatic denial of the purchase request.
5. Available appropriations will be adjusted for the negative appropriation included in the adopted FY 02 budget pursuant to the 1/7/02 memo from the Office of Management and Budgets. No purchase requests will be approved for your department unless OMB has received an acceptable response from your department to this memo.
6. OMB will monitor your department's purchasing expenses relative to month-by-month historical averages over the last five years. In the event OMB identifies adverse trends, OMB will meet with your department to develop a corrective action plan. OMB reserves the right to freeze your department's ability to purchase items if your department fails to submit an acceptable corrective action plan.
7. OMB will also be monitoring the progress of your department with respect to the implementation of savings and revenue initiatives included in the adopted multi-year plan. OMB reserves the right to freeze your department's ability to purchase items if your department's initiative targets and milestones are not met and no contingency plan is in place.



This policy is effective immediately. Should you have any questions about this policy, please call Craig Love at x1-6164, Robert Asti at x1-4060, or me at x1-3879.

Thank you in advance for your anticipated cooperation.

Example of what to include on the ADPICS notepad:

- a. Description of request: (Note: As applicable, please identify if the requirement for the goods & services are driven by any mandates, laws, or whether it is local practices.)**
Water testing kits required for daily testing of public water supply. By state law, we are required to test the water 3 times a day at 10 different water districts.
- b. Why is the purchase needed now?**
Currently we have 180 kits in stock. Based upon the daily usage we have 6 days of supply left. The lead time for receiving the goods from date of purchase order placement is 3 days.
- c. Any alternatives to purchasing the goods or services? (Note: If applicable, discuss why the use of in-house county resources are not more appropriate or cost effective. If the request is for maintenance contracts, provide a justification as to why we need to enter into a maintenance contact, as opposed to using per call/hourly services)**
No, the kits are required to test the water.
- d. Why your department needs the quantity of Items you are requesting now?**
This order is for 1 month's supply.
- e. The revenue-generating capacity of the purchase?**
If applicable, describe the fees we receive on the sale of the items or services.
- f. The percentage of the purchase cost that can be reimbursed through external assistance?**

The county receives 75% from the state to cover this expense.



APPENDIX D – TIPS TO ASSIST REQUISITION PROCESSING

THOMAS R. SUOZZI
COUNTY EXECUTIVE



FRANK J. RYAN
DIRECTOR OF PURCHASING

OFFICE OF PURCHASING
240 OLD COUNTRY RD. – ROOM 307
Mineola, NY 11501
(516) 571-4060
Fax (516) 571-4263

To: All Department Heads
From: Frank Ryan, Office of Purchasing
Date: 6/18/07
Re: Tips to Assist Requisition Processing

The Office of Purchasing encourages all departments entering requisitions to be cognizant of the correct method of placing requisitions into ADPICS. Below are ways to avoid unnecessary delays and requisition rejection. It is important for agencies to understand that Purchasing operates under bidding rules set by NY State and Nassau County Charter and must be in compliance. These rules impose time factors on the processing of orders. Below I have listed ways to assist in expediting your requisitions:

- Commodity Codes – Requisitions may be rejected because the wrong commodity code was used. Additionally, based on description and commodity code, a requisition might be rejected after determining that the item is covered under a Blanket Purchase Order.
- Insufficient Funds- Outdated estimates of cost on the requisition may cause the item to be rejected by ADPICS and returned if the item exceeds available funding.
- Circumventing OMB- Agencies often request that quantities be increased after the initial OMB approval. Purchasing will not process these requests and may reject them back to the initiating agency to resubmit. Likewise, agencies often ask Purchasing to decrease quantities after Purchasing has already solicited quotations. In this instance, Purchasing will reject the requisition for the agency to submit with the lesser quantities. Price quotations are based on quantities and Purchasing cannot go back and forth to vendors several times for different quantity scenarios. However, Purchasing may be made aware of price breaks by the vendor and offer these to the agency when appropriate.



- Specification Details – Item Descriptions must be as complete as possible, including manufacturers and part numbers.
- Recommended Vendor – Please indicate the correct vendor ID number on the Detail Header. Also, whenever possible avoid using **.COM** vendors who typically will not accept a government purchase order on-line. Also, many **.COM** vendor pricing charts are outdated and obsolete. Please do not attempt to place orders via the Internet using an ADPICS issued purchase order as authorization.
- Department Contact – Please include the correct contact person in the Note Pad portion of the requisition, especially if it is different than the person entering the document into the system.
- Copying Requisitions – in copying a requisition from a previous order, please remove the buyer's name as it would typically be routed to them upon receipt. The same buyer may not be handling it now and this creates another delay to reroute the requisition internally. Also copying a requisition often includes pricing that might be a couple of years old and misleads OMB as to what the actual cost might be.
- Grants - Please allow sufficient time to process requisitions involving grant funding. Grant funded purchases are not excluded from normal bidding rules or legislative approval requirements such as NY State contracts. If over \$10,000 or estimated to be \$10,000 or more, a formal sealed bid is required. If over \$100,000, Legislative Rules Committee approval is required which needs an additional 17 days notice to the Legislature. Please indicate the grant expiration date in the Note Pad section of the requisition.

Thank you.