BUDGET PROCEDURES MANUAL (BPM)

Introduction

The Budget Procedures Manual provides information for the preparation and administration of the Annual Budget. The book is divided into several sections:

- **Introduction.** This section contains general information on Budget Analyst and Officers, budget deadlines, Pay period dates, Internal Service cut off dates for year end close and account definitions.

- **General Budget System Preparation.** This includes how to access the budget preparation system, known as Budget Formulation and Management (BFM) and how to navigate within the system as well as the appropriate forms for the Mid-year review, the Base Budget Submissions, and Capital budgeting.

- **Reports.** This section gives a description and instructions for finding and using the reports within BFM. Also included is a tutorial on creating and using Budget Reports in the BI Launch Pad.

- **Employee Services and Position Management.** This provides a definition of different types of positions and the concept of Full Time Equivalents. Instructions on the preparation of the employee services budget and how to navigate within the PCF and reports accessible in the Personnel Cost Forecasting (PCF) Module.

- **Supplemental Forms.** This section gives samples of each of the budget forms, plus instructions for their completion and routing.

- **Administrative Order (AO) Policies.** This includes the AO’s which pertain to various financial and budgetary policies.

- **Master Fee Schedule (MFS).** This includes instructions on completing the various forms for the annual update of the Master Fee Schedule

All sections listed above have been edited and updated. Please take note of the cut off dates for accounting and other internal processes occurring towards the end of the fiscal year. This advance information should assist you in planning your year-end close-out activities, however, these dates are subject to change. Please make note of any communication regarding changes in deadlines.

You are encouraged to carefully review this document in order to become familiar with the scope of the information provided. Also please refer to the Manual as you are preparing your budget; it may answer your questions and save valuable time.

This manual is also available online, in the Staff Area page of the City’s website.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td></td>
</tr>
<tr>
<td>Department Budget Officers/BMSD Analyst</td>
<td>9</td>
</tr>
<tr>
<td>FY 2024 Budget Calendar</td>
<td>10</td>
</tr>
<tr>
<td>FY 2024 Annual Action Plan Calendar</td>
<td>11</td>
</tr>
<tr>
<td>FY 2024 Pay Periods</td>
<td>12</td>
</tr>
<tr>
<td>FY 2024 Budget Submission Checklist</td>
<td>13</td>
</tr>
<tr>
<td>Internal Services cut-off Dates</td>
<td>14</td>
</tr>
<tr>
<td>Account Definitions</td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>16</td>
</tr>
<tr>
<td>Expenditures</td>
<td>31</td>
</tr>
<tr>
<td><strong>GENERAL BUDGET SYSTEM PREPARATION</strong></td>
<td></td>
</tr>
<tr>
<td>Access Budget Formulation &amp; Management (BFM)</td>
<td>46</td>
</tr>
<tr>
<td>Login with initial password</td>
<td>47</td>
</tr>
<tr>
<td>Change BFM Password</td>
<td>48</td>
</tr>
<tr>
<td><strong>MID YEAR BUDGET ESTIMATES FORM— A1 CY Oper &amp; DS Est (100)</strong></td>
<td></td>
</tr>
<tr>
<td>Entering Dollar Type Entries into the BFM System</td>
<td>51</td>
</tr>
<tr>
<td>Select a BFM Form</td>
<td>51</td>
</tr>
<tr>
<td>Select a BFM Instance</td>
<td>52</td>
</tr>
<tr>
<td>Navigating through an Instance</td>
<td>52</td>
</tr>
<tr>
<td>Quick Search</td>
<td>53</td>
</tr>
<tr>
<td>Accessing an Instance’s Data Entry Screen</td>
<td>54</td>
</tr>
<tr>
<td>“Detail” vs. “Header” Buttons</td>
<td>55</td>
</tr>
<tr>
<td>Stage Verification</td>
<td>56</td>
</tr>
<tr>
<td>Four tabs for an Instance</td>
<td>57</td>
</tr>
<tr>
<td>Instance Layout—Data Entry Screen</td>
<td>60</td>
</tr>
</tbody>
</table>
# Table of Contents

**GENERAL BUDGET SYSTEM PREPARATION - continued...**

**Mid Year Budget Estimates Form—A1 CY Oper & DS Est (100) - continued...**

Three Options to Enter Data  .................................................................................................................. 62
Direct Manual Entry.............................................................................................................................. 62
Data Entry through “Edit” button....................................................................................................... 68
Data Entry by Import Function ........................................................................................................... 71
  Import Sample #1 - Entries for Existing Dimensions .................................................................. 73
  Import Sample #2 - Invalid Dimension ......................................................................................... 78
  Import Sample #3 - Import File with Blank Cell ......................................................................... 83
  Import Sample #4 - Upload just One Line ....................................................................................... 88

**BASE BUDGET SUBMISSION FORMS— A2 Base Submission (200)**

General Budget System Preparation Introduction ............................................................................. 90
Select a A2 Base Submission (200) Form ......................................................................................... 91
Select a Instance (Division) .............................................................................................................. 92
Instance layout (Data Entry Screen) ................................................................................................ 93
Operating & DS Data Entry .............................................................................................................. 95
  Accounts not available for data entry ........................................................................................... 95
Manual Line Entry ............................................................................................................................ 96
Budget Form Expense Line History ................................................................................................ 97
Adding a new line item ....................................................................................................................... 98
Data Entry by Import Function ........................................................................................................ 100
  Import Example ............................................................................................................................... 102
Potential Causes for Import Process to error out .......................................................................... 105
  Potential Error #1 - Invalid Dimension ....................................................................................... 105
  Potential Error #2 - Import File with Blank Cell (s) ................................................................ 105
Table of Contents

GENERAL BUDGET SYSTEM PREPARATION - continued...

Form 1 Decision Package

Budget Form 1 Decision Package ........................................................................................................... 106
Add New .................................................................................................................................................. 106
Header Tab .............................................................................................................................................. 107
Manual Data Entry ............................................................................................................................... 109
Importing Budget Data .......................................................................................................................... 109
Creating a new record .......................................................................................................................... 110
Attachment Tab ................................................................................................................................... 111
New Position Change Tab ..................................................................................................................... 112
Cancelling Form 1 Request.................................................................................................................... 112
Decision Package Ranking Form ........................................................................................................... 112
Printing and Submission of Form 1 Details and Summary ................................................................. 112
  Report 222—Decision Package Detail ......................................................................................... 113
  Report 223—Decision Package Summary ...................................................................................... 115

Capital Budgeting Form— C2 Preload Capital Form (700)

City Manager & BMSD Project Costing Policy ..................................................................................... 116
Entering Capital Budget Dollars ........................................................................................................... 118
Accessing an Instance’s Data Entry Screen ......................................................................................... 118
“Detail” vs. “Header” Buttons ............................................................................................................... 119
Instance layout—Data Entry Screen ................................................................................................... 119
Two Options to Enter Data .................................................................................................................. 121
  Direct Manual Entry ...................................................................................................................... 121
Capital Entries by Import Function ...................................................................................................... 124
Capital Import Example ...................................................................................................................... 126
Potential Causes for Import Process to error out ................................................................................ 128
  Potential Error 1—Invalid Dimension ......................................................................................... 128
  Potential Error 2—Import File with Blank Cell(s) ....................................................................... 128
**Table of Contents**

**Capital Budgeting Form— C2 Preload Capital Form (700) - continued**
- Standard Capital Activities .......................................................... 129
- Specialized Capital Activities ...................................................... 130

**REPORTS**
- Tyler Munis Financial Information ................................................ 131
- BI Launch Application (SAP Non-Position Reports) ......................... 135
- Accessing the SAP Reports from BFM ........................................ 135
- Location of Canned Reports ......................................................... 137
- SAP Report Selection ................................................................... 138
- Prompt Selection ........................................................................ 138
- Example 1—Run Report 001 for a Department ............................... 139
- Navigating through a report ........................................................ 143
- Re-Running report—Recommend Approach .................................. 146
- Export a report as PDF or Excel format ......................................... 147
- Report exported to create a PDF File ............................................. 148
- Report exported to create an Excel File ....................................... 149
- Print BI Launch Pad Report .......................................................... 151

**Budget Form Detail (Form 14)...................................................... 152
- Creating a Form 14 from BI Launch Pad ..................................... 152

**PERSONNEL COST FORECASTING (PCF)**
- Employee Services and Position Management .............................. 159
- Full Time Equivalent (FTE) ......................................................... 160
- Temporary (Nonpermanent) FTE’s ............................................... 160
- Preparation of Employee Services Budget ................................. 160
# BUDGET PROCEDURES MANUAL (BPM)

## Table of Contents

### PERSONNEL COST FORECASTING (PCF) - Continued

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding, Deleting or Converting Positions</td>
<td>160</td>
</tr>
<tr>
<td>Navigation of PCF</td>
<td>160</td>
</tr>
<tr>
<td>Adjusting the Allocation of Positions</td>
<td>161</td>
</tr>
<tr>
<td>Capital Labor</td>
<td>162</td>
</tr>
<tr>
<td>Employee Leave Payout at Separation</td>
<td>163</td>
</tr>
<tr>
<td>Projections</td>
<td>163</td>
</tr>
<tr>
<td>PCF/SBFS Reports</td>
<td>164</td>
</tr>
<tr>
<td>Prompt Summary Filter Screen</td>
<td>165</td>
</tr>
<tr>
<td>PCF Reports Matrix</td>
<td>168</td>
</tr>
<tr>
<td>City of Fresno IDCHG Description &amp; Methodology</td>
<td>169</td>
</tr>
<tr>
<td>Facilities ISF Budget Build</td>
<td>171</td>
</tr>
</tbody>
</table>

### SUPPLEMENTAL FORMS

| Form V, Request to Fund Vacant Position Form                        | 173  |
| Form V                                                              | 174  |
| Form 3, Personnel Request Form                                      | 175  |
| Form 3                                                             | 176  |
| Form 10, Budget Form Detail                                         | 177  |
| Form 10                                                            | 179  |
| Form 10C, Budget Form Detail                                        | 180  |
| Form 10X, Budget Form Detail                                        | 181  |
| ISD Memorandum                                                      | 183  |
| Form 11, Budget Form Detail                                         | 185  |
| Form 11                                                            | 187  |
| Form 14, Budget Form Detail                                         | 188  |
# Table of Contents

## ADMINISTRATIVE ORDER (AO) POLICIES

- Travel and Conference ................................................................. 189
- Business Lunches Charged to City .................................................... 189
- Membership and Dues .................................................................... 189

## MASTER FEE SCHEDULE

- Master Fee Schedule (MFS) .......................................................... 190
  - Amending the Master Fee Schedule ................................................. 190
  - Annual Amendment Procedure ....................................................... 190
  - Ongoing Amendment Procedure .................................................... 191
  - Maintenance of the Master Fee Schedule ....................................... 193
- Request to Amend the Master Fee Schedule (MFS) Form .................. 194
- Master Fee Schedule Amendment Detail (sample) ............................ 195
- Master Fee Schedule (sample in red) .............................................. 196
- Master Fee Schedule Amendment Summary .................................... 197
- Master Fee Schedule RLS Form ..................................................... 198

---

Note: The provided instructions on how to navigate through the various Forms in BFM have not yet been updated to reflect the new Tyler Munis account strings.
## Department Budget Officers/BMSD Analyst

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Department Budget Officer</th>
<th>Phone</th>
<th>BMSD Analyst</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>Chiefs of Staff</td>
<td>Various</td>
<td>Maira Aguilar</td>
<td>x7067</td>
</tr>
<tr>
<td>Office of the Mayor and City Manager</td>
<td>Alma Torres</td>
<td>x7797</td>
<td>Scott Motsenbocker</td>
<td>x7053</td>
</tr>
<tr>
<td>Airports (FYI)</td>
<td>Mary Boyajian</td>
<td>x4517</td>
<td>Juan Rios</td>
<td>x7074</td>
</tr>
<tr>
<td>City Attorney’s Office</td>
<td>Christina Therrien</td>
<td>x7553</td>
<td>Nigma Shook</td>
<td>x7060</td>
</tr>
<tr>
<td>City Clerk’s Office</td>
<td>Todd Stermer</td>
<td>x7665</td>
<td>Nigma Shook</td>
<td>x7060</td>
</tr>
<tr>
<td>Convention Center / Stadium</td>
<td>Maira Aguilar</td>
<td>x7067</td>
<td>Maira Aguilar</td>
<td>x7067</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Kelly Trevino</td>
<td>X8426</td>
<td>Danelia Garcia</td>
<td>x7058</td>
</tr>
<tr>
<td>Finance</td>
<td>Mang Thao</td>
<td>x7048</td>
<td>Elida Rubio</td>
<td>x7073</td>
</tr>
<tr>
<td>Fire</td>
<td>Yvonne Dedmore</td>
<td>x4004</td>
<td>Pedro Rivera</td>
<td>x7021</td>
</tr>
<tr>
<td>General City Purpose</td>
<td>Henry Fierro</td>
<td>x7070</td>
<td>Henry Fierro</td>
<td>x7070</td>
</tr>
<tr>
<td>General Services Department</td>
<td>Clifford Traugh</td>
<td>X1150</td>
<td>Elida Rubio</td>
<td>x7073</td>
</tr>
<tr>
<td>Information Services</td>
<td>Kim Jackson</td>
<td>x7103</td>
<td>Elida Rubio</td>
<td>x7073</td>
</tr>
<tr>
<td>PARCS</td>
<td>Dary Boualamsy</td>
<td>x2912</td>
<td>Maira Aguilar</td>
<td>x7067</td>
</tr>
<tr>
<td>Personnel Services Department</td>
<td>Janessa Selzer</td>
<td>x6982</td>
<td>Elida Rubio</td>
<td>x7073</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>Roxane Morse</td>
<td>x8320</td>
<td>Pedro Rivera</td>
<td>x7021</td>
</tr>
<tr>
<td>Police</td>
<td>Desiree Perry</td>
<td>x2053</td>
<td>Pedro Rivera</td>
<td>x7021</td>
</tr>
<tr>
<td>Public Utilities - Administration</td>
<td>Cynthia Williams</td>
<td>x1803</td>
<td>Juan Rios</td>
<td>X7074</td>
</tr>
<tr>
<td>Public Utilities - Solid Waste</td>
<td>Cynthia Williams</td>
<td>x1803</td>
<td>Juan Rios</td>
<td>X7074</td>
</tr>
<tr>
<td>Public Utilities - Water</td>
<td>Henry McLaughlin</td>
<td>x5399</td>
<td>Juan Rios</td>
<td>X7074</td>
</tr>
<tr>
<td>Public Utilities - Wastewater</td>
<td>Ancy Xiong</td>
<td>x5106</td>
<td>Juan Rios</td>
<td>x7074</td>
</tr>
<tr>
<td>Public Works</td>
<td>Yvonne Diaz</td>
<td>x8708</td>
<td>Scott Motsenbocker</td>
<td>x7053</td>
</tr>
<tr>
<td>Retirement</td>
<td>Kathleen Riley</td>
<td>x7096</td>
<td>Elida Rubio</td>
<td>x7073</td>
</tr>
<tr>
<td>Transit (FAX)</td>
<td>Linda Taylor</td>
<td>X1456</td>
<td>Nigma Shook</td>
<td>x7060</td>
</tr>
</tbody>
</table>

### Other Activities in BMSD

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFM System Coordinator</td>
<td>Scott Motsenbocker</td>
<td>x7053</td>
</tr>
<tr>
<td>Employee Services (PCF) Coordinator</td>
<td>Juan Rios</td>
<td>x7074</td>
</tr>
<tr>
<td>Major Capital</td>
<td>Scott Motsenbocker</td>
<td>x7053</td>
</tr>
<tr>
<td>General Fund Revenue</td>
<td>Henry Fierro</td>
<td>x7070</td>
</tr>
<tr>
<td>Internal Service Funds</td>
<td>Elida Rubio</td>
<td>X7073</td>
</tr>
<tr>
<td>Cost Allocation Plan/ICRP</td>
<td>Pedro Rivera</td>
<td>x7021</td>
</tr>
<tr>
<td>Master Fee Schedule</td>
<td>Nigma Shook</td>
<td>x7060</td>
</tr>
</tbody>
</table>
# FY 2024 Budget Calendar

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Template for Mid Year Fiscal Review out to Departments</td>
</tr>
<tr>
<td>3 January</td>
<td>ISF Templates Due from Departments</td>
</tr>
<tr>
<td>6 January</td>
<td>BFM opens for mid-year estimates</td>
</tr>
<tr>
<td>11 January</td>
<td>Mid Year Fiscal Review (MYFR) due from Departments</td>
</tr>
<tr>
<td>March</td>
<td>Budget open to field</td>
</tr>
<tr>
<td>2 March</td>
<td>Department Operating &amp; Capital Priority Budgets Due</td>
</tr>
<tr>
<td>9 March</td>
<td>Budget Review Meetings with the City Manager begin</td>
</tr>
<tr>
<td>20 - 27</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Narrative updates due from Departments</td>
</tr>
<tr>
<td>6 (tentative) April</td>
<td>Final Decisions Deadline</td>
</tr>
<tr>
<td>5 April</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Budget Roll Out</td>
</tr>
<tr>
<td>17 (tentative) May</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Public budget hearings held</td>
</tr>
<tr>
<td>(Tentative)</td>
<td>Vote on motions</td>
</tr>
<tr>
<td>5, 6, 7, 8</td>
<td>Council adopts budget to send to Mayor</td>
</tr>
<tr>
<td>14 June</td>
<td></td>
</tr>
<tr>
<td>22 June</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Budget must be adopted by this date</td>
</tr>
<tr>
<td>30 June</td>
<td>Mayor can sign or veto; w/veto, Council can override or accept</td>
</tr>
<tr>
<td></td>
<td>Mayor can ask for reconsideration on items removed by Council</td>
</tr>
<tr>
<td></td>
<td>Cost Allocation Plan (CAP) due to the Federal Government</td>
</tr>
<tr>
<td>July</td>
<td>Load Budget, PM’s, Projects into PS and validate</td>
</tr>
<tr>
<td>August</td>
<td>Master Fee Schedule (MFS) template out to Departments</td>
</tr>
<tr>
<td>September</td>
<td>MFS due from Departments</td>
</tr>
<tr>
<td></td>
<td>Adopted Budget Document</td>
</tr>
<tr>
<td>October</td>
<td>FY 2025 ISF Request</td>
</tr>
<tr>
<td>November</td>
<td>FY 2025 ISF Request Due</td>
</tr>
<tr>
<td>December</td>
<td>FY 2025 ISF City Manager Review</td>
</tr>
</tbody>
</table>
### 2023-2024 Annual Action Plan Timeline

<table>
<thead>
<tr>
<th>This time line is subject to change</th>
<th>PROJECT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December 19, 2022 – January 27, 2023</strong></td>
<td><strong>Notice of Funding Available</strong>&lt;br&gt;Consolidated CDBG, ESG, HOME TBRA and HOPWA applications available December 19, 2022 – January 27, 2023</td>
</tr>
<tr>
<td><strong>January 10-11, 2023</strong></td>
<td><strong>Consolidated NOFA webinars</strong>&lt;br&gt;Virtual webinars for NOFA applicants</td>
</tr>
<tr>
<td><strong>January 27, 2023</strong></td>
<td><strong>Applications for Funding Due</strong>&lt;br&gt;All CDBG, HOME, ESG, and HOPWA applications due by 4:00 P.M.</td>
</tr>
<tr>
<td><strong>February 1-10, 2023</strong></td>
<td><strong>NOFA Scoring</strong>&lt;br&gt;Staff scoring of NOFA applicants</td>
</tr>
<tr>
<td><strong>February 13-15, 2023</strong></td>
<td><strong>Internal Review of Recommendations</strong>&lt;br&gt;CMO review</td>
</tr>
<tr>
<td><strong>February 16, 2023</strong></td>
<td><strong>CDBG Subcommittee Meeting #2</strong>&lt;br&gt;Review NOFA scores and recommendations at 3:00 PM.</td>
</tr>
<tr>
<td><strong>March 06, 2023—April 06, 2023</strong></td>
<td><strong>Draft 2023-2024 Annual Action Plan Published for 30 Day Comment Period</strong>&lt;br&gt;Published in various locations and by various means including to the HCD site, City Clerk’s site, e-mail, Facebook, Twitter, City Hall, Community Centers and Libraries (if open to public).</td>
</tr>
<tr>
<td><strong>March 06, 2023</strong></td>
<td><strong>Pre-Recorded Webinar Published</strong>&lt;br&gt;Pre-Recorded webinar to review key points in the Action Plan published for the public and stakeholders. Posted to HCD website with availability communicated by e-mail, Facebook and Twitter.</td>
</tr>
<tr>
<td><strong>April 5, 2023</strong></td>
<td><strong>CDBG Subcommittee Meeting #3</strong>&lt;br&gt;Final subcommittee before Council consideration at 3:00 PM.</td>
</tr>
<tr>
<td><strong>April 14, 2023</strong></td>
<td><strong>Annual Action Plan Public Hearing and Council Consideration</strong>&lt;br&gt;Hearing at 10:00 A.M. to receive comments on the draft plan in advance of Council consideration.</td>
</tr>
<tr>
<td><strong>April 20, 2023</strong></td>
<td><strong>City Council Meeting</strong>&lt;br&gt;Council to consider for adopting the 2023-2024 Annual Action Plan</td>
</tr>
<tr>
<td><strong>May 15, 2023</strong></td>
<td><strong>HUD Submission</strong>&lt;br&gt;Plan entered into federal disbursement system.</td>
</tr>
<tr>
<td><strong>June 1, 2023</strong></td>
<td><strong>Award Letters Distributed</strong>&lt;br&gt;Award letters prepared and distributed to recipients / sub-recipients.</td>
</tr>
</tbody>
</table>

Additional information available on the Housing and Community Development website at:

https://www.fresno.gov/darm/housing-community-development/
<table>
<thead>
<tr>
<th>PP #</th>
<th>PP Start</th>
<th>PP End</th>
<th>Pay Day</th>
<th>Accounting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/19/2023</td>
<td>7/2/2023</td>
<td>7/7/2023</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>7/3/2023</td>
<td>7/16/2023</td>
<td>7/21/2023</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>7/17/2023</td>
<td>7/30/2023</td>
<td>8/4/2023</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>7/31/2023</td>
<td>8/13/2023</td>
<td>8/18/2023</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>8/14/2023</td>
<td>8/27/2023</td>
<td>9/1/2023</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>8/28/2023</td>
<td>9/10/2023</td>
<td>9/15/2023</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>9/25/2023</td>
<td>10/8/2023</td>
<td>10/13/2023</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>10/09/2023</td>
<td>10/22/2023</td>
<td>10/27/2023</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>11/6/2023</td>
<td>11/19/2023</td>
<td>11/22/2023</td>
<td>5</td>
</tr>
<tr>
<td>14</td>
<td>12/18/2023</td>
<td>12/31/2023</td>
<td>1/5/2024</td>
<td>7</td>
</tr>
<tr>
<td>15</td>
<td>1/1/2024</td>
<td>1/14/2024</td>
<td>1/19/2024</td>
<td>7</td>
</tr>
<tr>
<td>16</td>
<td>1/15/2024</td>
<td>1/28/2024</td>
<td>2/2/2024</td>
<td>8</td>
</tr>
<tr>
<td>17</td>
<td>1/29/2024</td>
<td>2/11/2024</td>
<td>2/16/2024</td>
<td>8</td>
</tr>
<tr>
<td>18</td>
<td>2/12/2024</td>
<td>2/25/2024</td>
<td>3/1/2024</td>
<td>9</td>
</tr>
<tr>
<td>19</td>
<td>2/26/2024</td>
<td>3/10/2024</td>
<td>3/15/2024</td>
<td>9</td>
</tr>
<tr>
<td>21</td>
<td>3/25/2024</td>
<td>4/7/2024</td>
<td>4/12/2024</td>
<td>10</td>
</tr>
<tr>
<td>23</td>
<td>4/22/2024</td>
<td>5/5/2024</td>
<td>5/10/2024</td>
<td>11</td>
</tr>
<tr>
<td>24</td>
<td>5/6/2024</td>
<td>5/19/2024</td>
<td>5/24/2024</td>
<td>11</td>
</tr>
<tr>
<td>25</td>
<td>5/20/2024</td>
<td>6/2/2024</td>
<td>6/7/2024</td>
<td>12</td>
</tr>
</tbody>
</table>
### Operating Budgets:

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memo of key budget issues/overview for department</td>
<td></td>
</tr>
<tr>
<td>FY 2024 Budget Strategy Forms (Form 1 &amp; Form 14) completed and tied out to BFM</td>
<td></td>
</tr>
<tr>
<td>All Request ISF forms referenced on Form 14</td>
<td></td>
</tr>
<tr>
<td>All Original ISF forms in packet:</td>
<td></td>
</tr>
<tr>
<td>Form 10 (account 859310)</td>
<td></td>
</tr>
<tr>
<td>Form 10C (account 859333)</td>
<td></td>
</tr>
<tr>
<td>Form 10X (account 859333)</td>
<td></td>
</tr>
<tr>
<td>Form 11 (accounts 859321, 859322, 859324, 859326, 859327, 859325)</td>
<td></td>
</tr>
<tr>
<td>Form 3’s with signature approval included in packet</td>
<td></td>
</tr>
<tr>
<td>Transfer To/From Funds balanced</td>
<td></td>
</tr>
<tr>
<td>FY 2023 Estimated</td>
<td></td>
</tr>
<tr>
<td>FY 2024 Submission</td>
<td></td>
</tr>
<tr>
<td>All Funds balanced in BFM per Cash Position Summaries (CPS)</td>
<td></td>
</tr>
<tr>
<td>FY 2023 Ending Balance</td>
<td></td>
</tr>
<tr>
<td>FY 2024 Beginning Balance</td>
<td></td>
</tr>
<tr>
<td>FY 2024 Ending Balance</td>
<td></td>
</tr>
</tbody>
</table>

### Capital Budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2024 Budget Strategy Forms (Form 1 &amp; Form 14) completed and tied out to BFM</td>
<td></td>
</tr>
<tr>
<td>Appropriate funding for ISF charges (859000 object)</td>
<td></td>
</tr>
<tr>
<td>All funds Balanced in BFM (check to Cash Position Summary)</td>
<td></td>
</tr>
<tr>
<td>Complete Project descriptions entered directly into BFM</td>
<td></td>
</tr>
</tbody>
</table>

### Signatures:

<table>
<thead>
<tr>
<th>Dept Director:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACCOUNTING DIVISION

- **Direct Vouchers** must be received by the Finance Department no later than Thursday, July 6, 2023 in order to be processed in the current fiscal year. Vouchers received after the deadline will be returned to departments/divisions of origin and will be processed only as emergency items with the approval of the Controller. Invoices related to Purchase Orders should continue to be sent to Finance after this deadline.

- **Interdepartmental billings and other accounting charges** to be processed through the Finance Department are due Thursday, July 6, 2023. Interdepartmental billings and other accounting charges received after the deadline will be returned to departments/divisions of origin and will be processed only as emergency items with the approval of the Assistant Controller.

- **Journal Entries (JEs) and Allocation Journals** to be processed through the Finance Department must be received no later than Thursday, July 6, 2023. JEs and Allocation Journals for June transactions only or corrections for June transactions will be extended to Monday, July 10, 2023.

GRAPHIC AND REPRODUCTION SERVICES

- Graphic and Reproduction Services (in-house) requests for the current fiscal year will be accepted and charged to departments/divisions by interdepartmental billings through Friday, May 26, 2023.

PERSONNEL SERVICES DEPARTMENT

- **Position Authorization Resolution (PAR) Amendments** (Council or Administrative) must be processed prior to Friday, April 21, 2023. The only exceptions to this policy are very special circumstances approved by the City Manager’s Office.

PURCHASING DIVISION

- **Formal competitive bid specification packages** (including Capital Improvement Projects), which are to have funds encumbered in the current fiscal year, should be submitted to the Purchasing Division’s office no later than Friday, March 3, 2023, by 5:00 p.m. for first review. After that date, no guarantee of bid award in the current fiscal year, unless a schedule has been submitted and agreed to by Purchasing. Last date for bid openings: Tuesday, April 11, 2023; last date for Council award: Thursday, May 25, 2023. Last day for posting notice of staff determination is Thursday, May 18, 2023. (bid evaluation must meet new council item submissions deadline)

  The Purchasing Division will continue to process projects that do not require award during the current fiscal year in its normal course of business for award in July and later.

- **Requisitions** must be in the Purchasing Division, as follows:

  (a) For all FY23 encumbrances: Thursday, June 1, 2023 by 5:00 p.m.

  All requisitions submitted after Thursday, June 15, 2023 will be FY24 requisitions. No FY23 requisitions may be submitted after Thursday, June 15, 2023.
• **Emergency Purchase Orders ("EPOs")** for the current fiscal year will be processed as long as the charges were incurred prior to Thursday, June 15, 2023 by 5:00 p.m., and the clients have entered the emergency requisition into the Tyler Munis system prior to Thursday, June 15, 2023 by 5:00 p.m.

• **Informal Bids (under $158,000)** to be billed before June 15, the deadline is Monday, April 3, 2023.

**INFORMATION SERVICES DIVISION (ISD)**

• **Unbudgeted Form 10X requests** are due in ISD by Friday, May 5, 2023. Submissions for quotes after this date will not guarantee processing before June 30, 2023. Please plan accordingly.

**COMMUNICATIONS DIVISION (ISD)**

• **Unbudgeted Form 10C requests** are due to the Communications Division by Friday, May 5, 2023. Submissions for quotes after this date will not guarantee processing before June 30, 2023.

**FACILITIES**

• **Unbudgeted Form 10 requests** are due to Facilities by May 5, 2023. Submissions after this date may not be processed before June 30, 2023.

**TRANSPORTATION**

• **Unbudgeted Municipal Fleet Form 11 requests** are due to the Department of Transportation by March 1st. Submissions after this date will not guarantee processing before June 30.
RESOURCES AVAILABLE FROM PRIOR YEARS
Amount transferred from fund balance and all prior-year adjustments.

430101 Transfer from Fund Balance
430102 Prior Year Adjustments

LOCAL TAXES
General taxes over which the City has some degree of control.

Property Taxes: 431101 – 431110
Ad valorem taxes on property; however, the state may provide a subvention for all or a portion of the tax.

431101 Household Tax Exempt-St Subvent
431102 Real & Secured Pers-Current Yr
431103 Unsecured Personal-Current Yr
431104 Property Tax Penalties
431105 Delinquent Tax, Penalty, Interest
431106 Secured Pers-Override
431107 Unsecured Pers-Override
431108 Supplemental Roll
431109 Other Property Tax
431110 VLF Swap - County

Franchise Taxes: 431821
Fees the City collects for the right of access to the public right-of-way. This account now also includes Solid Waste Franchise Fees for Roll Off Bins and Commercial Solid Waste, previously know in PeopleSoft as 31822 and 31823.

431821 Franchise Fees

Other Local Taxes: 431301 - 431302, 431305, 431320, 431802 - 431803, 432101, and 432103 - 432105
All other general taxes the City levies or over which it has some degree of control.

431301 Sales & Use
431302 Sales Tax - Safety Services
431305 Measure “C” Revenue
431320 Measure “P” Revenue
431802 Room Tax
Account Definitions—Revenues

Other Local Taxes - continued

431803 Real Estate Transfer Tax
432101 Business License
432103 Cardroom Gross Receipt Fees
432104 State Mandated SB1186
432105 State Mandated SB1379

CHARGES FOR SERVICES AND FACILITIES

Revenues obtained as payment for all or a portion of the cost of a City service or facility. Revenues include fees, rentals, concessions (including revenues received in lieu of rentals), charges, licenses, permits, contributions, etc. Intergovernmental revenue, which is a charge for or cost of the City's providing a service, is included; any other intergovernmental or intragovernmental revenue is not included.


Planning, inspection, public works fees, and charges for City services related to development & construction.

432201 Bldg Permit New, Add Alter
432202 Plmbg Permit New Construction
432203 Plmbg Permit Add & Alteration
432204 Electric Permit New Construction
432205 Electric Permit Add & Alter
432206 Mech Permit New Construction
432207 Mech Permit Add & Alteration
432209 Demolition
432211 Permit Ren-Bldg/Elec/Mech/Plm
432212 Reroofing Permit
432213 Bldg Permit Seismic Instru Fee
432214 Bldg Permits, New Construction
432215 Bldg Permits, Adds & Alterations
432216 Permit Fees-Mobil Home Partk
432217 Inspection Fee-Mobil Home Prk
432221 Street Work Permit (PW)
Account Definitions—Revenues

Development Entitlement Fees - continued

   432222 Right-of-Way Encroachment (PW)
   432226 Special Hazard User Permit Fee
   432227 Fire-Bldg Perm Surchg-Sngl Fam
   432228 Fire-Bldg Perm Surchg-Other
   434500 Annexation Fee
   434501 Bldg Plan Check New Constr
   434502 Bldg Plan Check Add & Alter
   434503 Electrical Plan Check
   434504 Plumbing Plan Check
   434505 Mechanical Plan Check
   434506 Certificate Of Occupancy
   434507 Conditional Use Permit
   434508 Cond Use Permit/Reduced Fees
   434509 Variance
   434510 Redistrict/Rezone-Single Family
   434511 Deviation Application
   434512 Notice Of Determination Record
   434514 Environ Assess Private Project
   434515 Environ Assess Category Exempt
   434516 Environ Impact Report (EIR)
   434517 Site Pln Review – Signs
   434518 Site Pln Rev--Rear Yd Encroach
   434519 Site Pln Review--Dwelling Unit
   434521 Site Pln Review--Amendment
   434522 Encroachment-PUE & Yard
   434523 Subdiv--Tentative Tract Map
   434524 Subdivision--Final Map
   434525 UGM Application-Waiver, Exempt
   434526 Tentative Parcel Map
   434527 Final Parcel Map
   434528 Lot Line Adjustment
Development Entitlement Fees - continued

434529 Penalty-Bldg Investigation Fee
434530 Plan Check Fee-Mobile Home Prk
434531 Penalty-Elec Investigation Fee
434533 Grading Permit Fee
434534 Grading-Plan Check
434535 Bond & Security Processing
434538 Change Of Occupancy/Relocation
434541 Written Resp--Zoning, Misc Inq
434545 Time Extensions (PW)
434546 Vac Of Public Right-Of-Way(PW)
434547 Zoning Ordinance Text Amend
434549 Engr Feasibility Study(PW)-Sew
434550 Engr Feasibility Study(PW)-Wat
434551 Plan Amendment
434552 Plan Check (PW) - Street
434553 Plan Check (PW) - Water
434554 Plan Check (PW) - Sewer
434555 Subdivision Inspection (PW)
434556 Subdiv Map- Condominium Conv
434558 Planned Development
434559 Covenants-Preparation
434560 Drawdown Acct Processing Fee
434563 Bldg Plan Ck-Offsite Imp-Comm
434564 Bldg Plan Ck-Offsite Imp-Resd
434565 Conditional Use Permit-Amend
434566 Covenants/Release
434568 Extension Of Time (Dev)
434574 Security Wire Permit
434576 Special Agreements-Preparation
434578 Street Name Change
434579 Monument Check (PW)
Account Definitions—Revenues

Development Entitlement Fees - continued

- **434580** Request For Address Change
- **434581** Workers Comp Insurance Verif
- **434584** Signs,Tents & Inspection Misc
- **434585** Fire Sprinklers
- **434587** Plan Check Addendums
- **434589** Appeals Board Hearing Appl Fee
- **434590** Impact Fee Appeals Board Fee
- **434598** Housing Code-Enfor (Not & Ord)
- **434599** Landscape Plan Review - Parks
- **434601** Surcharge General Plan Update
- **434604** Traffic Signal Startup/Consult
- **434614** Traffic Control Inspection Fee

**Major Facility Charges:** 433826 - 43852, 433830, 433831, 433838 - 43839, 433847, 433850, 433855, 434851 - 43852, 434854 - 43858, 434860, and 434862 - 34863

Revenues from payments by other parties for all or a portion of the City's cost of major capital improvement, infrastructure, and purchase of City facilities. Included are utility construction and connection charges, developer contributions, and buy-in receipts.

- **433826** Park c/w Facility Impact Fee
- **433827** Police c/w Facility Impact Fee
- **433828** Fire c/w Facility Impact Fee
- **433830** Int. Sts. Rd Abouts - Copper Riv
- **433831** Major St. Impact Fee NE Quad
- **433838** Sewer Backbone Fee-Copper Riv
- **433839** Regional Street Fee-Copper Riv
- **433847** Fresno County Office of Educat
- **433850** Citywide Reg. St. Impact Fee
- **433855** New Growth Area St. Impact Fee
- **434851** Long Term Connection Receipts
- **434852** Return Of Capital
- **434854** UGM Developer Contributions
- **434855** Contributions For Facilities
- **434856** Subdiv Street Tree & Str Signs
Account Definitions—Revenues

Major Facility Charges - continued

434857  Proceeds Of Improv Dist Assess
434858  CSUF Athletic Corp Contrib
434860  Water Infrastructure Devel Chg
434862  Deed-Check & Recordation
434863  Transverse Fee

Enterprise Revenue:  434301– 434308, 434310, 434312, 434314, 434351 - 434352, 434354-434359, 434801 - 434807 and 434809

Revenues that are particular to certain operations such as Parking, Airports, Transit, and Convention Center. Enterprises will also use other revenue line items that are appropriate.

434301  Gasoline & Oil Flowage Fees
434302  Airport Use Fees
434303  Landing Fees
434304  Gate Fees
434305  Parking Lot Rental
434306  Parking Lot Rec-APCOA Parking
434307  Airport Security
434308  Tie Down Fees
434310  Passenger Facility Charges
434312  Fed. Inspect Station User Fee
434314  CFC Fee
434351  Passenger Fares
434352  Senior Citizens' Passes
434354  ID Card
434355  Student Transit Passes
434356  Advertising
434357  Handy Ride Revenues
434358  Special Rider Passes
434359  Contracted Revenue
434801  Meters
434802  Employee Parking
434803  Meter Rental And Maintenance
434804  PHILIBOS Prking-Undergrnd Gar
Account Definitions—Revenues

Enterprise Revenue - continued

434805 Permit Parking
434806 Daily/Event Parking, Non-Meter
434807 Surcharge
434809 Property Assessment

Utility Sales: 434401 - 434402, 434405 - 434407, 434411 - 434414, 434416 - 434421, 434424 - 434426, 434613 and 434868

Revenues received for providing sewer, solid waste, and water services.

434401 Customer User Charges
434402 Clovis Share O & M
434405 Sewer Pre-Treatment Surcharge
434406 House Branch Connection
434407 Lateral Sewer Charge
434409 Oversize Sewer Charge
434411 Frontage Charge
434412 Meter Installation
434413 Water Connection-2” And Under
434414 Transmission Grid Charge
434416 Weed Abatement Revenues
434417 Public Nuisance Abatement Rev
434418 Tire Disposal Revenues
434419 WW Facilities Sewer Charge
434420 Sewer Facility Charges (Step)
434421 Recycling Revenue
434424 Cooper Ave. Swr Lift Stat Fee
434425 Non Domestic Waste Fee
434426 Recycled Water Maintenance Fee
434613 Construction & Demolition (CA)
434868 Water Sales

Participant and Admission Fees and Charges: 434745, 434751 - 434753, and 434757

Revenues collected from charges for entrance to a City sponsored event or participation in a City sponsored activity. The generic revenue account is 34751, while other accounts are for specifically identified events or activities such as league fees or tennis.
Account Definitions—Revenues

Participant and Admission Fees and Charges - continued

- **434745** APES Fee
- **434751** Participant & Adm Fees & Chgs
- **434752** League Fees
- **434753** Swimming Pools
- **434757** Woodward Park ATSA Fees

**Incidental Service Charges: 434101 - 434108, 434122, 434204 - 434206 and 434209**

Payment for services which are usually incidental to the major purpose of an operation. For example, account 34106, Employee Services Charges-Special, is used when City Police Officers are hired for a private event, but are paid through the City’s payroll system and the private party reimburses the City for these services.

- **434101** Photocopying
- **434102** Microfilming
- **434103** Bad Check Recovery
- **434104** Incidental Charges
- **434105** Witness Fee
- **434106** Employee Service Charges-Spec
- **434107** Special & Consulting Svcs
- **434108** Revenue Bond Application Fees
- **434122** Fire Admin Citations
- **434204** Public Safety Alarm Fee
- **434205** Auto Fire Exting - 5 Yr Test
- **434206** Fingerprinting
- **434209** Vehicle Release

**Sale of Items, Goods, and Commodities: 434421, 436001, 436003 and 436004**

Revenues that are received from the sale of items that are mostly secondary to an operation.

- **434421** Recycling Revenue
- **436001** Sale Of Items, Goods & Commod
- **436003** Recyclables
- **436004** Grease

**Governmental Services: 433519, 433522, 433808 - 433810, 433813 - 433814, 433817 - 433818, 433820, 433822—433823, 433825, 433847 and 433901**

Revenue received from other governments for services provided by the City. Individual revenues are identified by the government from which the revenue is received.
Account Definitions—Revenues

Governmental Services - continued

433519 State--Services
433522 State--Parimutual
433808 Central Unified School District
433809 Fresno Unified School District
433810 Clovis Unified School District
433813 Clovis-Streets & TrafficSig
433814 Fowler-Streets & TrafficSig
433817 Sanger-Streets & TrafficSig
433818 Metropolitan Flood Control
433820 COG--Local Transp Planning
433822 Other--Services
433823 County-Streets & TrafficSig
433825 Parkland (Quimby) Dedication Fee
433847 Fresno County Office of Education
433901 In-lieu Fees

Use of Property: 436301 - 436306

Receipts for the use of City property by an outside party. For example, gross receipts that are in lieu of rent, whether specifically stated or not. Usually these amounts are incidental to an operation. Revenue for the use of the Convention Center is placed in Enterprise Revenue.

436301 Use Of Property
436302 Rentals
436303 Concession
436304 Leases
436305 Mall Energy Revenue
436306 Riverside Golf Course Rentals

Other Charges for Services and Facilities: 432261, 432263, 432270, 432273, 432274, 434110, 434115, 434201, 434203 and 434215

Revenues which are a charge for a service or facility, but do not easily fit into any of the above categories.

432261 Animal Licenses
432263 Animal Control Citations
432270 Other Licenses And Permits
432273 Oversize Load Permit
Account Definitions—Revenues

Other Charges for Services and Facilities - continued

432274 Median Island Encroachment Permits
434110 Fig Garden Fire Protect Dist.
434115 Misc--Other Charges Svcs & Fac
434201 Fire Prevention Reinspections
434203 Police Event Services Fee
434215 Hydrant Maintenance Fees

INTERGOVERNMENTAL

Revenues received from other governments in the form of grants, allocations, entitlements, and shared revenues which are not charges or costs of City services or loan repayments.

Allocations and Entitlements—Revenues generally made available to the City on the basis of an established formula set by legislation, rather than on a competitive basis. For federal, this includes Community Development Block Grant funds.

Grants—Grants, sometimes referred to as grants in aid, received from another jurisdiction upon application for a one time project and/or in competition with other agencies for funds.

Shared Revenues—Specialized revenues that are levied and collected by one level of government and shared with other levels of government. Occurs mostly with respect to state taxes.

Other Revenue—All other revenue (under the appropriate agency) except governmental charges and revenue from vehicle code fines.

Federal: 433101, 433104, 433110, 433114, and 433117 - 433120

Includes allocations and entitlements, grants, shared revenue, and other revenue as described above.

433101 Fed-Allocation & Entitlement
433104 Fed-Grant
433110 Fed-Miscellaneous
433114 Federal Reimbursement
433117 NSP Program Income
433118 Build America Bonds (BAB) Subsidy
433119 Advertising Program Income
433120 Misc. Program Income

State: 433401, 433403, 433504 - 433505, 433507 - 433510, 433513 - 433515, 433530, 433551 - 433553, 433556, 433559, 433574 - 433575, and 433577 - 433578

Includes allocations and entitlements, grants, shared revenue, and other revenue as previously described above.

433401 State-Grant
Account Definitions—Revenues

State - continued

433403 Local-Grant
433504 State-Motor Vehicle In-Lieu Tx
433505 State-Off-Hwy Motor Vehicle Tx
433507 State-Gas Tax 2107
433508 State-Gas Tax 2106
433509 State-Gas Tax 2107.5
433510 State-Gas Tax 2103, 2031
433513 State - Gas Tax 2105
433514 State-VLF In-Excess
433515 Safe Routes to School
433530 High Speed Rail Dev Fees
433551 State - SGR (STA)
433552 State - TDA (LTF) Art-4
433553 State - TDA (STA) SB620
433556 Proposition 1b State Revenue
433559 SJV Air Pollution Control Dist
433574 State Miscellaneous
433575 State Contribution
433577 State-Mandated Costs (SB90)
433578 State Contracted Services

Fresno County: 433801 - 433802

Includes allocations and entitlements, grants, shared revenue, and other revenue as previously described above.

433801 County- Contribution
433802 County-Miscellaneous

Other Governmental: 433403, 433803 - 433804, 433809, 433813, and 433861

Includes allocations and entitlements, grants, shared revenue, and other revenue as previously described above.

433403 Local Grant
433803 Pymt From Redevelopment Agency
433804 Clovis-WWTP Expansion/Renewal
433809 Fresno Unified School District
Account Definitions—Revenues

Other Governmental - continued

433813 Streetlights & Traffic Signals
433861 Reg Trans Mitigation Fee RTMF

INTRAGOVERNMENTAL

Revenue received by one City division/program or fund as an appropriated expenditure from another City division/program or fund.

Internal Service Charges: 438001 - 438004, 438009 - 438011, 438013 - 438016, 438018, and 438020 - 438024

Revenues to operations which are Internal Service Funded (ISF).

438001 Fixed Reimbursements
438002 Equipment Rental
438003 Non-Recurring
438004 New Equipment Payment
438009 Fixed Info Systems Equip Chg
438010 Fixed Charges-Telephone Svcs
438011 Variable Charges-Telephone Svcs
438013 Fixed Info Systems Service Chg
438014 Request Info Systems Svc Chg
438015 Request Info Systems Equip Chg
438016 City Hall Rent
438018 Copy Center Charges
438020 Employee/Visitor Parking Perm
438021 Facilities Charges
438022 Portfolio Management Fee
438023 Fac Repair & Replace Proj Rev
438024 IT Replacement Revenue

Loans and Repayments (within the City): 439303 - 439304

Receipts of loan proceeds and loan repayments from another City fund. Loan proceeds and repayments from other agencies are placed in the Other Revenue Object (see sub-objects 3925 and 3926, old line items 3975 and 3976).

439303 Loan Proceeds (Within City)
439304 Loan Repayment (Within City)
Account Definitions—Revenues

**Fixed Reimbursement for Services (Non-ISF): 434001**

Revenues to a division for services provided to other divisions on a regular basis, excluding ISF charges.

434001 Fixed Reimb from Non-ISF Div

**Variable Reimbursement for Services (Non-ISF): 434002 - 434004**

Revenues similar to those for Fixed Reimbursement for Services, except that payments are made for specific services requested by the user of the services.

434002 Variable Reimb from Non-ISF Div
434003 Overhead Reimb from Capital
434004 Equipment Reimb from Capital

**Other Intragovernmental: 439021**

Specialized intragovernmental revenue. For example, revenue that a division receives for property and liability losses and Workers' Compensation returned salaries.

439021 Property Losses

**OTHER REVENUE**

Revenues which cannot be reasonably placed in any of the above categories. This includes interest, private donations, disposal of assets, etc.

**Interest: 436101 - 436102, and 436104**

Interest earned by funds from the investment of unused fund balances by the City, as well as other, specifically identified interest.

436101 Interest
436102 Interest Fr County On Prop Tax
436104 Loan Repay - Int/Qt. W/in City

**Proceeds from Financial Instruments: 439301 - 439302, and 439305 - 439306**

439301 Bond Sales Proceeds
439302 Tax & Rev Anticip Note Proceed
439305 Proceeds from Capital Lease Obligations
439306 Proceeds from Note Obligations

**Fines, Forfeitures, and Penalties: 435101 - 435106, and 435113**

Revenues from fines, forfeitures, and penalties such as employee fines and vehicle code fines issued by the California Highway Patrol.

435101 Fines
435102 Seizures
435103 Penalties
435104 Vehicle Code Fines
Account Definitions—Revenues

Fines, Forfeitures, and Penalties - Continued

435105 Overpayment Recoveries
435106 Subrogation Recoveries
435113 Franchise Tow Fees

Disposal of Assets: 439201 - 439205

Receipts from the sale of City property and lost or unclaimed property.

439201 Sale of Land And Buildings
439202 Sale of Obsolete Items
439203 Sale of Scrap/Junk (Nontaxable)
439204 Sale of Lost & Unclaimed Prop
439205 Sale of Scrap/Junk (Taxable)

Sundry Items: 431305, 439001–439003, 439006, 439008 - 439013, 439015 - 439017, 439031 - 439032, 439041 - 439043, and 439401 - 439404

Revenue which does not reasonably fit elsewhere. For example, donations, refunds, and loan repayments (not within the City) including those from the Redevelopment Agency.

431305 Discounts Earned/Loss
439001 Credit Card Services
439002 Revenue From Blight Removal
439003 Environmental Prp Contribution
439006 Risk Mgmt Recovery - Liability
439008 Refunds--Current Year
439009 Donations
439010 Jury Duty Fees--Employees
439011 Loan Proceeds-Oth Than wi City
439012 Loan Repayment-Oth Thn wi City
439013 Revenue From Securing Property
439015 Miscellaneous--Other Revenue
439016 Plans & Specs
439017 Assess.Dist.Handling Charges
439031 Employee Contrib-Retirement
439032 Employer Contrib-Retirement
439041 H&W Employer Contributions
439042 H&W Employee Contributions
Account Definitions—Revenues

Sundry Items - continued

439043 H&W Retiree Contributions
439401 Bad Debt – Collections
439402 Bankruptcy Costs – Write offs
439403 Bad Debts – Write offs
439404 Collection Fees A/R

TRANSFERS--INTRAGOVERNMENTAL

Transfers: 543910 and 544910

Transfer of revenues from one fund to another.

543910 Transfers From Other Fund
544910 Transfer To Other Fund
Account Definitions—Expenditures

651000 Employee Services

651101 Permanent Salaries
The amount of salary for permanent positions. Provisional appointments to a permanent full-time authorized position are also paid from this account.

651102 Permanent Fringe
The amount of the City's cost of unemployment insurance, clothing which is jointly rented by the City, and employee and uniform allowance for permanent positions.

651103 Employee Leave Payoff-Non Term
Payoff of unused leave (administrative, holiday) not a part of termination payoffs.

651104 Perm Fringe – Health & Welfare
Health and Welfare charges for permanent employees.

651105 Perm Fringe – Life & Disab Ins
Life and disability insurance charges for permanent management employees.

651106 Perm Fringe – Pension Fire, PD
Charges associated with pension benefits for Police FPOA employees and Fire IAFF employees.

651107 Perm Fringe—Pension, Employees
Charges associated pension benefits received by employees other than Police FPOA employees and Fire IAFF employees.

651109 Leave Payoff at Termination
Payoff of unused leave (administrative, holiday) that are part of termination payoffs

651201 Non-Permanent Salaries
The amount of pay for employees who are appointed to non-permanent, limited, or part-time positions (does not include contract help). Includes City Councilmembers' pay.

651202 Non-Permanent Fringe
The amount of the City's cost for social security and other fringe for non-permanent positions.

651301 Overtime
Payment for extra hours or holidays worked in accordance with Memoranda of Understanding or the Municipal Code as well as payment to the fringe fund for compensatory time off.

651302 Voluntary Overtime
### Account Definitions—Expenditures

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>651000</td>
<td><strong>Employee Services—continued</strong></td>
</tr>
<tr>
<td></td>
<td>Police Department use only. Overtime incurred for voluntary substitution/AWS per MOU provisions.</td>
</tr>
<tr>
<td>651303</td>
<td><strong>Minimum Staffing Pay</strong></td>
</tr>
<tr>
<td></td>
<td>Fire Department use only.</td>
</tr>
<tr>
<td>651401</td>
<td><strong>Premium Pay</strong></td>
</tr>
<tr>
<td></td>
<td>Extra pay increment due for shift, special assignment, hazard, certificate, and anti compaction duty as specified in Memoranda of Understanding.</td>
</tr>
<tr>
<td>651402</td>
<td><strong>Relocation Payment</strong></td>
</tr>
<tr>
<td></td>
<td>Payment for moving expenses of newly hired employees. This line item was established to meet Internal Revenue Service (IRS) reporting requirements.</td>
</tr>
<tr>
<td>651403</td>
<td><strong>Commission Stipends</strong></td>
</tr>
<tr>
<td></td>
<td>Payment for all board and commission members. Does not include City Councilmembers’ pay.</td>
</tr>
<tr>
<td>651404</td>
<td><strong>Employee Awards</strong></td>
</tr>
<tr>
<td>651405</td>
<td><strong>Other Employee Benefits</strong></td>
</tr>
<tr>
<td>651501</td>
<td><strong>Contract Extra Help</strong></td>
</tr>
<tr>
<td></td>
<td>Employment of temporary help through employment agency and security services.</td>
</tr>
<tr>
<td>652301</td>
<td><strong>Police and Fire Pension Obligation Bond Debt Service</strong></td>
</tr>
<tr>
<td></td>
<td>Annual contribution to pay off pension bonds.</td>
</tr>
<tr>
<td>652302</td>
<td><strong>General Services Pension Obligation Bond Debt Service</strong></td>
</tr>
<tr>
<td></td>
<td>Annual contribution to pay off pension bonds.</td>
</tr>
<tr>
<td>652403</td>
<td><strong>HRA Payments</strong></td>
</tr>
<tr>
<td></td>
<td>Payments for current year medical insurance premiums paid out under the City’s health reimbursement Arrangement (HRA).</td>
</tr>
<tr>
<td>652601</td>
<td><strong>Workers’ Compensation</strong></td>
</tr>
<tr>
<td></td>
<td>Amounts paid by the City to provide workers’ compensation for its employees.</td>
</tr>
<tr>
<td>652901</td>
<td><strong>Recurring Vehicle Allowance</strong></td>
</tr>
<tr>
<td></td>
<td>Vehicle use allowance and normal vehicle expense incurred by employee connected with daily operations not using City-leased or City-owned vehicles.</td>
</tr>
</tbody>
</table>
 Account Definitions—Expenditures

**653000 Purchased Professional and Technical**

**653302 Professional Services/Consulting--Outside**
Engineer, architect, legal, auditing, appraisal (when not related to real estate acquisition), consultant, actuary fees, and contractual administration fees.

**653303 Public Relations and Information**
Advertisements, publicity, exhibit expenses, and public relations materials acquired directly or through a private agency.

**653304 Professional Services (Non-Consulting) -- Outside**
Payment for professional services of a non-consulting nature.

**653305 Citywide Legal Charges**
Use accounts 53306 or 59102

**653306 Outside Legal Services**
Costs for outside legal services.

**653401 Hazardous Waste Management**
Costs for mandated tank and equipment testing, hazardous waste disposal, and recycling of hazardous wastes.

**653402 Specialized Services/Technical**
Lab testing (non-capital), bank charges, oral board expenses, credit reports, collection agency fees, termite inspections, contractual services provided by outside agencies, and concessions.

**653407 Contract Transportation**
Expenses for Para transportation Services

**654000 Purchased Property Services**

**654101 Utilities**
Electricity, water, gas, sewer, and disposal.

**654241 Landscaping and Grounds Maintenance**
Trees, seeds, spray materials, fertilizer, weed control, etc., landscape maintenance contract.

**654301 Outside Repair, Maintenance and Service--Buildings and Structures**
Repair and maintenance of municipal structures by private vendor, includes installing equipment, pest control and janitor services, and burglar alarm and associated telephone lease lines for alarm services.
Account Definitions—Expenditures

654000 Purchased Property Services—continued

654302 Outside Repair and Maintenance--Other Improvements
Repair or maintenance by private vendors of alleys, streets, runways, traffic control devices, concrete walks, curbs, gutters, sprinkler systems, and road barriers.

654303 Service Contracts--Office Equipment (For Central Printing Division use only.)
Service contracts on typewriters, registers, mailing machines, and other office equipment; copiers.

654304 Outside Repair and Maintenance--Vehicles
Any vehicle repair or maintenance done by commercial firms.

654305 Outside Repair and Maintenance--Equipment
All equipment, except office service contracts and vehicles.

654306 Security Services
Payment for FAX Security Services

654411 Space Rentals
Office and storage rentals not included in fixed interdepartmental charges.

654421 Equipment Rentals -- Except Office
Rental of equipment other than office equipment

654501 Buildings and Improvements
Repair parts and materials for buildings, fences, underground pipes, wiring, sprinkler systems, chemicals for pools, sewage digestion plant, road barriers, etc.

655000 Other Purchased Services

655201 Insurance Payments
Insurance premiums paid directly to carriers and agents (not payments into the self-insurance funds).

655301 Communications (For Electronics and Communications Division use only.)
Charges for long distance calls, toll calls, leased lines, and telephone answering services.

655501 Printing and Binding--Outside Vendors
Printing, art work, die cuts, and stencils by outside vendors.

655801 Training
Account Definitions—Expenditures

655000 Other Purchased Services—continued

Job related training reimbursement, plus related travel costs, or rental of movies and equipment for training.

655802 Council Expenses Allowance

City Council monthly expenses only.

655803 Travel and Conference Expense

Travel expenses, registration fees, lodging, and subsistence for conferences and conventions.

655804 Miscellaneous Subsistence Expenses

Miscellaneous subsistence expenses incurred in accordance with guidelines established in the Administrative Manual, Instruction No. 53.

655805 Mileage Reimbursement-Nonrecurring

Reimbursement for nonrecurring use of employee's personal vehicle in connection with daily operations.

656000 Supplies

656101 Clothing and Personal Supplies

Badges, safety and protective clothing, safety equipment, safety glasses, and first aid supplies for employees.

656102 Office Equipment—Under $300

Staplers, trays, lamps, calculators, stools, etc., which are not carried on the fixed asset inventory.

656103 Copiers

Charges for the acquisition and maintenance of copiers, including supplies such as paper and toner (only for single-user copiers). Departments estimate their own.

656104 Freight

Drayage, express, and freight charges (not related to the purchase of supplies and equipment).

656105 Small Tools for Field Operations

Expendable tools not exceeding $300 each (e.g., water hose, brushes, tape measures, shovels, etc).

656106 Postage

Stamps, postage purchased for meters, and permits.

656107 Office Supplies
Account Definitions—Expenditures

656000 Supplies—continued

Pencils, paper supplies, ribbons, and diskettes for office equipment, staples, bottled water, etc.

656108 Photographic Supplies and Processing

Film and developing chemicals, photo lab supplies and expendable equipment, and film developing services.

656109 Office Equipment Rentals

Rent for small office equipment such as telephone answering machines, etc.

656110 Computer Software

Packaged computer programs that allow specific functions to be performed on programmable equipment such as electronic spread sheet, project management, database management, graphics, etc.

656111 Specialized Operating Materials

Paint, brushes, etc., for the Anti-Graffiti Program

656112 Cleaning and Janitorial Supplies

Shop towels, rugs, cleansers, brooms and mops, etc.

656113 Rock and Mineral Products

Road oil and similar supplies, gravel fill, cement and concrete.

656114 Specialty Chemicals and Gases

Chemicals and gases such as chlorine, coagulants, hydrogen chloride, ferric chloride, etc., used for processing water.

656115 Materials and Parts--Vehicles

Tires, tubes, wheels, starters, etc.

656116 Materials and Parts--Equipment

Equipment and machinery replacement parts and supplies.

656117 Provisions and Forage

Feed for animals.

656118 Dormitory and Kitchen
### Account Definitions—Expenditures

#### 656000 Supplies—continued

Supplies and utensils for dormitories and kitchens.

**656119 Ammunition**

Ammunition used by Police, and security personnel (not for acquisition of weapons).

**656120 Athletic and Recreation**

Expendable supplies for programs.

**656121 Inventory**

Purchase of operating materials and supplies for stock or resale. Only for divisions maintaining inventory control and material charge-outs on billings or time cards (i.e., Fleet Management, Central Services, Transit, and Electronics and Communications).

**656122 Laboratory and Medical Supplies**

First-aid supplies for public (excluding those for employees), veterinary supplies, and expendable lab and chemical supplies.

**656123 Materials & Parts – Building & Improvements**

Repair parts and materials for buildings, fences, underground pipes, wiring, sprinkler systems, chemicals for pools, sewage digestion plant, road barriers, etc.

**656124 Materials & Supplies—Tires**

**656240 Oils and Lubricants**

Oil and lubricants for vehicles and other equipment (e.g., mowers, pumps, etc.).

**656260 Gasoline**

Gas for vehicles and other equipment (e.g., mowers, pumps, etc.).

**656261 Diesel Fuel**

Diesel fuel for vehicles and other equipment.

**656262 Alternative Fuel**

Alternative fuel for vehicles.

#### 7657000 Property

**757101 Land Acquisition**

All costs associated with the appraisal, escrow and realtor fees, and the acquisition of real property. Includes lease/purchases of real property.
Account Definitions—Expenditures

757000 Property—continued

757102 Eminent Domain Acquisitions
All costs associated with the appraisal, escrow and realtor fees, and the acquisition of real property. Includes lease/purchases of real property.

757201 Buildings
All costs associated with the appraisal, escrow and realtor fees, and the acquisition of existing buildings. Includes lease/purchases of buildings.

757301 Improvements
Changes to or installation of items permanently affixed (fire hydrants, street signs, fences, concrete improvements, etc.) when not included in a Major Capital Improvement project.

757411 New Machinery and Equipment
Office equipment, fire hose, parking meters, etc., costing more than $300 (including freight and tax, less discounts). Includes any new item which is carried on the fixed asset inventory. For replacement machinery and equipment, see account 57412. (Note: Vehicles are considered separately.)

757412 Replacement Machinery and Equipment
Purchase of replacement—not additional—machinery and equipment costing more than $300 (including freight and tax, less discounts and trade in allowance). Includes any replacement item that is carried on the fixed asset inventory. For new/additional equipment and machinery, see account 57411. (Note: Vehicles are considered separately.)

757413 Equipment

757414 Equipment Leases
Purchase or Lease of heavy equipment through Fleet Management.

757415 Computer Software—Capital
Material computer software expenses that qualify as a capital expense under GAAP.

757416 Computer Replacement

757420 Aircraft
For the purchase of Police Aircraft

757421 New Vehicle Acquisition
Purchase of new vehicles not subject to a depreciation schedule or Fleet Management Acquisition
Account Definitions—Expenditures

757000 Property—continued

Program.

757422 Replacement Vehicle Acquisition

Purchase of replacement vehicles not subject to a depreciation schedule or Fleet Management Replacement Program.

757423 Replacement Fleet Acquisition (For Fleet Management Division use only.)

Purchase of replacement, not additional, equipment and vehicles.

757431 Furniture and Fixtures

Costs for furniture and fixtures for such things as fire stations, new buildings, and paramedic services identified by specific capital project.

757502 Planning/Project Development

Costs associated with the planning phase of major capital improvements.

757503 Engineering and Design

Costs associated with the engineering and design of major capital improvements.

757507 Contract Construction

All costs associated with the construction of major capital improvements not broken out in other line items. Such costs will primarily be for construction contract and subsequent change orders.

757509 Relocation

All costs associated with the relocation of residents and businesses eligible for relocation benefits.

658000 Other Objects

658001 County Jail Booking Fees

Fees paid to the County of Fresno to cover the cost of booking prisoners into the County Jail.

658002 Outside Agency Support

Sub-object is used to approp funds authorized by the Council for distribution to outside agencies.

658004 Special Projects

One-time expenses with an established beginning and ending point and a particular scope of well-defined activities (not a contingency).

658005 Miscellaneous Expenditures
Account Definitions—Expenditures

658000 Other Objects—continued

Expenditures not otherwise classified (e.g., ice, batteries, police riot unit expenses, and law and library books).

658007 Witness Fee Payment/1099

Payments made by the City to expert witnesses giving testimony at trials. This sub-object was established to meet IRS reporting requirements.

658008 Oral Board Reimbursement

Reimbursement of expenses (such as overnight lodging) to individuals serving on City Oral Boards. This sub-object was established to meet IRS reporting requirements.

658009 Vehicle Accident Repair--Fleet (For Fleet Management Division use only.)

Repairs by or for Fleet Management as a result of accidents involving City-owned vehicles and equipment.

658010 Taxes and Bond Premiums

Property and irrigation taxes and premium payments for bonds.

658011 Debt Redemption

Current bond and interest maturities (sewer, convention center, etc.) and designated loan repayments to other than City or agency funds. (Not to be used by the Fresno Redevelopment Agency, see account 58013 or loans to other City funds, account 58012).

658012 Loans from City to Outside Agency

Loans from City fund(s) to outside agencies, including the Fresno Redevelopment Agency (FRA).

658014 Landfill Tipping Fees

Fees charged for use of County landfill.

658015 Petty Cash--Initial Increase

The function of the Petty Cash sub-object changed as of FY 1991. This account will be used only once at the beginning of each fiscal year to establish a petty cash amount. Direct Vouchers (RFPs) to replenish the cash amount should be made to charge expenditures to the appropriate expenditure account. No charges should ever be made to this account.

658016 Membership and Dues

Expenses for dues, professional licenses, etc.

658017 Subscriptions and Publications
Account Definitions—Expenditures

658000 Other Objects—continued

Costs of monthly magazine subscriptions, periodicals, books, and other printed publications.

658018 Refunds and Claims

Refunds, reimbursements, and property damage and liability claims.

658021 Water Purchases

Costs for purchases of CVP water, CVP water delivery contract, and FID assessment.

658022 Transverse Charge

Expenses related to accost recovery for wear and tear on public streets.

658026 Capital Project Permits & Fees

658101 Sales/Use Tax Expense

Contingent expense account associated with the Franchise Sales Tax audit.

658200 Council Motions (BMSD USE ONLY)

Motions directing staff to amend proposed budget during annual budget hearings.

658601 Project Loans (HOME)

Project loans funded with HOME Program funds.

658602 Project Loans (CDBG)

Project loans funded with CDBG Program funds.

Project loans funded with Rental Rehabilitation Program (RRP) funds.

658605 Project Loans (Federal Funds)

Project loans funded with Federal funds.

658606 Project Loans (State Funds)

Project loans funded with State funds.

658611 Project Grants (Home)

Project grants funded with HOME Program funds.

658612 Project Grants (CDBG)

Project grants funded with CDBG Program funds.

658615 Project Grants (Federal Funds)
Account Definitions—Expenditures

658000 Other Objects—continued

Project grants funded with Federal funds.

658616 Project Grants (State Funds)

Project grants funded with State funds.

658620 Loans within the City

Costs Associated with Loans within the City.

859000 Interdepartmental Charges

859101 Variable Interdepartmental Reimbursements to the General Fund

Variable charges for services and materials furnished by General Fund activities.

859102 City Attorney--Fixed Charge

Fixed charges for legal services provided by the City Attorney’s Office to other City departments.

859104 Admin Charges

Charges for administration support provided by the Administration Divisions of General Services, Personnel Services and Finance to their respective divisions.

859105 Purchasing--Variable Charge

Variable charges for Disadvantaged Business Enterprise (DBE) services and capital buying services provided by the Purchasing Division to other City departments.

859111 Revenue Division/UB & C

Fixed charges for collection services provided by the Revenue Division to other City departments.

859112 Variable Interdepartmental Reimbursements to Enterprises

Variable charges for services and materials furnished by Enterprise Fund activities.

859116 Equipment Usage

859117 Overhead

859120 Facilities Repair and Replace Projects

Major capital repairs identified and approved by the City Manager.

859201 Fixed Interdepartmental Reimbursements to the General Fund

Fixed charges for services and materials furnished by General Fund activities. (For Variable Charges see account 859101).

859202 Fixed Interdepartmental Reimbursement to Public Utilities
Account Definitions—Expenditures

859000 Interdepartmental Charges—continued

Charges for services provided by the Administration Division of the Department of Public Utilities.

859301 Employee/Visitor Parking Permits

Monthly charge for parking at City Hall area lots for departments with vehicle allowance participants, official vehicle permits, and E-plate vehicles.

859302 City Hall Rent

Charges for the space rental at City Hall (includes only the debt service portion).

859304 Property Self Insurance Charges

Charges for property self insurance.

859305 Liability Self Insurance Charges

Charges for liability self insurance.

859306 Charges for Messenger Mail/Copier Services

Costs associated with messenger services. Charges for the lease/purchase and per-copy cost of copiers by Central Services.

859309 Facilities Management Charges

Standard charges for building and electrical maintenance on City facilities provided by the Facilities Management Division.

859310 Non-Recurring Special Project Charges

Facilities costs for special projects completed under the direction of the Facilities Management Division.

859321 Fleet Depreciation Charge

Fixed amortization charge for City vehicles and equipment paid to the Fleet Acquisition Fund for future replacement.

859322 Fleet Services Charge

Variable expenses for operation and maintenance of City vehicles and equipment paid to the Fleet Management Division.

859323 Fleet Acquisition - New/Add/Upgrade

Purchase of new/additional and upgraded equipment and vehicles which will be on the Fleet Management Division’s inventory (e.g., trucks, autos, trailers, tractors, etc.).

859324 Fleet Special Projects - NonAuto
Account Definitions—Expenditures

859000 Interdepartmental Charges—continued

Variable expenses for welding, fabrication, generator PM’s, distribution of gasoline in cans, Taxi Cab inspections, and all “non-auto” related charges.

859325 Fleet Fuel Charges

Variable expense for fuel acquired by Fleet Management and distributed to client departments.

859326 Fleet Pool Vehicle Rental

Variable expenses for operation and maintenance of City vehicles and equipment belonging to the Fleet Management Division=s motor pool. Also, for rental of vehicles and equipment (e.g., forklift, backhoe, loader, etc.) through outside equipment rental agencies.

859327 Fleet Lease/Purchase Payment

Fixed charges for required lease payments for City vehicles and equipment acquired through the Citys Master Lease Agreement. Fleet Management pays committed lease payment and subsequently bills department for reimbursement.

859331 Charges for Telephone Services

Standard charges for telephone installation, rental, and maintenance provided by the Electronics and Communications Division. This includes adds, moves, and changes under $300; but this does not include long-distance or leased lines. This account also includes each user=s share of the debt service for the acquisition of the system. All costs for taxes and long-distance costs will be included in this account. All costs for adds, moves, and changes of telephone equipment and lines exceeding $300 will be budgeted in this account.

859333 10C & 10X Charge

Interdepartmental charge account for telephone or computer acquisitions.

859334 Information Systems Service Charge

Charges for the Information Center, the City=s mainframe computer operations, and general support from the Information Systems Division.

859335 Information Systems Equipment Charge

Charges for equipment and maintenance paid to the Information Systems Equipment Fund, including communications and distributive data processing equipment.

859336 ERP Replacement Charge

Fixed charges for the replacement of the Citywide Financial and Human Resources System.

859337 Network Replacement Charge
Account Definitions—Expenditures

859000 Interdepartmental Charges—continued

 Fixed charge for the replacement of the Citywide network.

859338 Desktop

 Debt Service Payment for Leased Computer equipment.

859350 Security Assessment Charges

 Interdepartmental charge for security assessments.

961000 Contingencies

 961001 Contingency/Reserve

 Amount set aside to cover possible future operation, maintenance or capital costs.  *(Note: NO ex-
 penditures can be made from this account; funds must be transferred to the applicable account of ex-
 penditure only by appropriation resolution authorized by City Council).*

 961003 Attrition Sweep

 For BMSD use only.

963000 Insurance Claims, Refunds

 963101 Refunds & Claims

 Refunds, Reimbursements, and property damage and liability claims.

 963201 Subrogation Recoveries

 Reimbursements received on previously paid Workers' Compensation claims.

 963202 Risk Mgt. Recovery – Property

 Reimbursements received on previously paid property damage claims.

 963203 Risk Mgt. Recovery – Liability

 Reimbursements received on previously paid general liability claims.
Access Budget Formulation & Management (BFM)

BFM Link:
http://10.1.35.193/BFMPROD/default.aspx

Link accessible through Microsoft Edge

Note: It is recommended to set the BFM address as a favorite once the following initial screen is displayed.

BFM Main Screen:
Login with initial Password
Highlight the Main Menu tab and move cursor to highlight Login as well.

Enter assigned BFM User ID and initial Password.
Change BFM Password

Highlight “Update My Account” from Main Menu tab.

Select the “Edit” button
Select “Password” tab and click “Update Password” button.

Enter current Password: (i.e., initialpassword)
Enter New Password: (i.e., $ie1roH3nry)
Reenter New Password: (i.e., $ie1roH3nry)
Select “Update” button.
You’ll receive following dialog box if password successfully changed.
Entering Dollar Type Entries into the BFM System

Dollar type entries correspond to Non-position budget entries. Position budgeting will be covered under the Personnel Cost Forecasting (PCF) section. The following will discuss the procedures to enter dollar type entries through forms within the Budget Formulation and Management (BFM) system. Three forms will be made available during specific points in time during the budget process which are as follows.

- A1 CY Oper & DS Est (100): FY 2023 Non-capital revenue and expenditure estimates.
- A2 Base Submission (200): FY 2024 Non-capital revenue and appropriation budgets.
- C2 Preload Capital Form (700): FY 2024 Capital revenue and appropriation budgets.

A BFM user will enter estimate or budgeted data through the following path:

- Select a Form (Form 100-estimates, 200-non-capital budgets, or 700-capital budgets).
- Within a selected form, select an Instance. Instances are structured at department or division level.
- Within an instance, select the data entry screen to enter estimate or budgeted amounts. For Forms 100 & 200, amounts entered need to be assigned to a section #, fund #, and account #. For Form 700 (capital), budgeted appropriations will also need to be assigned to a project ID # along with an activity and resource codes.

The following discussion will provide instructions on building your FY 2023 estimates through the “A1 CY Oper & DS Est” or Form 100.

Select a BFM Form

Move your cursor and highlight “Budget Formulation” tab.
Move cursor to “A1 CY Oper & DS Est (100)” and click to open to enter your non-capital estimates.
Select a BFM Instance

Based on your User ID organization access rights, a list of Instances assigned to User ID will be displayed. For example, the following list is provided for User ID XYZ.

Navigating through an Instance

Select an “Instance Name”:

Navigational options:

1) Use page arrows >> and Scroll Bar if list of Instances result in multiple pages.
Quick Search

Or, 2) use Quick Search (i.e., enter 52 to find an Instance associated with Finance Divisions).

Note: BFM System looks for “52” under all columns.

2a) use org# with dash line “-“ in Quick Search (i.e., 52- to find Finance Divisions) to focus search under Instance Name column.
Quick Search on specific division (i.e., 5203 for Budget division displays 520300):

**Accessing an Instance’s Data Entry Screen**

Under the “Actions” column, the “Header” and “Detail” buttons provide access to the data entry screen for selected division.
"Detail" vs. "Header" Buttons

Selecting the “Detail” button will take you directly to the data entry screen.

Clicking on “Header” button will also provide access to a data entry screen; however, this button navigates through multiple screens or tabs such as stage verification, Header Detail, Attachments, System Maintained as well as Estimates or the data entry screen. The following pages provide additional description of these various screens.
Stage Verification

No need to change the stage; this will be centrally administrated.

Move cursor and Click on “Next.”
Four tabs for an Instance

1. Header Detail
2. Attachments
3. System Maintained
4. Estimates

Header Detail
Read-only view of the Instance’s specifics (i.e., Form Definition number and name, Header Organization, and Stage Code).

Attachments
The tab allows for supporting documents associated with data entry calculations for specific Instance (i.e., 520300) to be forwarded to the Budget Office. This tab is currently not required for use.
System Maintained

Provides time and user access for specific Instance (i.e., identifies which User ID last updated Instance).
**Estimate**

Access to data entry screen, which is called the “Budget Form Entry- Lines Screen.”

The Budget Form Entry - Lines screen is where you will enter your estimates.

### Budget Form Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organization</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10525</td>
<td>100</td>
<td>520900 - Graphic Reproduction Services</td>
<td>Current Year Estimates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>520101</td>
<td>51103</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>520101</td>
<td>52302</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>520101</td>
<td>52601</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>520101</td>
<td>51402</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>520101</td>
<td>55501</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>520101</td>
<td>56106</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>520101</td>
<td>56107</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>520101</td>
<td>56109</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>520101</td>
<td>56110</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>520101</td>
<td>56120</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>520101</td>
<td>58005</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>520101</td>
<td>55016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>520101</td>
<td>59120</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>520101</td>
<td>59502</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE** - dates in screenshots are not updated.
Instance layout – Data Entry Screen

Three types of columns: Dimension, Read-only, and Data entry.

**Dimension** columns: org/section, fund, and account; data saved for selected dimension combination. **Read-only** columns: 2023 Adopted, Amended, and Actuals. **Data entry and Text** columns: 2023 Field Estimate and 2023 Budget Office Estimate.

Note: Departments are to enter their estimates in the 2023 Field Estimate column. Budget Staff are to enter adjustments, if required, in the 2023 Budget Office Estimate column. Entries made by a department and/or the Budget Office will be combined in the 2023 Current Year Estimate column.
Navigational buttons include:

1. **Close**: Takes you back to previous screen.
2. **Export to Excel**: Can you be used to create a template to import data entry.
3. **Import from Excel**: Starts import process from Excel to current data entry screen.
4. **Add new Lines**: Create a new line if you don’t see a specific dimension combination.

### Budget Form Entry - Lines

**Actions:**

- Close
- Export
- Import
- Refresh

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organization</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10525</td>
<td>100</td>
<td>520900 - Graphic Reproduction Services</td>
<td>Current Year Estimates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'51103'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'52302'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'52001'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'52402'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'55501'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'56106'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'56107'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'56109'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'56116'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'56121'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'56005'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'58018'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'59120'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>520902</td>
<td>'101'</td>
<td>'01'</td>
<td>'59002'</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**PLEASE NOTE** - dates in screenshots are not updated.
Three Options to Enter Data

Updating this screen can be completed either by manual entry or through an import process.

Option 1: Direct Manual Entry

Double click on targeted line to enter data. Data and text cells are displayed.
Highlight current data entry in row 6 currently set to zero or 0; replace with new data entry. **Note:** the current entry will be merged with revised entry if current entry not highlighted.

Enter your data entries rounded to the nearest $100 with no “$” sign or “,” commas. **Note:** BFM will automatically round data entry if entered as whole numbers. For example, an expenditure estimate of 13164 for line 520301/10101/51102 along with text entered.

PLEASE NOTE - dates in screenshots are not updated.
Targeted line identified as “Modify.” Budget & Estimate number for this **line is in red** pending posting to system. Click the “Save All” button to post entry.

**Note:** Modified line(s) **will be lost** if BFM User clicks on a page button before saving.

Data entry 13164 saved as 13,200. BFM will indicate a successful posting with two indicators. The system will provide a short message and modified line color change from red to **black**.

PLEASE NOTE - dates in screenshots are not updated.
Budget Form Expense Line History

Click on “Magnifying Glass” to view Detail Line History (Audit Trail).

Detail Line History

Data entry and justification displayed as two separate lines.

Click “Close” button to return to “Budget Form Entry – Lines” screen.

PLEASE NOTE - dates in screenshots are not updated.
Click on targeted Line, highlight current entry (i.e., 13,200) and revise estimate entry to 14659 for dimensions 520301/10101/55102.

Click the “Save All” button to post data entry #2 to BFM DB.
Data entry 14659 saved as 14,700.
Click on “Magnifying Glass” to view Audit Trail.

Detail Line History shows the incremental amount for entry #2 (13,200 initial entry #1 + 1,500 incremental change #2 = 14,700 absolute or revised entry). Note: data entries and justifications are displayed separately.
Option 2: Data Entry through “Edit” button

Create data entry #3 with “Edit” button.

To revise entry, highlight entry bubble or “x” to left side of screen to update with a revised amount.

PLEASE NOTE - dates in screenshots are not updated.
Enter revised amount (i.e., data entry #3 = 12000) to replace the current or original 14,700 estimate. Also, add audit text identifying revised entry. Click on “Update” button to save entries.

Note: Do not enter incremental amount (-2,700= 14,700 original less 12,000 revised); otherwise, the absolute estimate will be a negative 2,700.

Revised 2023 Field Estimate and Current Year Estimate displays 12,000. Select “Magnifying Glass” to view Audit Trail of cumulative estimate entries for 520301/10101/51102.

Note: As mentioned at the start of the estimate section, departments are to enter their estimates in the 2023 Field Estimate column, while Budget staff are to enter adjustments in the Budget Office Estimate column. Entries from a department and/or Budget staff will be combined in the FY 2023 Current Year Estimate column.
The Budget Form Expense Line History screen summarizes the various entries. Entry #1 displayed as absolute amount, while entries #2 & #3 as incremental. Note that entry #3 per “Edit” screen also reflects dollar entry and justification text on same line.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Stage Code</th>
<th>Posting Code</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Last User</th>
<th>Updated</th>
<th>Amount</th>
<th>Amount Justification / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Entry</td>
<td>102</td>
<td>DEPTEST</td>
<td>2019</td>
<td>0</td>
<td>test</td>
<td>11/14/2016 10:11:52 AM</td>
<td>-2.700</td>
<td>Test manual entry #3 through “Edit” screen.</td>
</tr>
<tr>
<td>User Entry</td>
<td>102</td>
<td>DEPTEST</td>
<td>2019</td>
<td>0</td>
<td>test</td>
<td>11/13/2016 9:02:15 PM</td>
<td>3,500</td>
<td></td>
</tr>
<tr>
<td>User Entry</td>
<td>102</td>
<td>DEPTEST</td>
<td>2019</td>
<td>0</td>
<td>test</td>
<td>11/15/2016 3:31:20 PM</td>
<td>13,200</td>
<td></td>
</tr>
<tr>
<td>User Entry</td>
<td>102</td>
<td>crit, lax</td>
<td>2020</td>
<td>0</td>
<td>test</td>
<td>11/13/2016 9:02:15 PM</td>
<td>0</td>
<td>Test manual entry #2</td>
</tr>
<tr>
<td>User Entry</td>
<td>102</td>
<td>crit, lax</td>
<td>2020</td>
<td>0</td>
<td>test</td>
<td>11/13/2016 3:31:20 PM</td>
<td>0</td>
<td>Test manual entry #1</td>
</tr>
</tbody>
</table>
Option 3: Data Entry by Import Function

The BFM system allows for data entry into a data screen through an export and import process. In the “Budget Form Entry – Lines” screen, select “Export to Excel” to create an import template.

Select “Open with” radio button to create Excel template.

Select “Yes” to open export file in Excel.

PLEASE NOTE - dates in screenshots are not updated.
The Excel template will include dimension columns (i.e., org, fund, and account), data entry columns (i.e., 2023 Field Estimate and 2023 Budget Office Estimate), and Text column.

<table>
<thead>
<tr>
<th>Org</th>
<th>Fund</th>
<th>Account</th>
<th>2019 Field Est</th>
<th>2019 Budget</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>520301</td>
<td>10101</td>
<td>30101</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>30102</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>30103</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>30008</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51101</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51102</td>
<td>12,000</td>
<td>0</td>
<td>Test manual entry #2</td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51103</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51104</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51105</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51107</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51109</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51201</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51301</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51401</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>51404</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>52302</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>520301</td>
<td>10101</td>
<td>52601</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Save template to your PC. For example:
Location: Desktop
File Name: Form 100_Export Test
File Extension: Excel Workbook (*.xlsx)
### Import sample #1 – Entries for Existing Dimensions

For example, 1000000 entered for 520301/10101/51101 (data entry #4) 39899 entered for 520301/10101/51103 (data entry #5).

<table>
<thead>
<tr>
<th></th>
<th>Org</th>
<th>Fund</th>
<th>Account</th>
<th>2019 Field Est</th>
<th>2019 Budget</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>520301</td>
<td>10101</td>
<td>30101</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>520301</td>
<td>10101</td>
<td>30102</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>520301</td>
<td>10101</td>
<td>30103</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>520301</td>
<td>10101</td>
<td>39008</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>520301</td>
<td>10101</td>
<td>51101</td>
<td><strong>1000000</strong></td>
<td>0</td>
<td>Test data entry #4</td>
</tr>
<tr>
<td>6</td>
<td>520301</td>
<td>10101</td>
<td>51102</td>
<td><strong>12,000</strong></td>
<td>0</td>
<td>Test manual entry #2</td>
</tr>
<tr>
<td>7</td>
<td>520301</td>
<td>10101</td>
<td>51103</td>
<td><strong>39899</strong></td>
<td>0</td>
<td>Test data entry #5</td>
</tr>
<tr>
<td>8</td>
<td>520301</td>
<td>10101</td>
<td>51104</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>520301</td>
<td>10101</td>
<td>51105</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>520301</td>
<td>10101</td>
<td>51107</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>520301</td>
<td>10101</td>
<td>51109</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>520301</td>
<td>10101</td>
<td>51109</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Save Excel file in order to import data entries #4 & #5 into Instance 520300.

Toggle back to BFM system and select “Import Lines from Excel” to begin import process.

**PLEASE NOTE** - dates in screenshots are not updated.
Click “Browse” button to select import file.

Select down arrow symbol from Look in box. Select designated location (i.e., desktop)

Select Import file (Form_100_Export_Test.xlsx and Click on Excel file.)
Select “Load Selected File” button to begin import process into designated Instance (i.e., 520300).

Import process successful if upload details are displayed in **black**. If upload details in **red**, an error as occurred.
Either click on “Close” button or the “X” button to move to “Budget Form Entry – Lines” screen. **Highly recommend** using the “Close” button.

**Note:** the “Close” button will refresh data screen with imported data, while selecting the “X” button (top right hand corner of above screen) will not refresh the data screen.

If “X” button is used, select the “Refresh” button to update the data screen.
Data entries #4 and #5 imported into the “Budget Form Entry – Lines” screen.

Select “Magnifying Glass” to view Audit Trail for 520301/10101/51101 line.

The 1,000,000 estimate and justification are displayed separately in Audit Trail screen.
Import sample #2 – Invalid Dimension

Inserted a new line: 520301/10101/30104/50000 (Invalid account)

Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.

PLEASE NOTE - dates in screenshots are not updated.
Select “Browse” to choose revised import file and click on “Load Selected File.”

Select “Load Selected File” to import data

Import Error – details in red
Import unsuccessful if upload details are in red; import data not posted to BFM DB.
Select “See Validation Results” button to identify invalid record location and dimension.

Invalid record location and dimension.

Select the “X” button to close screen.

Replace account 30104 (invalid) with an active account. For this example, account 30104 replaced with account 39015 (Miscellaneous--Other Revenue; active in BFM).

Save Excel file to upload into BFM data entry screen.
Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.

Select “Browse” to choose revised import file and click on “Load Selected File.”

Select upload File (i.e., Form_100_Export_Test.xlsx)

Select “Load Selected File” to import data
Import process successful if upload details are displayed in **black**.
Select “Close” to review data entry screen.

Data entry screen reflects Entry #7.

**PLEASE NOTE** - dates in screenshots are not updated.
Import sample #3 – Import File with Blank Cell

Below a new row was inserted and saved with dimensions (org 520301, fund 10101, & account 43910) along with 25000 as Field Estimate, but a blank cell for Budget Office Estimate (cell +E5).

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Org</td>
<td>Fund</td>
<td>Account</td>
<td>2019 Field Est</td>
<td>2019 Budget</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>520301</td>
<td>10101</td>
<td>30101</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>520301</td>
<td>10101</td>
<td>30102</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>520301</td>
<td>10101</td>
<td>30103</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>520301</td>
<td>10101</td>
<td>43910</td>
<td>25000</td>
<td>0</td>
<td>Entry #8 25,000 &amp; Blank cell</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>520301</td>
<td>10101</td>
<td>39015</td>
<td>50000</td>
<td>0</td>
<td>Entry #7 Replace 30104 w/ valid account</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>520301</td>
<td>10101</td>
<td>39008</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>520301</td>
<td>10101</td>
<td>51101</td>
<td>100000</td>
<td>0</td>
<td>Test data entry #4</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>520301</td>
<td>10101</td>
<td>51102</td>
<td>12,000</td>
<td>0</td>
<td>Test manual entry #2</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>520301</td>
<td>10101</td>
<td>51103</td>
<td>39899</td>
<td>0</td>
<td>Test data entry #5</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>520301</td>
<td>10101</td>
<td>51104</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: a blank cell will cause an unsuccessful import.

Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.

Select “Browse” to choose revised import file and click on “Load Selected File.”
Select upload File (i.e., Form_100_Export_Test.xlsx)

Select “Load Selected File” to import data

Import Error due to Blank Cell
Following message as a result of unsuccessful import; data not posted to BFM DB.
Selecting the “OK” button provides an error message in program language. Just know if you receive the following screens, the error is due to a blank cell in the Excel upload file.
BFM did not post data from latest import, specifically for account 43910 in the “Budget Form Entry – Lines” screen.

To correct error, enter a zero in blank cell, save file, and re-import.

Note: new record 520301/10101/43910 (row 5) placed out of sequential order. BFM will resort automatically once data is imported into the “Budget Form Entry – Lines” screen.
Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.

Select “Browse” to choose revised import file and click on “Load Selected File.”

Select upload File (i.e., Form_100_Export_Test.xlsx)

Select “Load Selected File” to import data
Upload successful; results are in **black**.
Select the “Close” button to move to “Budget Form Entry – Lines” screen with most current upload data.

Data entries #7 for 25,000 now displayed and posted to BFM.

**Note:** BFM resorted new record (520301/10101/43910) in sequential order. This new record was placed above 520301/10101/39015 in the Excel import file.
Import sample #4 – Upload just One Line

Account 36101 (Interest) not listed in the “Budget Form Entry – Lines” screen but wish to add an entry for 520301/10101/36101.

In Import file, BFM does not require import file to have all records from the “Budget Form Entry – Lines” screen. BFM allows for import of one or several records to **add** to the current “Budget Form Entry – Lines” screen.

For example, one record based on 520301/10101/36101/1000/Text is saved in the import file.

Toggle back to BFM to run the import process starting from the “Budget Form Entry – Lines Screen.” In this example, a second import file (Form_200_Export_Test 1 line.xlsx) is used.

It is **highly recommended** to use just one Import file. The use of multiple import files can result in layering in outdated data.
Re-import successful per upload details displayed in **black**. Select “Close” button to refresh following “Budget Form Entry – Lines” screen.

New line imported; entries #1 - #8 were not affected.
General Budget System Preparation

All budgeted resources (expenditures) are to be identified within the Form 1, Form 1 Summary, & Form 14. A discussion on completing these forms can be found in the Forms section of this book.

The primary objective to using this form is completing your request budget for non-centrally loaded employee services (i.e., overtime, education, etc.) as well as operational and maintenance expenditures (accounts 653XXX – 658XXX).

Please note that budget requests above the established base or current service level budget will need to be submitted via the Form 1 and entered into BFM, by the submitting department/division. Form 1’s that are not approved will be removed by your Budget Analyst.

The following pages will provide specific detailed guidance on navigating and entering information into the Budget Formulation and Management (BFM) system. Please contact your respective analyst for any information that is not currently addressed in this manual.
Select A2 Base Submission (200) Form
Move cursor and highlight “Budget Formulation” tab.
Move cursor to “A2 Base Submission (200)” Form to enter your FY 2024 operating & DS revenue and reallocate Base Budget appropriations. Starting in FY 2023, the new Form 1 Decision Package will be used for all department Form 1 requests for appropriations above and beyond Base Budget appropriations. This includes all Personnel Services Form 3 requests, Non-Personnel Services, and ID Charge Form 10-11 requests.

Click on Form 200.

Form 200 list “Instances” by division. Divisions listed will be based on your User org access rights.
Select an Instance (Division)
Similar to the Estimate Form 100, data entry screens for Form 200 Instances’ can be accessed through the “Actions” column selections. Selecting the “Detail” button will provide you direct access to the data entry screen, while the “Header” button will provide multiple screens to display the current stage level plus multiple tabs. Again, these tabs will also display header detail, attachments, system maintained, and the data entry screen.

Select “Detail” button for direct access to data entry screen.
Instance layout (Data Entry Screen)

Three types of columns-Dimension, Read-only, and Data entry.

**Dimension** columns: org/section, fund, and account; data saved for selected dimension combination. **Read-only** columns: 2023 Amended Budget, 2024 Initial Base Budget, 2024 Request Base, and 2024 Department Submission.

**Data entry and Text** columns: 2024 Adjustments and 2024 One-Times.

Note: The FY 2024 Department Submission column will combine data entries populated by central uploads and adjustments as displayed in the 2024 Initial and Request Base Budget columns as well as through department entries. Departments’ budget entries are to be made in columns:

- **2024 Adjustments**: Enter reclassifications for revenue and appropriation between org/fund/account combinations. Reclassifications should net to zero.

- **2024 One-Times**: Enter new requests above base budgets.
Navigational buttons include:

1. **Close**: Takes you back to previous screen.
2. **Export to Excel**: Can you be used to create a template to import data entry.
3. **Import from Excel**: Starts import process from Excel to populate current data entry screen.
4. **Refresh**: updates data entry columns per import process.
5. **Add new Lines**: Create a new line if you don’t see a specific dimension combination.

### Budget Form Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organization</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>120101</td>
<td>120101</td>
<td>City's Office Division</td>
<td>Base Submission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row</th>
<th>Audit Trail</th>
<th>Org</th>
<th>Fund</th>
<th>Account</th>
<th>2020 Amended Budget</th>
<th>2021 Initial Base Budget</th>
<th>2021 Request Base</th>
<th>2021 Adjustments*</th>
<th>2021 Once Times*</th>
<th>2021 Department Submission</th>
<th>Budget Line Text*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>120101</td>
<td>120101</td>
<td>51103</td>
<td>1,800</td>
<td>1,900</td>
<td>0</td>
<td>0</td>
<td>1,600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>120101</td>
<td>120101</td>
<td>52302</td>
<td>12,000</td>
<td>3,400</td>
<td>3,400</td>
<td>0</td>
<td>3,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>120101</td>
<td>120101</td>
<td>52901</td>
<td>3,600</td>
<td>3,600</td>
<td>0</td>
<td>0</td>
<td>3,600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>120101</td>
<td>120101</td>
<td>53303</td>
<td>17,700</td>
<td>17,700</td>
<td>17,700</td>
<td>0</td>
<td>17,700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>120101</td>
<td>120101</td>
<td>54301</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>0</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>120101</td>
<td>120101</td>
<td>54303</td>
<td>1,200</td>
<td>1,200</td>
<td>0</td>
<td>0</td>
<td>1,200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>120101</td>
<td>120101</td>
<td>54505</td>
<td>400</td>
<td>400</td>
<td>0</td>
<td>0</td>
<td>400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>120101</td>
<td>120101</td>
<td>54411</td>
<td>5,400</td>
<td>5,400</td>
<td>5,400</td>
<td>0</td>
<td>5,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>120101</td>
<td>120101</td>
<td>55501</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>120101</td>
<td>120101</td>
<td>55601</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE** - dates in screenshots are not updated.
Operating & DS Data Entry
Updating this screen can be completed either by manual data entry or through an export and import processes.

Accounts not available for data entry
As practiced in prior year budget processes, the following accounts will not be allowed to be updated through the Base Submission Form 200 as summarized below.

<table>
<thead>
<tr>
<th>Account#</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>651101</td>
<td>Permanent Salaries</td>
</tr>
<tr>
<td>651102</td>
<td>Fringe</td>
</tr>
<tr>
<td>651104</td>
<td>Perm Fringe - Health &amp; Welfare</td>
</tr>
<tr>
<td>651105</td>
<td>Perm Fringe - Life &amp; Disab. Ins.</td>
</tr>
<tr>
<td>651106</td>
<td>Perm Fringe - Pension Sworn</td>
</tr>
<tr>
<td>651107</td>
<td>Perm Fringe-Pension Employees</td>
</tr>
<tr>
<td>651108</td>
<td>Early Retirement Incentive</td>
</tr>
<tr>
<td>651109</td>
<td>Leave Payoff At Termination</td>
</tr>
<tr>
<td>651201</td>
<td>Non-Permanent Salaries</td>
</tr>
<tr>
<td>651202</td>
<td>Non-Permanent Fringe</td>
</tr>
<tr>
<td>658028</td>
<td>Settlements</td>
</tr>
<tr>
<td>658030</td>
<td>Interest Expense</td>
</tr>
<tr>
<td>658033</td>
<td>Debt Service Principal</td>
</tr>
<tr>
<td>658037</td>
<td>Advertising &amp; Promotions</td>
</tr>
<tr>
<td>658040</td>
<td>Developer Reimbursements</td>
</tr>
<tr>
<td>658101</td>
<td>Sales/Use Tax Expense</td>
</tr>
<tr>
<td>658199</td>
<td>NonPers - Budget Hold Back</td>
</tr>
<tr>
<td>658200</td>
<td>Council Motions</td>
</tr>
<tr>
<td>661003</td>
<td>Attrition Contingency</td>
</tr>
</tbody>
</table>
Manual Line Entry

Manual data entry can be made in similar fashion as outlined in the Estimate Form 100 section. Double click on targeted line(s) to enter data in the 2024 Adjustment or 2024 One-Times columns. For example, a negative 1000 entry made in row 6 and an offsetting positive 1000 entry made in row 5. Similar to the Estimate form, enter your data entries rounded to the nearest $100 with no “$” sign or “,” commas. BFM will automatically round data entry if entered as whole numbers.

Budget Form Entry - Lines

Modified rows will be displayed in red until the “Save All” button is clicked.

Note: Modified line(s) will be lost if BFM User leaves viewed page by arrow or scroll bar before saving. Click “Save All” to post entry into the BFM Database.

Reclassification entries saved and posted to 2024 Department Submission column; posting save per green message and line color changed from red to black.

Budget Form Entry - Lines
Budget Form Expense Line History
Click on “Magnifying Glass” to view Detail Line History (Audit Trail).

Sample of Budget Form Expense Line History
Data entry and justification displayed as two separate lines.
Click “Close” button to return to “Budget Form Entry – Lines” screen.

Audit Trail

Adding a New Line Item

Account 655801 (Training) not found Budget Form Entry screen per Quick Search. Select the “Add New” button to insert a new line item.

Enter org, fund, account, budgeted amount, and audit text by selecting the respective magnifying glasses. Use the "Justification" text box to explain why the new line was needed. Use Audit text boxes to explain the dollar amount entered.

Budget Form Entry - Add New Line
Sample of "Org Code" selection. Click "Select" next to the desired Org.

Note: the selection screens for Fund Code and Account are similar to the above Org Code selection screen.

The following shows the org, fund, and account selected as well as a “One-Time” entry of 2000 with corresponding audit text.
Select “Save” to post entry.

**Budget Form Entry - Add New Line**

A 2,000 entry has been saved under the “2024 One-Times” and the “2024 Department Submission” columns.

PLEASE NOTE - dates in screenshots are not updated.
Data Entry by Import Function

In the “Budget Form Entry – Lines” screen, select “Export to Excel” to create an import template.

Depending on the internet browser you use, you can receive different formats of download boxes. Below is received through Internet Explorer. Select “Open” button to create Excel template.

Excel may open the spreadsheet in PROTECTED VIEW, click on “Enable Editing” to make change to the file.
Excel template will display dimension columns (i.e., Org, Fund, and Account), the data entry columns (i.e., 2024 Adjustments and 2024 One-Times), and Column Text.

Please note - dates in screenshots are not updated.

Save template to your PC. For example:
Location: Desktop
File Name: Form 200_Export
Save as type: Excel Workbook (*.xlsx)
Import Example

The following example reclassifies $1,000 from 120101/10101/54411 to a 120101/10101/new account. The negative 1,000 is entered in the existing line item as a “2024 Adjustment.”

In this example, a new Excel row is inserted and updated with 120101/10101/54421 with a positive 1,000 entered as a “2024 Adjustment.”

Import Notes: 1) Columns "D" through "I" cannot be left blank or an upload error will occur. Enter zeros in any blank cells in this range. 2) There is no need to adjust the "2024 Department Submission" cell as the totals in these cells will automatically update in BFM after the import is complete. 3) Save the Excel file with updates prior to starting the import process.

Toggle back to the BFM Budget Data entry screen. Select “Import” to begin import process.

Budget Form Entry - Lines

Click “Browse” button to select import file.

Budget Form Import

Please note - dates in screenshots are not updated.
Select targeted Import file (i.e., Form 200_Export.xlsx).

Select “Load Selected File”

Results are in black indicating successful import into the “Budget Form Entry-Lines” screen.

Upload Completed:
- 30 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 30 - Records Uploaded
Note: Use the "Close" button to refresh the following "Budget Form Entry-Lines" screen. Otherwise, selecting the "X" button can result in data not refreshed/displayed in the "Budget Form Entry – Lines" even though import processed successfully.

"Budget Form Entry – Lines" screen updated. If "X" button used in previous screen, click on the "Refresh" button. The two example entries are now displayed and saved in following screen.

Note: BFM will sort accounts in ascending order within the data entry form regardless of their location within the upload form.
Potential Causes for Import Process to error out.
Potential causes as summarized below are not unique to a specific form. The following errors can affect the A1 CY Oper and DS (100), A2 Base Submission (200), A3 Base Sum Revenue Only (300), or the Preload Capital Form (700). Refer to the import process for Estimate Form 100 section to review print screens potential errors that can cause the import process to error out in any of these forms. Note that if an error does occur, the import details screen will be displayed in red and no data will post to targeted budget data entry screen.

Potential Error #1- Invalid Dimension
Inactive or transposed dimension(s) will create an import error. For example Org = 349901 (transposed) instead of 439901 (valid), or account mistyped as 30104 (Invalid) instead of 30102 (valid).

Potential Error #2 – Import File with Blank Cell(s)
A blank cell(s) in the import Excel file will also cause an unsuccessful import.
Budget Form 1 Decision Package

New in FY 2023, the BFM Form 200 will now only be used to reallocate existing Base Budget appropriations. The new Form 1 Decision Package is the budget form that will be used for all department requests above and beyond base budget appropriations. This includes all Personnel Services Form 3 requests, Non-Personnel Services, and ID Charge Form 10-11 requests, which will still require estimates through ISD and Fleet and attached as supporting documents to each of the Form 1 requests where applicable.

A new Form 1 will need to be completed and prioritized for each individual request and should not be consolidated with other requests that should be reviewed by the Mayor/City Manager on their own merit i.e., a request for a new position that will require O&M appropriations, a phone, computer, and a vehicle should be treated as one request whereas additional appropriations for geobase tree trimming should not be consolidated with a request for additional parks maintenance lawn mowing equipment.

The Form 1 can be found in BFM under the Budget Formulation Tab by clicking on “Decision Package”:

Add New: Once a user selects the Form 1 Decision Package, click on “Add New” and complete the Form using the drop down menus: 1) “3003 - Request” is the default Stage; 2) the Org on this screen is at the Division Level, but budget appropriations will be entered at the Section Level; 3) the name is determined by the department; however, once saved, the Name cannot be changed or updated; and, 4) click “Save” at the bottom.

Once a Form is created and saved, a system generated “Form ID” and identical “Instance ID” will automatically be created and is
how each Form 1 request is tracked in BFM and can be found on the Decision Package home screen:

### Decision Package

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Description</th>
<th>Stage</th>
<th>Organization</th>
<th>Form Rows</th>
<th>Last Update</th>
<th>Last User</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>14132</td>
<td>PWSM-1</td>
<td>3003</td>
<td>181500</td>
<td>0</td>
<td>2/18/2022</td>
<td>STR</td>
<td></td>
</tr>
</tbody>
</table>

### Budget Form Header

<table>
<thead>
<tr>
<th>Instance ID</th>
<th>Form Definition</th>
<th>Definition Name</th>
<th>Header Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>14132</td>
<td>3000</td>
<td>Decision Package</td>
<td>181500</td>
</tr>
</tbody>
</table>

**Stage Code:**

- 3003

**Header Organization:**

- 181500

**Request:**

- Street Maintenance Division

**Name:**

- PWSM-1

**Mayor’s Priority:**

- Citywide Beautification

**Description:**

- Replace (2) Street Maintenance Model F350 Crew Cab Concrete Finisher Trucks.

**Justification:**

- Vehicle 282003 is a 2001 Model F350 truck that is beyond its service life and is continually out of service. Vehicle 2830013 is non-operational.

**Impact if Not Approved:**

- Two concrete crews currently utilize the two vehicles so a lack of replacement will result in a reduction of approximately 5,000 linear feet of tree damaged concrete sidewalks/curb/gutter not being replaced each year.

**Rank:**

- 19

**Proposed:**

- Yes

**Adopted:**

- Yes

**Header Tab:** Once the new Form has been created, the department will need to complete the narrative for all of the fields noted on the “Header” Tab to include the Priority or Rank. The
ranking must be numerically sequential with numbers that do not repeat. The form will also not allow additional alphabetical identifiers such as a, b, etc.

Once all of the fields have been completed on the Header Tab, click the “Save” button and then click on the “Budget” Tab. The Budget Tab is where the department can enter the appropriations associated with the new Form 1 request. The entries should be entered in the “On-Going” and/or “One-Time” columns. The definition of On-Going expenditures are those costs associated with the request that will repeat in future years while One-Time expenditures are defined as initial startup costs like vehicle purchases and replacements, computers, phones, etc.

Entering the budget data for the new Form 1 requests is similar to the other BFM Forms in that the data can be entered manually or uploaded via the Import Tab.
**Manual Data Entry:** When entering the data manually for the first time, the Form will automatically populate the Line #, while all other data is entered just similar to other BFM forms. Editing form data is similar to other BFM forms by double clicking on the existing data and ensuring you click “Save All” before proceeding to the next page or closing the Form to ensure all changes are saved.

**Importing Budget Data:** It is recommended that the Form is exported using the Export Tab to ensure proper formatting. When populating the data in Excel, the Line # should always be entered as 1000. All data cells must be populated with exception to the Budget Line Text. Which is optional:
Creating a new record: If a specific combination of section/fund/account is not listed, you can create needed combination by clicking on “Add New” under Actions.

After clicking on “Add New” button, you’ll receive following screen:
Enter needed section (Org) Code, Fund Code, Account Code, amount (determine if On-going or 1x), and note the reason for requested appropriation under Audit Text:

Click on the “Save” button once done.

**Attachment Tab:** Any supporting documents such as Form 3 Position requests, Forms 10/10C/10X and Form 11s should be added via the “Attachments” Tab:
**New Position Change Tab:** At this time, all Form 3s associated with a specific Form 1 will need to be attached via the Attachment Tab and then emailed to the department’s respective Budget Analyst for entry into BFM. When requesting new positions and forwarding to Budget for entry, please be sure to enter the Form ID number and the Name of the Form 1 on the Form 3 in the Justification Section and include that same information in the email to your Budget Analyst.

**Cancelling Form 1 Requests:** If a Form 1 has been created by a department in BFM and the department no longer wishes to proceed with the request, the request will remain as a permanent record in BFM; however, the budget data associated with that request must to be zeroed out either manually or via the Import Tab.

**Decision Package Ranking Form**

The Decision Package Ranking selection is designed to give the departments a summary overview of all of the current Form 1 entered, the ranking and appropriation totals for the Ongoing and One-Time requests as well as the FTE of any positions requested:

![Decision Package Ranking Form](image)

**Printing and Submission of Form 1 Details and Summary**

Printing Form 1 detail and summary pages in preparation for the budget submission can be found through the BFM Reporting link.
Once in BFM Reporting, locate the Budget folder and Reports 222 and 223 can be found toward the bottom of the menu:

An example of **Report 222 – Decision Package Detail** can be seen on the following page. This report provides the department with an itemization of the details associated with each of the Form 1 requests. This report should be printed and provided as a supporting document to the department’s Form 1 summary report.
Decision Package Detail

Request Title: FWSM-2 Concrete Power Screed  Internal Form Number:  Priority #: 5
Department: 181500 - Street Maintenance Division  Division: 181500 - Street Maintenance Division  Form #: 14287

Financial Detail

<table>
<thead>
<tr>
<th>Org</th>
<th>Fund</th>
<th>Account</th>
<th>2023 On-Going</th>
<th>2023 One-Times</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>181501</td>
<td>20102</td>
<td>Prop. 111 - Special Gas Tax</td>
<td>59316 - Fleet Acquisition-New/Add/Ugrd</td>
<td>0</td>
<td>171,000</td>
</tr>
<tr>
<td>181501</td>
<td>20103</td>
<td>ABX8 6 Gas Tax (formerly TCRP)</td>
<td>59316 - Fleet Acquisition-New/Add/Ugrd</td>
<td>0</td>
<td>170,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
</tr>
</tbody>
</table>

Mayor's Priority

Citywide Beautification

Description

Replace (1) Concrete Power Screed.

Justification

Current equipment (#7100/3) is a 2008 model and has been non-operational for over two years.

Impact If Not Approved

A power screed can be used in place of a man powered screed, which can increase efficiency and volume by a factor of eight. The department has not had the ability to replace the current equipment therefore total concrete production has been decreased for two years.

Position Detail:

<table>
<thead>
<tr>
<th>PCN</th>
<th>Job Class - Name</th>
<th>Count</th>
<th>FTE</th>
<th>Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 0
Report 223 – Decision Package Summary, is a consolidation of the department’s Form 1 requests. This report should be submitted as a part of the department’s overall budget submission:

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Field - Name</th>
<th>Org</th>
<th>Account - Name</th>
<th>2023 On-Going</th>
<th>2023 One-Times</th>
<th>Form 1 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14132</td>
<td>261501 - Prop. 111 - Special Gas Tax</td>
<td>161501 - Street Maintenance</td>
<td>59319 - Fleet Acquisition-New/Add/Upgrade</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>261903</td>
<td>AX006 - Gas Tax (formerly TCRP)</td>
<td>161501 - Street Maintenance</td>
<td>59319 - Fleet Acquisition-New/Add/Upgrade</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>261904</td>
<td>SB1 Road Repair Gas Tax</td>
<td>161501 - Street Maintenance</td>
<td>59319 - Fleet Acquisition-New/Add/Upgrade</td>
<td>0</td>
<td>243,000</td>
<td>243,000</td>
</tr>
<tr>
<td>Total for Form ID: 14132</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>243,000</td>
<td>243,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Field - Name</th>
<th>Org</th>
<th>Account - Name</th>
<th>2023 On-Going</th>
<th>2023 One-Times</th>
<th>Form 1 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14207</td>
<td>261501 - Prop. 111 - Special Gas Tax</td>
<td>161501 - Street Maintenance</td>
<td>59319 - Fleet Acquisition-New/Add/Upgrade</td>
<td>0</td>
<td>171,000</td>
<td>171,000</td>
</tr>
<tr>
<td>261903</td>
<td>AX006 - Gas Tax (formerly TCRP)</td>
<td>161501 - Street Maintenance</td>
<td>59319 - Fleet Acquisition-New/Add/Upgrade</td>
<td>0</td>
<td>170,960</td>
<td>170,960</td>
</tr>
<tr>
<td>Total for Form ID: 14207</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>341,960</td>
<td>341,960</td>
</tr>
<tr>
<td>Total for 101501 - Street Maintenance Division</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>586,960</td>
<td>584,900</td>
</tr>
</tbody>
</table>

Total for 180000 - Public Works Department | | | | 0 | 584,900 | 584,900 |
For Capital Project Budgeting & Tracking – Project Managers (PrjMgrs) are identified for each Capital Project. Within the parameters and direction set by the City Manager, Department Heads, Division Managers and BMSD, the Project Managers are responsible for the fiscal and physical management of their project(s).

With assistance as required, Project Managers are responsible for planning, managing, monitoring, and reporting on project activities. They are expected to ensure the validity of transaction data and its consistency with financial accounting and budgetary requirements to include: Working with BMSD to make sure only currently active structure is available for transaction input; that Standard Capital Activities are used; and, that non-Standard Capital Activities are only used following identification of specific needs and with BMSD approval.

Tools used in the Capital Project Budgeting and Management process should be consistent with the City’s choice to use Tyler Project Costing and the BFM budgeting system. While a variety of tools like Access, Excel, MS Projects, etc. are appropriate in the overall process, Departments, BMSD, and ISD should work together to minimize redundancy and optimize the effectiveness of Capital Project Management.

All new Capital Projects require BMSD approval both during and outside the annual budget building process. These new projects will be created using Standard Capital Activities with non-Standard activities allowable with BMSD approval.

Project Managers or other department staff is required to communicate the inactivation or closure of existing Capital Projects.

**Capital Budgeting in BFM**

Capital budgets are created in BFM using a combination of Tyler, General Ledger (GL) and Project Costing (PC) structure. The budget build will create the Appropriation Control budget for Capital Orgs, Funds and Projects. The Capital Project budgets go through the scrutiny of the Budget Division, City Manager, Mayor and Council along with the Operating budgets. Once adopted, Capital Project budgets are exported to the Tyler PC module in detail and summary formats.

The Tyler PC Module is used to capture cost details, provide cost and revenue matching for grants, and to facilitate managerial analysis of activities for operating and capital activities. BFM has been developed to provide a Project Costing environment for Capital Projects budgeting that is consistent with GL Fund, Accounting and Appropriation Control. The building of capital budgets in BFM includes the requirement of identifying a minimum of Fund-Org-Account-Function detail, with the capability for budgeting down to project Segments 1 through 4, and provisions of notation areas for reference and description.

*Tyler appropriation control of expenditures will be at the project level*

If a project has insufficient funds for expenditure, payment requests will be rejected by the Tyler system. The practical effect of this rejection is that departments are required to use a Budget Transfer (BT) form to move funds from one project to another within the same fund/org.
Existing elements of Fund, Org, Account, Function, and Segments will be required for each capital project. This information should only be entered once for each project. The supplemental information of Project Descriptions, Council District, General Plan Area, Function and Status will be entered via the Information Edit Screen in BFM.

Financial Information

Accurate estimation of revenues and expenditures will provide the best possible information about the financial situation of your organization for the upcoming fiscal year. The budget for the upcoming fiscal year will be constructed using the Tyler structure. Expenditure and revenue summary reports that include expenses, encumbrances, and projection columns are available through the COF Reports option of Tyler Technologies. Contact the Finance Department for questions related to access, structure or column calculations.

General Navigation in BFM Capital

Year 1 (FY 2024) – Input amount rounded to nearest $100 requested. Starting with a $0 base for each project, detail accounts should be used. Detailed instructions on utilizing the forms can be found under the Capital Budgeting Form—C2 Preload Capital Form (700) in this book.

Year 2 through Year 5 (FY 2025 through FY 2028) – Input amount rounded to nearest $100 planned. Detailed instructions on utilizing the forms can be found under the Capital Budgeting Form—Capital Form (700) in this book.

Supplemental Information

The format of the capital presentation will require that some additional information be obtained related to each project. This process has not yet been finalized as of the publishing of this document, further direction will be provided by the Budget and Management Studies Division at a later time.
Entering Capital Budget Dollars
Move cursor and highlight “Budget Formulation” tab.
Move cursor to “C2 Preload Capital Form (700).”
Click on Form 700 to enter your FY 2024 capital project revenue and expenses.

Form 700 list instances are structured by department. The department listed will be based on your User org access rights. The following instructions will be based on the PARCS Department as an example.

Accessing an Instance’s Data Entry Screen
Under the “Actions” column, the “Header” and “Detail” buttons provide access to the data entry screen.
“Detail” vs. “Header” Buttons

Similar to Estimate or non-capital forms, selecting the “Detail” button will take you directly to the data entry screen, while “Header” button will navigate you through multiple screens and tabs (Stage Verification and Header Dimensions) prior to accessing the data entry screen.

Instance layout – Data Entry Screen

Three types of columns – Dimension, Read-only, and Data entry.
- **Dimension** columns: Project, Org, Fund, Resource, Activity, and Account; data saved based on dimension combination for a given row.
- **Read-only** columns: 2023 Adopted Budget data and 5 Year Project Total (not shown).
- **Data entry and Text** columns: 2023 Year End Estimate plus five years of capital budgets (FY 2024 thru FY 2028).

Budget Form Entry - Lines

**Note:** For ease of viewing these instructions, the above capital data entry screen does not display all columns, such as the 5 Year Project Total, and Budget Line Text columns.
Navigational buttons include:

1. **Close**: Takes you back to previous screen.
2. **Export**: Can you be used to create a template to import data entry.
3. **Import**: Starts import process from Excel to current data entry screen.
4. **Refresh**: updates data entry columns per import process.
5. **Add New**: Create a new line if you don’t see a specific dimension combination.
6. **Copy**: Create a copy of a specific line.
7. **Show Filter**: Opens filters to help locate specific Project, Org, Fnd, Resource, Activity and Account dimensions.

**Budget Form Entry - Lines**

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organization</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12341</td>
<td>700</td>
<td>17O000 - MABCS Department</td>
<td>C2 Preload Capital Form 16</td>
</tr>
</tbody>
</table>

**Actions**

5. **Add New**
6. **Copy**

**PLEASE NOTE** - dates in screenshots are not updated.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>PC00114</td>
<td>179001</td>
<td>0</td>
<td>MSP</td>
<td>30101</td>
<td>11,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Show Filter</td>
</tr>
<tr>
<td>12</td>
<td>PC00114</td>
<td>179001</td>
<td>0</td>
<td>REV</td>
<td>30101</td>
<td>11,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>PC00117</td>
<td>179001</td>
<td>0</td>
<td>MSP</td>
<td>30101</td>
<td>11,700</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>PC00117</td>
<td>179001</td>
<td>0</td>
<td>REV</td>
<td>30101</td>
<td>11,700</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>PC00128</td>
<td>179901</td>
<td>0</td>
<td>0</td>
<td>57301</td>
<td>67,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>PC00128</td>
<td>179901</td>
<td>0</td>
<td>CCITY</td>
<td>50010</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>PC00128</td>
<td>179901</td>
<td>0</td>
<td>MSP</td>
<td>30101</td>
<td>41,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>PC00136</td>
<td>179901</td>
<td>0</td>
<td>REV</td>
<td>30101</td>
<td>41,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>PC00136</td>
<td>179901</td>
<td>0</td>
<td>MSP</td>
<td>30101</td>
<td>40,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>PC00136</td>
<td>179901</td>
<td>0</td>
<td>REV</td>
<td>30101</td>
<td>40,200</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Records per page: 10

120
Two Options to Enter Data

Similar to the BFM estimate and non-capital forms, Updating this screen can be completed either by manual entry or through an import process.

Option 1: Direct Manual Entry

Data entry can be made directly into the “Budget Form Entry – Lines” screen. Keep in mind that this screen can have multiple pages of rows. You’ll need to view each page by with the page forward and back buttons. To find a specific combination of dimensions (fund/org etc.), utilize the filters.

Budget Form Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organization</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>13241</td>
<td>700</td>
<td>170000 - PARS Department</td>
<td>C2 Prelod Capital Form 16</td>
</tr>
</tbody>
</table>

### Actions
- Close
- Export
- Import
- Refresh

### Filters
- PLEASE NOTE - dates in screenshots are not updated.
- Page Forward and Back

Filters will appear after clicking “Show Filters”. Make filter selections on the upper left of the screen then then click “Apply Filters” on the bottom right of the screen.
Double click on targeted line to enter data. Data and text cells are displayed.

Highlight current data entry in row 44 currently set to zero or 0; replace with new data entry. **Note:** the current entry will be merged with revised entry if current entry not highlighted.

**Budget Form Entry - Lines**

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organisation</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>13241</td>
<td>700</td>
<td>170000 - PAICS Department</td>
<td>C2 Preload Capital Form 16</td>
</tr>
</tbody>
</table>

### Amounts 100,000 and 6300 entered in the FY 2023 Year End Estimate and 2024 Capital Projects columns.

**Budget Form Entry - Lines**

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organisation</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>13241</td>
<td>700</td>
<td>170000 - PAICS Department</td>
<td>C2 Preload Capital Form 16</td>
</tr>
</tbody>
</table>

### PLEASE NOTE - dates in screenshots are not updated.
Clicking into a different row will cause the data previously entered to turn RED to remind you that you have not yet saved the entry. Click the “Save All” button to save the entry. **If you leave the page without clicking "Save All" your data will not post into the system.**

Budget Form Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organization</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1231</td>
<td>700</td>
<td>1700000 - PARCS Department</td>
<td>C2 Preload Capital Form 16</td>
</tr>
</tbody>
</table>

### Actions
- Add New
- Copy

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>PC00101</td>
<td>729901</td>
<td>22001</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>152,998</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>PC00105</td>
<td>729901</td>
<td>10101</td>
<td>0</td>
<td>CCNT</td>
<td>57301</td>
<td>190,985</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>PC00109</td>
<td>729901</td>
<td>31509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>85,850</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>PC00110</td>
<td>729901</td>
<td>51509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>98,840</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>PC00111</td>
<td>729901</td>
<td>31509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>104,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>PC00112</td>
<td>729901</td>
<td>51509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>108,330</td>
<td>100,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>PC00114</td>
<td>729901</td>
<td>31509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>40,403</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>PC00117</td>
<td>729901</td>
<td>10101</td>
<td>0</td>
<td>CCNT</td>
<td>57301</td>
<td>2,620,100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>PC00118</td>
<td>729901</td>
<td>10101</td>
<td>0</td>
<td>CCNTY</td>
<td>57301</td>
<td>45,700</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>PC00120</td>
<td>729901</td>
<td>10101</td>
<td>0</td>
<td>CCNT</td>
<td>57301</td>
<td>70,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- If you click to the next or previous page buttons before clicking "Save All" your entry will not be saved in the system.
- If you need to add a new line with the "Add New" button, be sure to include an Activity Code in the entry. Appropriation entries need an Activity code not equal to 0 (zero) in order to upload the entry into PeopleSoft Financials as part of the final adopted budget.

After clicking "Save All" your entry will be displayed in black with a message that these entries have posted.

Budget Form Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Organization</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1231</td>
<td>700</td>
<td>1700000 - PARCS Department</td>
<td>C2 Preload Capital Form 16</td>
</tr>
</tbody>
</table>

### Actions
- Add New
- Copy

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>PC00101</td>
<td>179901</td>
<td>22031</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>152,998</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>PC00105</td>
<td>179901</td>
<td>10101</td>
<td>0</td>
<td>CCNT</td>
<td>57301</td>
<td>190,985</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>PC00109</td>
<td>179901</td>
<td>31509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>85,850</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>PC00110</td>
<td>179901</td>
<td>51509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>98,840</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>PC00111</td>
<td>179901</td>
<td>31509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>104,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>PC00112</td>
<td>179901</td>
<td>51509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>108,330</td>
<td>100,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>PC00114</td>
<td>179901</td>
<td>31509</td>
<td>0</td>
<td>MSP</td>
<td>57301</td>
<td>40,403</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>PC00117</td>
<td>179901</td>
<td>10101</td>
<td>0</td>
<td>CCNT</td>
<td>57301</td>
<td>2,620,100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>PC00118</td>
<td>179901</td>
<td>10101</td>
<td>0</td>
<td>CCNTY</td>
<td>57301</td>
<td>45,700</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>PC00120</td>
<td>179901</td>
<td>10101</td>
<td>0</td>
<td>CCNT</td>
<td>57301</td>
<td>70,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Message indicating entries were saved in the system.**

**PLEASE NOTE - dates in screenshots are not updated.**
Option 2: Capital Entries by Import Function

In the “Budget Form Entry – Lines” screen, select “Export to Excel” to create an import template.

Budget Form Entry - Lines

PLEASE NOTE - dates in screenshots are not updated.

Depending on the internet browser you use, you can receive different style of download boxes. Below is received through Internet Explorer. Select “Open” button to create Excel template.
If your template opens in "PROTECTED VIEW" you will need to click on "Enable Editing" before your entries can be made.

Excel template will display dimension columns (i.e., Project, Org, Fund, Resource, Activity, and Account), data entry columns (i.e., FY 2023 Year End Estimate plus 2024-2028 Capital Projects), and Text column.

Save template to your PC. For example:
Location: Desktop
File Name: Form 700_Export Test
File Extension: Excel Workbook (*.xlsx)
Capital Import Example

The following is an example of an import file updated and ready for upload into Form 700. Make sure to save upload file with updates to your PC.

**Note:** Once the upload is complete, BFM will record changes in all seven of the columns where entries can be made. There is no need to enter totals in the "5 Year Project Total" column as the system will update this field automatically after upload.

To start the import process:

1) Toggle back to the BFM system and click "Import"
2) On the resulting Budget Form Import window, select "Browse"
3) Find and select your file in the "Choose File to Upload" window then click "Open"
4) Select "Load Selected File" on the Budget Form Import screen

PLEASE NOTE - dates in screenshots are not updated.
Import process successful if upload details are displayed in **black**. Select “Close” button to move to “Budget Form Entry – Lines” screen.

If you do not see your changes in the Budget Form Entry-Lines, click on the "Refresh" button to update the lines.

PLEASE NOTE - dates in screenshots are not updated.
Potential Causes for Import Process to Error Out.

Potential causes as summarized below are not unique to a specific form. The following errors can affect the A1 CY Oper and DS (100), A2 Base Submission (200), A3 Base Sum Revenue Only (300), or the Preload Capital Form (700). Refer to the import process for Estimate Form 100 section to review print screens potential errors that can cause the import process to error out in any of these forms. Note that if an error does occur, the import details screen will be displayed in red and no data will post to targeted budget data entry screen.

Potential Error #1 - Invalid Dimension

Inactive or transposed dimension(s) will create an import error. For example Org = 197901 (transposed) instead of 179901 (valid), or account mistyped as 30104 (Invalid) instead of 30102 (valid).

Potential Error #2 – Import File with Blank Cell(s)

A blank cell(s) in the import Excel file will also cause an unsuccessful import.
# BUDGET PROCEDURES MANUAL (BPM)

## Standard Capital Activities

<table>
<thead>
<tr>
<th>ACTIVITY ID</th>
<th>ACTIVITY DESCRIPTION</th>
<th>ACTIVITY TYPE</th>
<th>ACTIVITY TYPE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM</td>
<td>Project Management &amp; Admin.</td>
<td>ADMN</td>
<td>Project Management &amp; Admin.</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal</td>
<td>ADMN</td>
<td>Project Management &amp; Admin.</td>
</tr>
<tr>
<td>CL</td>
<td>Project Close Out</td>
<td>ADMN</td>
<td>Project Management &amp; Admin.</td>
</tr>
<tr>
<td>MSA</td>
<td>Miscellaneous Admin.</td>
<td>ADMN</td>
<td>Project Management &amp; Admin.</td>
</tr>
</tbody>
</table>

### Project Mgmt & Administration

- **PM**: Project Management & Admin.
- **RFP**: Request for Proposal
- **CL**: Project Close Out
- **MSA**: Miscellaneous Admin.

### Planning and Engineering

- **PRE**: Preliminary Engineer. & Plan.
- **PSVY**: Preliminary Surveying
- **EIR**: Environmental Impact Report
- **CUP**: Conditional Use Permit
- **DCNT**: Design - Consultant
- **DCTY**: Design - City Staff
- **MSE**: Misc. Engineer. & Plan.

### Construction

- **CCNT**: Construction - Contract
- **CCITY**: Construction - City Staff
- **CMAT**: Construction - Materials
- **TLAB**: Testing and Lab Services
- **ICNT**: Inspection - Contract
- **ICTY**: Inspection - City Staff
- **PMT**: Permits
- **CC**: Contract Compliance
- **CSVY**: Construction Survey

### Property Acquisition

- **RA**: R/W Acquisition / Purchase
- **RE**: R/W Eminent Domain
- **MSR**: Miscellaneous Right of Way

### General and Miscellaneous

- **MSP**: Project Miscellaneous
- **OVH**: Overhead
- **REV**: Capital Project Revenue
### Specialized Capital Activities

<table>
<thead>
<tr>
<th>ACTIVITY ID</th>
<th>ACTIVITY DESCRIPTION</th>
<th>ACTIVITY TYPE</th>
<th>ACTIVITY TYPE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKFILL</td>
<td>Dirt Backfill - Root Damage</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>BRKOUT</td>
<td>Breakout Concrete - Roots</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>HAUL_DEBRIS</td>
<td>Haul Concrete Debris - Roots</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>MILL</td>
<td>Gutter &amp; Concrete Milling</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>OVERLAY</td>
<td>Asphalt/Concrete Overlay</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>POUR</td>
<td>Concrete/Pour/Finish-Roots</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>PUMP</td>
<td>Pump Water</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>REPAIR</td>
<td>Street Repair &amp; Patches</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>ROOTS</td>
<td>Cut &amp; Remove Roots</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>SLURRY</td>
<td>Slurry Seal for Streets</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>SPRINK_REP</td>
<td>Sprinkler Repair - Root Damage</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>TRANS</td>
<td>Transitions-Post Const. Repair</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>TREE_TRIM</td>
<td>Tree Trimming</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>TREE_REMV_P</td>
<td>Tree Removal &amp; Planting</td>
<td>CONS</td>
<td>Construction</td>
</tr>
<tr>
<td>UNDUL</td>
<td>Traffic Undulations</td>
<td>CONS</td>
<td>Construction</td>
</tr>
</tbody>
</table>
Reports

BFM provides budget reports and is not intended to be used to track actual expenditures, revenues or positions through the year. The Tyler Munis financial system (Tyler) is the tool for tracking actual expenditures, revenues since it can post real time transactions and position detail can be managed in PeopleSoft HRMS.

BFM will be available for general field use during the FY 2024 Budget submission process and will remain active with limited access thereafter. Updates to the Amended and Actual columns for the current year will be determined by the Budget Office and notifications will be made.

PCF will be available during the FY 2024 Budget submission process for position reallocations. All other eForm 3 position Conversions, Reclassifications and PAR Amendment additions approved by Personnel Services will be amended by BMSD through the Request Phase ONLY. This policy is in place so the annual budget can be finalized for the Mayor’s Proposed Budget.

Tyler

The Year-To-Date (YTD) Budget Report is the financial report in Tyler that will be useful in monitoring and building budgets. The YTD Budget report is similar to the Revenue and Expenditure Summary Reports from the old PeopleSoft. You can run the YTD Budget report at the journal detail level and it will provide detail transaction information similar to the Detail Transaction Report from the old PeopleSoft. Select, YTD Budget Report from the Tyler Menu. The panel should look like the one below.
Modify your Report Options.

Under the Print Options, select “Current year only” for Carry forward. This will exclude any prior year encumbrance activities. Once you have modified this report, click “Accept.” You are now ready to run a YTD Budget report similar to the Revenue and Expenditure Summary Report in the old PeopleSoft.
The illustration below shows the selected GL string parameters.

The YTD Budget report shows total amounts per account string only (Columns A-R). This report is similar to the Revenue and Expenditure Summary reports from the old PeopleSoft. If you need the YTD Budget report to show transaction detail information, you will need to run this report at the journal detail level. See next page.
Select “Print journal detail” under the Additional Options. Make sure your period selected matches the period selected in the Print Options. Click “Accept” and go back to Segment Find and select your GL string parameters.

The illustration below is an entry from the YTD Budget report from the prior page. The YTD Expended total amount of $2,312.16 per this account string will be broken down by transaction type in the YTD Budget report at the journal detail.

The illustration below shows the YTD Budget report at the journal detail level, which provide detail transaction information similar to the Detail Transaction report from the old PeopleSoft. This feature expands the report from Columns S-AJ. The YTD Expended amount on account string 4000-4001-4110-761-656115-41-0-0000-0000– is broken down into five (5) AP Invoice Posting (API) transactions.
SAP BI Launch Application (Non-Position Reports)

A system enhancement has been established so that the SAP BI Launch Pad reporting system can be accessed directly while in the BFM system. The following will provide procedures to access SAP reports through BFM.

**Accessing the SAP Reports from BFM:**

Point your cursor over the “Links” tab and click on “BFM Reporting.”

The “BFM Reporting” command will take you directly into BI Launch Pad’s “Documents” tab that displays report folders (Left side screen) and subfolders and/or report files (right side of screen).

**Note:** Accessing the BI Launch Pad system from BFM is known as the “Single Sign-on” (SSO) connection. Through this connection, the BFM password will open BI Launch Pad. Creating BI Launch Pad passwords are no longer required.
The SSO connection initially opens only one internet browser.

Press the <Ctrl> and “N” keys simultaneously **just** once. This will create a secondary web browser and allow for toggling between BI Launch Pad and BFM.

**Be Careful** not to hold down with a pause or press multiple times on these hot keys. This will create many internet browsers as well as confusion.
Location of Canned Reports

Select the “Departments” folder. You’ll see two subfolders that hold the Non-position reports under “Budget” and position reports under “PCF” (Position Cost Forecasting).

Click on the “Budget” Subfolder to see list of non-position reports.
SAP Report Selection
Non-Position reports located in Budget Folder. Highlight and double click a report to open.

Prompt Selection
Data displayed on a report can be filtered by utilizing report prompts:
As an example Report 001 prompts are:
1. Fund
2. Department
3. Division
4. Section

Note that the percent sign “%” corresponds to requesting all data for prompt based on assigned User’s security rights.
**Example 1 – Run Report 001 for a Department**

As mentioned earlier, your organization access rights will determine the data available for view. The following is based on a User ID with access to multiple organizations.

Click on “Enter Department:” prompt and select targeted department (i.e., 520000 Finance).

You can expand or contract the display screen on the right side of prompt panel by clicking and dragging the expand symbol.
Department panel expanded to view full name descriptions.

Double click highlighted selection or click on greater than symbol or “>” to lock in targeted section. Click “OK” to run report.

Nota: The department prompt confirms the targeted selection by replacing the defaulted “%” to department number, such as 520000. This will also occur when making selections with any prompt.

SAP reports can have multiple report views or tabs. For example, Report 001 has five tabs.

1. Department tab will display data at department level by fund and accounts.
2. Division tab will display data at division level by fund and account.
3. Section tab will display data at section level by fund and account.
4. Citywide tab will display data per organization security rights for a User ID.
5. Export tab will provide all data that populates previous tabs.
Navigating through a report

The SAP reporting system allows you to revise your prompt selection to filter results for selected dimensions (i.e., Fund, Department, Division, Section).

Left side of report panel provides options to drill down to a specific dimension within displayed report.

For example, the following will allow drilling to a specific section within displayed report.
Find a specific organization (i.e., section).  
Select “Navigation Map.”
Select the “+” symbol next to “Section”
Select targeted section.
Selected section 520401 for this example.

Within this panel, current prompt selection can be revised.
Revise prompts by selecting “User Prompt Input.”

Current prompt selections.
Revised Section prompt selection to 520301 and select “Run”

**Note:** Be careful with revising dimensions through the above process. The system will not flag you for incorrect edits (i.e., transposed entries).

The following screen print reflects the section change under the “Prompt Input” screen.

Again, all tabs for the above report will display results based on prompt settings.
Re-running report – Recommend Approach

Click on the “Refresh” button to update prompt selections

The Prompt screen will be displayed with latest filters.

For example, the prompt “Enter Section:” was revised from “%” to section number 520401. Click “OK” to run report.

**Note:** The “Enter Section:” prompt has been updated with “520401.” The benefit to this approach in updating your report is the Prompt Screen will validate your selections are correct and have been locked in on the right side of the prompt screen.
The results for all tabs will only display results for 520401.

Export a report as PDF or Excel format

BI Launch Pad allows for entire reports or specific tabs within reports to be exported into a PDF or Excel file.

Click the Export icon.
Report exported to create a PDF file

The following example exports all tabs into PDF. Click on the “Export” button.

BI Launch Pad will open a new window where you will select how you want your report to print. ALWAYS select “Reports” (NEVER select DATA).

Check or uncheck the tabs from your report you want to export, if you want all tabs “select all”. Scroll down to see all tabs.

Select the file type as PDF. Click Ok to export.

Your report will display and a message will open asking “Do you want to Open or Save?”

Select Open
Your report will be displayed and available to be saved as a PDF file. Click Enable.

Report exported to create an Excel file
The following example exports all tabs into Excel.
Select “Excel.xlsx” option.

Your report will display and a window will open asking “Do you want to Open or Save?”
Select Open

SAP report will open in Excel. Click on the “Enable Editing” button to edit and save the Excel report
You must save your report under a different name; otherwise you will not be able to export a second report if the same name is currently in an active window and the following error message will pop up.

![Error Message]

**Print BI Launch Pad Report**

BI Launch Pad allows for reports to be printed in addition to the export function. Select the print icon. The report will be directed to PDF to print. This method does not allow you to select individual tabs within the report and will send all of the tabs to PDF.

![Print Icon]

Your report will display and a window will open asking “Do you want to Open or Save?”

**Select Open**

![Report Display]

Take note of the number of pages for your report before printing. Reports can become sizable especially since all tabs (Department, Division, Section, Export) will be directed to PDF for printing.
Budget Form Detail (Form 14)
The Form 14 will be the mechanism to submit your explanations regarding significant changes between your FY 2024 Budget Submission and the FY 2023 Amended Budget as well as the corresponding impact to services. This information will be needed to facilitate discussions during the Budget Review Meetings as well as Council Budget Hearings.

General Instructions
You will be using the BI Launch Pad, specifically report #221 City Review Meetings, to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from BI Launch Pad will include the FY 2023 Amended Budget, the FY 2024 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. The Form needs to be completed for just expenditure accounts.

Specific Instructions
At the account level, you will be required to provide a two part explanation. The first should address significant changes (what the changes caused) from the FY 2023 Amended Budget reflecting a ±7% or ±$100,000 variance. The second part is to explain how services or programs will be affected by the significant change. As you explain the impact to services, you need to quantify your comments. The only exception to this rule will be for centrally loaded accounts, including base ID charges. However, you should still take the steps to evaluate any sizable ID variances.

The following are steps to 1) access the report, 2) export the budget data from BI Launch Pad to an Excel file, and 3) create and format columns corresponding to requested explanations.

Creating a Form 14 from BI Launch Pad
Select Report 221 – City Review Meetings and double click to open.
The report will run for just your assigned department if you leave all prompts with % sign. Below example shows selecting 520000 for Department based on logging in as User ID FIN.

PleaE[Note - Department 520000 is now 32 in BFM]

Report results for Department 520000
Select the “City Review with Text” tab to create the Form 14. This tab will include any text entered in the Budget Form Entry – Lines” screen.
Export all tabs to Excel by clicking on Export icon. Select “Export Document As” to capture all tabs and “Excel 2007.”

Running reports using Internet Explorer, you’ll receive the following message below report. Select “Open” to complete export process.
Click on the “Enable Editing” button to make edit to the spreadsheet.

Select “Save As” from “File” command and update:
- **Location**: Desktop selected as an example
- **File Name**: Give it name
- **File type**: make sure save with Excel extension. Click on the “Save” button.
Use the “City Review with Text” tab to build your Form 14.
Enter “Service Impact” and “ISF Form #” to the right of “Form Text” or column K.

Highlight Columns L and M and click on the format command “AutoFit column width.”
You have added and formatted the two additional columns in the “City Review with Text” tab. You can replicate adding and formatting the two columns (L-M) for the Division or Section tab depending on the level you traditionally have submitted in prior budget submissions. Just note that text entered in BFM data entry screen can only be captured in the “City Review with Text” tab.

As mentioned earlier, provide an explanation based on a ±7% or ±$100,000 variance on significant changes along with comments quantifying the service impact. In addition, enter all the ISF Request Forms (i.e., 10X – PC) and ISF reference number for all equipment requests whether or not the request meets the variance criteria. Finally, items can be listed in groups to address the variance (i.e., $4,000 for 15 chain saws, $5,000 for six chairs, etc.)

Submit your Form(s) via email to your respective Budget Analyst. The due date for this form is the same as your operating budget submission. It is recommended that you send your department’s Form 14 submission as one Excel file with a tab for each fund and division combination.
Personnel Cost Forecasting (PCF)

This Section will outline the personnel policies and procedures to be used in the preparation of your employee services budget for permanent full-time, permanent part-time, and temporary (wages) positions. It will also provide an overview of Personnel Cost Forecasting (PCF), which is a module of the BFM budget system. Please remember that PCF is a budget preparation tool only; ongoing position management is performed by the Personnel Services Department in the PeopleSoft Human Resources Management System (HRMS).

Personnel Cost Forecasting (PCF) is a web based budgeting system that provides annual position costing data for the City by Fund and Organization. PCF is a pay period costing system that is designed to coincide with PeopleSoft Financials by forecasting personnel costs based on the first and last pay periods of the budget year. This methodology will accurately reflect actual costing on an annual basis by forecasting salary and step increases within the pay periods they occur.

Position and employee data provided in PCF is derived via download from PeopleSoft HRMS, T&L Task Profiles, and payroll at the beginning of each budget cycle. If the current position information in PeopleSoft HRMS, T&L, and payroll is incorrect, PCF will be incorrect. It is the responsibility of each city department to maintain its own position information. Any corrections must be made in consultation with and through the Personnel Services Department.

Employee Services and Position Management

The number of positions authorized in a department or division for specific periods of time during the fiscal year is set by the Position Authorization Resolution (PAR). The allocation of positions by class within a division may be changed by administrative action, as long as the total number of positions and Full Time Equivalent (FTE) authorized in a department for specific time periods does not change. An eight-digit number has been established in HRMS for each authorized position in order to provide a basis for matching employees with authorized positions.

Permanent Full-Time and Permanent Part-Time Positions – Permanent positions are established annually with the adoption of the Personnel Authorization Resolution (PAR). This includes permanent full-time and permanent part-time positions.

A Permanent Part-Time (PPT) position is defined by the Fresno Municipal Code as a "position for which the regularly scheduled work week is less than 40 hours ...." For administrative purposes, the code has been interpreted to mean a PPT employee would work a regular schedule of 32 hours or less per week. These hours might be worked in full eight-hour work days, or in scheduled parts of full work days.

Employee services’ costing of filled positions will be based on the employee’s current salary, step rate and fringe amounts. Typically, vacant positions will be based on the "B" step rate for salary and fringe of the particular job class.
Full Time Equivalent (FTE)

FTE is the percentage of time a position is authorized in a given fiscal year. Currently authorized full time permanent positions have an FTE of 100 percent (1.00) and permanent part-time (PPT) have FTEs of no more than 80 percent (.80). The position count is the number of positions in a given organization in a given fiscal year regardless of type. As a simple example, a division has ten full-time permanent positions and three PPTs at 80 percent; the FTE for the division would be 12.40 with a position count of 13. This distinction is important in that the employee services budget is based on FTEs and not position count.

Temporary (Non-permanent) Positions

Temporary (wages) employees are typically hired for intermittent, seasonal, special project, and vacation relief services. All non-permanent positions will be requested during the budget cycle each year and are approved through the budget adoption process. To request non-permanent positions, each department will need to submit a completed Form 3 signed by the Department’s approving authority to the budget office. Non-permanent position requests will be entered into PCF and given a temporary PCN of 00010xxx and assigned to the fund and organization noted on the Form 3. Employees hired to fill temporary positions may be employed no longer than one year (2,080 hours) in any two consecutive fiscal years.

Non-permanent (Wages) employee service costs will be calculated at "A" step rate for wages, statutory fringe, and the hours authorized for each class in each section.

Preparation of the Employee Services Budget

Employee Services Request – The opportunity to add, delete, or adjust the allocation of positions will begin when the departments receive their base budgets and will continue throughout the preparation of the request budgets.

Adding, Deleting or Converting Positions

To request permanent, permanent part-time and temporary positions, a completed and signed Form 3 request must be sent to BMSD during the budget process. For Form 3 requests to become effective, they must first go through an approval process that involves approval by the Mayor/City Manager and ultimately the City Council through the budget adoption process. Form 3s actions not approved by the Mayor/City Manager or the City Council will result in the reversal of the action.

Navigation of PCF

The position database can be accessed by clicking on the PCF tab at the top of the screen and then clicking on “Position Maintenance.” The Position Maintenance Screen will appear as shown on the following page.
The Position Maintenance screen allows users to narrow down the positions that will be displayed. Positions can be filtered using the filter selection bars, entering the search criteria in the space provided and hitting “Apply Criteria.” The option most used is by Home Org or Organization. A large volume of data can be viewed by changing pages in the lower right corner or the data can be viewed as a list by changing the number of records per page. To view a position record click “Edit.”

Note: BMSD manages costing data by position and job class and does not transfer employee data to other PCNs.

Adjusting the Allocation of Positions

Departments are responsible for any changes in the allocation of currently authorized positions for the coming budget year. To view the current position allocation, click on the “+” for a drop down menu. To modify the current allocation, simply click on the “Edit” button.
**Funding Date Range** – The Funding Date Range will reflect the employee’s hire date as annotated in HRMS or for vacant and new positions, the system will default to 12/27/2016.

**Organization** – Users must ensure the org is entered at the section level. Users can manually enter the org or use the magnifying glass at the right to view a menu of org options. If the org entered is the primary org or has the dominant or highest allocation, check the “Home” box on the right to identify it as the “Home Org” for the new allocation. If the “Home Org” has been changed, users must ensure the new “Home Org” is entered in the Position Tab on the home screen.

**Fund** – Users can manually enter the fund or use the magnifying glass at the right to view a menu of fund options. Invalid/Inactive funds will produce a red validation error in the upper left corner of the screen. Invalid/Inactive funds or orgs will need to be corrected before proceeding.

**Allocation** – The total allocation spread for each position must equal 100 regardless of FTE. The allocation must be entered as 100 or as say 90 in the event of a split allocation of 90/10. When entered as a number less than 100, users will need to click on the “Add New Allocation” tab at the top of the previous page to create additional allocation lines that total 100.

Once all edits are complete, click on “Save” and “Close” to update the position record and return to the main screen.

**Note:** Any changes in spread will not result in any task profile changes in T&L. If the reallocation in Org/Fund involves changes to Task Profiles, the departments are responsible to work with Personnel to adjust the Task Profile in T&L for the new budget year.

**Capital Labor**

All positions spread to capital will use the Capital Labor Fund (90000) and will be allocated to the unbilled capital labor org of the individual department/division. Distribution of a position to Capital Labor anticipates work will be performed by that position on major Capital Improvement Projects (CIPs) and will be charged to CIPs for each payroll period worked. This method allows for the identification of positions or portions of positions which will not participate in a division's operating activity, but will be dedicated to CIP project(s). The steps to do this are described in the Allocation section above.

Only the dollars associated with employee time spread to operating sections will be loaded into BFM so salaries spread to the Capital Labor Fund should be offset in the department’s capital budget.
Employee Leave Payout at Separation

Beginning in FY 2012, a new Employee Separation Fund was established for all employees leaving City service. The fund is designed to: 1) Compensate an employee for any applicable remaining leave balances upon termination; 2) Allow for each city department to project the ongoing liability of each of its current employees; and, 3) To alleviate the current departmental obligation for termination payouts. A new account was also created as part of the departmental base budgets; each fund/section that has employees will have the account 51109 “Leave Payoff at Termination.” Account 51109 is directly tied to each employee and is derived by each employee’s budgeted fiscal year termination payout liability by bargaining unit.

Methodology for Bargaining Unit Deduction

A payroll query is used to determine the budgeted fiscal year’s total termination payout liability by employee and bargaining unit. Then the value of each bargaining unit’s annual accumulated leave by the total City liability is segregated to derive the factor of each bargaining unit. Finally, the bargaining unit factor is applied to the determined (prior year actual term amount) amount of future year need and finally distribute the fixed amount by each employee in the bargaining unit.

Projections

The PCF projection engine projects salary and benefits by pay period based on current authorized and proposed position records. The Funding Dates on the position records determine when the projection begins. The salary amount is determined by the Salary Table and Step/Grade entered for the employee or the Salary Override Amount. The Step Duration in conjunction with the Step Increase Date determines when the employee gets a step increase/pay raise.

Projections are identified by Version codes where specific projection dates, parameters, and selection criteria are setup for the specific projection.

- The current Budget Stage will always be version 0 i.e., Base, Request, Proposed, Adopted.
- The Projection dates will coincide with the first and last pay periods of the year.
- Projections include specific selection criteria for Home Org, Allocation Org, Bargaining Unit, and Status code.

During the request budget preparation time, departments will be able to add, delete, convert, reallocate or transfer positions. Changes made in PCF will not be reflected in the system until a projection has been run and the results posted to BFM. With the inclusion of a Projection Scheduler, PCF will run and post projections every hour throughout the budget preparation period. If the desired results are not reflected on an SAP report, users must first go back to the position maintenance screen to ensure the information is accurate. If the position detail and allocation is accurate, then the current changes may be in between projection runs. If not, contact your budget analyst.
PCF/SBFS Reports

PCF and historical SBFS reports can be accessed by clicking on the “Links” tab located in the BFM module.

Once logged in, users can select current PCF reports by clicking on the Departments folder drop down and then selecting PCF or users can choose reports from prior years by clicking on the Historical folder and selecting SBFS. The reports offer various aggregations of the same position costing data in both summary and detail reports. All PCF and SBFS reports are printable and exportable.

Note: When viewing or comparing PCF and SBFS reports, it should be noted again that the PCF system calculates salary and benefits by pay period while SBFS calculated salary and benefits on an annual basis (7/1–6/30) for a given year. The pay period methodology is designed to coincide with PeopleSoft Financials and will more accurately reflect actual annual expenditures by forecasting salary and step increases within the pay periods they are scheduled to occur.

Like SBFS, the Title section provides a list of available reports and a description of what each report provides. To run a report, simply click on the report selection and use the Prompt Summary screen to filter the desired data.

The Prompt Summary screen now allows users to filter data by Org, Fund, PCN, Employee Name, Bargaining Unit, Status Code and by various groupings. The available filters have been designed to allow departments to quickly view employee costing data in a variety of aggregations.
Prompt Summary Filter Screen

The Prompt Summary screen allows users to edit the data they would like to view in the selected report. To begin editing:

- Highlight each section by clicking on it. Your selection will also appear on the top of the Values header.
- If the user knows the value to be filtered, they can enter it in the space provided and hit enter or click the select button.
- If the user is unsure of the value to be filtered, they can click on “Refresh Values” for a drop down menu or for a quick search, enter it here.

Note: The Projection Code is defaulted to “0” and will always represent the current budget stage i.e., Base, Request, Proposed and Adopted snapshots. The Bargaining Unit value is for all units and should remain as such unless running for a specific unit.

To select your data:

- Hit enter once the data is entered in the open window, or
- Double click a selection from the drop down menu, or
- Highlight the desired value and click the select button.

Once a selection is made it should appear in the upper right window first and then on the highlighted Prompt Summary line to confirm the selection. Once all “Prompt Summary” data has been selected, click OK.
To return to the report selection menu, click on the “Documents” tab. The existing report will remain open until closed.

The buttons to print or export the report are available in the bar at the top of the page. To save a report, users will need to export the document and then save it to their personal drives.

The report can be view by Department, Division or Section by clicking on the tabs at the bottom of the report.

NOTE: When printing reports, reports are converted to PDF and will include all three report tabs. To print or save only the current report, users can select “Export Current Report As” and this will export only the selected report.

The report can be viewed as a list in the Quick Display mode or in the Page mode by clicking on one of the tabs. The size of the report can also be adjusted at the bottom of the page as well.
Once a report has been run, users have options available to quickly change the filter parameters for differing views:

Clicking on the (?) button allows users to see and quickly change the existing report filter settings. Entering the new parameters and clicking run will re-filter the existing report.

To use the search features to re-run the existing report, users can click on the Advanced or Refresh button to bring up the original filter.

The number of positions reflected in each report is by position Count and/or Full Time Equivalent (FTE). Position count will only appear on Home Org reports because it counts each time a position appears, which would be falsely inflated on allocation reports where positions can appear multiple times.

Please notify BMSD if you have staff members working in BFM who should not view salary and benefit information; BMSD can then adjust the security level for those members to limit their access.

PCF reports can be printed and/or exported with the same selections and adjustments that are available in BFM. A list of available reports and descriptions is available on the following page. BMSD encourages departments to explore and find those reports that best serve their needs.
## BUDGET PROCEDURES MANUAL (BPM)

### PCF Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Menu Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>301A</td>
<td>PCN by Org and Fund (Allocated)</td>
<td>Position Allocation Summary by Fund and Org with the data consolidated into Salary and Fringe.</td>
</tr>
<tr>
<td>302</td>
<td>Spread Detail by Org and Fund (Allocated)</td>
<td>Same as above, but fringe elements are broken out into Supplemental, Benefits, and Statutory components.</td>
</tr>
<tr>
<td>304</td>
<td>Allocation Summary with Details by Org</td>
<td>Summary by Allocated Org only (No Fund). Contains Salary, itemized Fringe elements, and a Statutory consolidation.</td>
</tr>
<tr>
<td>305</td>
<td>Position Detail by Home Org and Job Class - Statutory breakout</td>
<td>PCN's listed by Home Org only (No Fund). Data is divided into Salary with all Fringe and Statutory elements broken out.</td>
</tr>
<tr>
<td>306</td>
<td>Position Detail by Home Org and Fund</td>
<td>Summary by Home Org and Fund. Data is divided into Salary, Supplemental, Benefits, and Statutory components.</td>
</tr>
<tr>
<td>307</td>
<td>Position Detail by Home Org and Job Class</td>
<td>PCN's listed by Home Org and Job Class (No Fund). Data is divided into Salary, itemized Fringe elements, and Statutory components.</td>
</tr>
<tr>
<td>308</td>
<td>Comparison Report by Allocated Org</td>
<td>Comparison report between selected snapshots. Listed by Allocated Org only (No Fund). Contains Salary, itemized Fringe elements, and a Statutory consolidation.</td>
</tr>
<tr>
<td>309</td>
<td>Comparison Report by Home Org</td>
<td>Comparison report between selected snapshots. Data is listed by Home Org only and is divided into Salary, itemized Fringe elements, and Statutory components.</td>
</tr>
<tr>
<td>309A</td>
<td>Comparison Report by Home Org - No Spread</td>
<td>Comparison report between selected snapshots. Data is listed by Home Org only and is consolidated into Salary and Fringe elements.</td>
</tr>
<tr>
<td>311</td>
<td>Class Summary by Home Org and Fund</td>
<td>Job Class summary by Home Org and Fund. Data is divided into Salary, Supplemental, Benefits, and Statutory components.</td>
</tr>
<tr>
<td>311A</td>
<td>Class Summary by Allocated Org and Fund - Detail</td>
<td>Job Class summary by Allocated Org and Fund. Data is divided into Salary, Supplemental, itemized Benefits, and Statutory components.</td>
</tr>
<tr>
<td>311B</td>
<td>Class Summary by Allocated Org - Detail</td>
<td>Job Class summary by Allocated Org only. Data is divided into Salary, Supplemental, itemized Benefits, and Statutory components.</td>
</tr>
<tr>
<td>312</td>
<td>Class Summary by Allocated Org and Fund (Department Level)</td>
<td>Job Class summary by Allocated Org and Fund. Data is consolidated into Salary, Supplemental, Benefits, and Statutory.</td>
</tr>
<tr>
<td>313</td>
<td>Class Summary by Home Org (Department Level)</td>
<td>Job Class summary by Home Org only. Data is consolidated into Salary, Supplemental, Benefits, and Statutory components.</td>
</tr>
<tr>
<td>315</td>
<td>Pay Period Detail by Position (By Individual PCN Only)</td>
<td>Individual PCN costing with salary, statutory and benefits itemized by pay period.</td>
</tr>
<tr>
<td>316</td>
<td>Projection Export</td>
<td>An exportable data dump report that lists all available position detail to include Home Org and Allocated Fund and Org (No Count).</td>
</tr>
<tr>
<td>317</td>
<td>Projection Export - Count</td>
<td>An exportable data dump report that lists all available position detail by Home Org to include Count.</td>
</tr>
<tr>
<td>Account</td>
<td>Account Name</td>
<td>Account Description</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>652301</td>
<td>Police and Fire Pension Obligation Bond Debt Service</td>
<td>Debt Service Payment</td>
</tr>
<tr>
<td>652302</td>
<td>General Service Pens Oblig Bond Debt Service</td>
<td>Debt Service Payment</td>
</tr>
<tr>
<td>652601</td>
<td>Workers’ Compensation</td>
<td>Charges for Workers’ Compensation insurance.</td>
</tr>
<tr>
<td>859102</td>
<td>City Attorney Charges</td>
<td>Fixed charges for legal services provided by the City Attorney’s Office to other City departments.</td>
</tr>
<tr>
<td>859105</td>
<td>Purchasing - Variable Charge</td>
<td>Variable charges for capital buying services provided by the Purchasing Division to other City departments.</td>
</tr>
<tr>
<td>859120</td>
<td>Facilities Repair and Replace Projects</td>
<td>Repair and replacement projects in accordance with assessment study and/or immediate need.</td>
</tr>
<tr>
<td>859302</td>
<td>City Hall Rent</td>
<td>Charges for the space rental at City Hall (includes only the debt service portion).</td>
</tr>
<tr>
<td>859304</td>
<td>Property Self-Insurance Chgs</td>
<td>Charges for property self-insurance.</td>
</tr>
<tr>
<td>859305</td>
<td>Liability Self-Insurance Chgs</td>
<td>Charges for liability self-insurance.</td>
</tr>
<tr>
<td>859306</td>
<td>Chgs For Msgr-Mail/Copier Svc</td>
<td>Fixed and Variable costs associated with messenger services.</td>
</tr>
<tr>
<td>859309</td>
<td>Facilities Management Charges</td>
<td>Standard charges for building and electrical maintenance on City facilities provided by the Facilities Management Division.</td>
</tr>
<tr>
<td>859310</td>
<td>Non-Recurrin Spec Projct Chrgs</td>
<td>Facilities costs for special projects completed under the direction of the Facilities Management Division.</td>
</tr>
<tr>
<td>859321</td>
<td>Fleet Depreciation Charge</td>
<td>Fixed amortization charge for City vehicles and equipment paid to the Fleet Acquisition Fund for future replacement.</td>
</tr>
<tr>
<td>859322</td>
<td>Fleet Services Charge</td>
<td>Variable expenses for operation and maintenance of City vehicles and equipment paid to the Fleet Management Division.</td>
</tr>
<tr>
<td>859324</td>
<td>Fleet Special Projects-NonAuto</td>
<td>Variable expenses for welding, fabrication, generator PM’s, distribution of gasoline in cans, Taxi Cab inspections, and all “non-auto” related charges.</td>
</tr>
<tr>
<td>859325</td>
<td>Fleet Fuel</td>
<td>Variable charge for Fuel for operation of City Vehicles by the Fleet Management Division.</td>
</tr>
<tr>
<td>Account</td>
<td>Account Name</td>
<td>Account Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>859326</td>
<td>Fleet Pool Vehicle Rental</td>
<td>Variable expenses for operation and maintenance of City vehicles and equipment belonging to the Fleet Management Divisions motor pool. Also, for rental of vehicles and equipment (e.g., forklift, backhoe, loader, etc.) through outside equipment rental agencies.</td>
</tr>
<tr>
<td>859331</td>
<td>Charges For Telephone Service</td>
<td>Fixed and variable charges for telephone installation, rental, and maintenance provided by the Electronics and Communications Division. This includes adds, moves, and changes, usage taxes and long-distance costs.</td>
</tr>
<tr>
<td>859333</td>
<td>10X and 10C Charges</td>
<td>Variable charge for acquisition or replacement of new phone or computer equipment.</td>
</tr>
<tr>
<td>859334</td>
<td>Info Systems Service Charge</td>
<td>Charges for the Information Center, the City’s mainframe computer operations, and general support from the Information Systems Division.</td>
</tr>
<tr>
<td>859335</td>
<td>Info Systems Equip Charge</td>
<td>Charges for equipment and maintenance paid to the Information Systems Equipment Fund, including communications and distributive data processing</td>
</tr>
<tr>
<td>859336</td>
<td>ERP Replacement Charge</td>
<td>Replacement funds to support the replacement of the Financials and Human Resources Management Systems.</td>
</tr>
<tr>
<td>859337</td>
<td>Network Replacement Charge</td>
<td>Lease payments in support of the network replacement.</td>
</tr>
<tr>
<td>859338</td>
<td>Replacement/Leased Computers</td>
<td>Lease payments for desktop computer replacements.</td>
</tr>
<tr>
<td>859350</td>
<td>Security Assessment Charges</td>
<td>Fixed charge based on cost to fund the security measures at City Hall.</td>
</tr>
</tbody>
</table>
Facilities ISF Budget Build

- **City Hall**
  - The City Hall ISF Budget Build is based on each Department/Division’s occupied square footage.
  - The following is a list of pass-through expenses for City Hall, which are allocated using this square footage methodology: Utilities, Fire Inspections, Air Control District, Landscape, Fire Alarm Monitoring/Annual Equipment Inspections, HVAC Quarterly Maintenance, Custodial, Security, Elevator Maintenance, Mat Rental and Pest Control.
  - Facilities Management Division uses the average maintenance costs for the past two and a half years for each area specified on the Department approved space allocation to determine the Building Maintenance charges for each Department/Division. These charges include all routine building maintenance requests. Some examples of this type of work include changing lights, HVAC requests, plumbing requests, roof leaks, etc. These maintenance charges, along with the pass-through amounts, are included in your Base Budget under account 859309.
  - Repair and Replacement Costs- An amount is determined each year for larger projects needed per the Facilities Condition Assessment or deemed necessary by the Director/City Manager’s Office. The approved total amount is charged to the Departments/Divisions based on their square footage of occupied space at City Hall. These charges are included in your Base Budget under account 859120.

- **Municipal Service Center (MSC)**
  - Charges for the MSC ISF Budget Build are based on each Department/Division’s square footage or employee count.
  - The following is a list of potential pass-through expenses which are allocated to the Departments/Divisions in the MSC: Utilities, Fire Inspections, Landscape, Parking, Custodial, Security, Alarm Monitoring, Elevator Maintenance, Mat/Rag Rental and Pest Control. Some of these services are at the request of the Division, such as Pest Control and Custodial.
  - Facilities Management Division uses the average maintenance costs for the past two and a half years for each building/area at the MSC to determine the Building Maintenance charges for each Department/Division. These charges include all routine building maintenance requests. Some examples of this type of work include changing lights, HVAC requests, plumbing requests, roof leaks, etc. These maintenance charges, along with the pass-through amounts, are included in your Base Budget under account 859309.
  - Repair and Replacement Costs- Each year larger projects are identified using the Facilities Condition Assessment or deemed necessary by the Director/City Manager’s
Office. The approved total amount is charged to the Departments/Divisions based on their square footage of occupied space at the MSC. These charges are included in your Base Budget under account 859120.

- **Other Various City Locations**
  - Charges for other City locations are determined by the Department/Division’s actual costs.
  - The following is a list of potential pass-through expenses which are allocated to each Department/Division per their request for the services: Utilities, Fire Inspections, Air Control District, Custodial, Security, Alarm Monitoring, Elevator Maintenance, Mat/Rag Rental and Pest Control.
  - Facilities Management Division uses the average maintenance costs for the past two and a half years for each building/area to determine the Building Maintenance charges for each Department/Division. These charges include all routine building maintenance requests, such as; changing lights, HVAC requests, Plumbing requests, roof leaks, etc. These maintenance charges, along with the pass-through amounts, are included in your Base Budget under account 859309.
  - If it is decided to add any Repair and Replacement projects to other various City locations the project total will be determined and included in base budget for the Department in account 859120.

**Requested Billable Work**

- **Non-Maintenance Work Requested Under $3,000**
  - This is work requested by Departments which is not routine building maintenance in nature, such as; moving or reconfiguring workspaces, hanging whiteboards, installing keyboard trays, nameplates, keys, irrigation repairs, etc. This work is ID billed monthly to account 859310.

- **Non-Maintenance Work Requested Over $3,000**
  - This is work requested by Departments that is estimated to be more than $3,000 and follows our Form 10 process. The Department submits a completed Form 10, Facilities Management provides an estimate to the Department and if the Department chooses to move forward with the project they submit the Form 10 to Budget for approval. Once Facilities Management receives the approved Form 10 from Budget the project will move forward and be ID billed with our monthly billing to account 859310 as expenses occur. Examples of Form 10 requests include new buildings, new splash pads, lighting upgrades, remodels, adding electrical, shade structures, etc.
Form V, Request to Fund Vacant Position

Source: Budget Management Studies Division (BMSD)

Purpose:

This form is to be completed by Departments that have vacant positions and require that the funding be continued into the following Fiscal Year. The submissions will be reviewed and recommendations for funding will be forwarded to the City Manager for final approval and inclusion in the budget.

General Instructions:

It is not necessary to fill out a separate Form V for requests involving more than one position in the same division, same classification, with identical duties and justification that are part of the same recruitment status.

1. Department Name/Org: Indicate the Department.
2. Division Name/Org: Indicate the Division.
3. Department Contact: Indicate who should be contacted with questions regarding this position.
4. Department Contact Number: the number for the person above.
5. Form 1 Reference No: Applicable only if this request is critical to a Form 1 request. For example, a new program the following fiscal year and the positions will be part of this program.
6. Vacant Position Title: the title of the position.
8. Position Control Number: the assigned PCN.
9. How long has position been vacant? (days) this should closely match the Vacant Position Report in PeopleSoft.
10. Anticipated date position will be filled: When does the department anticipate that the position will be filled.
11. Will funding allocation remain the same? Indicate if the funding allocation will remain the same or if it will be changing. For example, if in FY 2023 a position is 100 percent funded in the General Fund, but in FY 2024 50 percent will be allocated to a grant and 50 percent to the General Fund.
12. Recruitment Status: In this section be as thorough as possible in indicating what the status is of the recruitment.
   A. Vacancy has been filled: An employee has been hired, indicate date of hire from PeopleSoft.
   B. Recruitment in Progress, you must indicate where in the process the recruitment is and when it is anticipated that the completion for each step is.
   C. Position in process of conversion: There is an electronic Form 3 that has been submitted to Personnel.
   D. Other: provide details if none of the above apply.
13. Justification to keep vacant position funded: Be as thorough as possible to indicate the reason why the position must remain funded and the impact of defunding to the operations.
14. Position Allocation: This section is to be completed only if item 11 above is marked No.
15. Signatures should include Department/Division Budget Officer and Department Director Signature.
### Form V - Request to Fund Vacant Position

<table>
<thead>
<tr>
<th>Department Name/Org</th>
<th>Division Name/Org</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Contact:</th>
<th>Department Contact Number:</th>
<th>Form 1 Reference No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vacant Position Title</th>
<th>Job Code</th>
<th>Position Control Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How long has position been vacant? (days)</th>
<th>Anticipated date position will be filled</th>
<th>Will funding allocation remain the same?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

#### Recruitment Status

- [ ] Vacancy has been filled - Hired Date ____________
- [ ] Recruitment in Progress (complete information below)
  - [ ] Interview in Progress: completion date: ____________
  - [ ] List creation in Progress: completion date: ____________
  - [ ] Offer Made/Onboarding in Progress: completion date: ____________
- [ ] Position in process of conversions. Form 3 Number: _____
  - [ ] Other: ____________

#### Justification to keep vacant position funded:

**Position Allocation (complete only if funding allocation is changing, i.e. funding in 10101-General Fund in FY 2021, but will be funded with Grants in FY 2022, etc.)**

<table>
<thead>
<tr>
<th>Allocation Percentage</th>
<th>Current Fund</th>
<th>Current Org</th>
<th>New Fund</th>
<th>New Org</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Budget Officer Signature</th>
<th>Date</th>
<th>Department Director Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION BELOW FOR PSD USE ONLY**

- [ ] Concur
- [ ] Disagree

<table>
<thead>
<tr>
<th>PSD Recruitment Status Review</th>
<th>PSD Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PSD Reviewer Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION BELOW FOR BMSD USE ONLY**

- [ ] Approved
- [ ] Not Approved

<table>
<thead>
<tr>
<th>City Manager approved to fund?</th>
<th>BFM Updated?</th>
<th>BMSD Analyst</th>
<th>BMSD Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**[Revision history](C:\Users\[username]\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\WQOF4W0G) Request to Fill Vacant Position Final.doc**

Revised 02/25/2021
Personnel Request Form (Form 3)
Source: Personnel Department

Purpose:
To request and justify new permanent, Permanent Intermittent (PI), and Permanent Part-Time (PPT) positions; to request a position reclassification; to request a conversion or trade of a vacant position; to request a classification title change; to request a transfer of a position between divisions; to request deletions or Nonpermanent (wages) FTEs as a part of the budget preparation process. To request wages FTEs during the fiscal year, use the Attachment B.

General Instructions:
It is not necessary to fill out a separate Form 3 for requests involving more than one position in the same division, same classification with identical duties and justification. Simply indicate the number of positions requested.

The Form 3 is to be submitted to the Budget and Management Studies Division (BMSD) and if the position is approved, will then be forwarded to the Personnel Services Department (PSD).

Form 3’s processed during the fiscal year are currently entered and routed electronically in PeopleSoft. Contact the Personnel Services Department for specific instructions on this process.

Specific Instructions:
1. Enter the DEPARTMENT NAME/ORG, DIVISION NAME/FUND/ORG and DATE in the appropriate boxes.
2. Please indicate the Type of Request by checking one of the choices listed.
3. Enter the CURRENT CLASS TITLE/JOB CODE, REQUESTED CLASS TITLE/JOB CODE, POSITION CONTROL NUMBER(S) affected, and the DEPARTMENT CONTACT and PHONE EXTENSION in the appropriate boxes.
4. Provide an Appointing Authority Signature (division or department director). Please indicate whether this is a budget preparation request.
5. Please provide a detailed justification in support of the transaction requested. If a PI or PPT position is being requested, please indicate why it is appropriate to have that status.
6. Please indicate the effective date.
7. If the Type of Request requires an alteration in a new task group, enter the information here.
8. If you are requesting either a new position or a transfer of a position between divisions you will need to complete the position spread section on the Form 3. In the case of new positions, please indicate the PCN(s), FUND, ORG, and NEW FTE. Since these are new positions, there will be no CURRENT FTE. For Transfer Positions, please provide all the above as well as the Current FTE. This will be the source of data input information during the budget preparation process.
# Personnel Request Form

<table>
<thead>
<tr>
<th>Department Name/Org</th>
<th>Division Name/Fund/Org</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Request</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Position(s)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Reclassification</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Transfer of positions between divisions</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Conversion/Trade (Vacant Positions Only)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Class Title Change</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Delete Position(s) (Budget Process Only)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Defund Position(s) (Budget Process Only)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Nonpermanent FTEs (Budget Process Only)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Class Title (not applicable if new)</th>
<th>Job Code</th>
<th>Position Control Number(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Request Class Title</th>
<th>Job Code</th>
<th>Department Contact/Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is this a budget preparation request?</th>
<th>Appointing Authority Signature</th>
</tr>
</thead>
</table>

Justification, include description of duties if requesting new positions or attach Position Description Questionnaire and Supervisor’s Statement Form if requesting a reclassification. Attach additional pages if needed.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Task Group Add/Change?</th>
<th>New Task Group Name</th>
<th>Reports to (PCN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Spread (for new and transfer positions)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PCN (Permanent Position Only)</th>
<th>Fund</th>
<th>Org</th>
<th>C/O</th>
<th>New FTE</th>
<th>Current FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>-----------------------------</td>
<td>------</td>
<td>-----</td>
<td>-----</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HRD Recommendation</th>
<th>Recommended Class Title</th>
<th>Job Code</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approve</td>
<td>☐ Disapprove</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Implementation Date</th>
<th>Position Control Number(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BM/OSD Recommendation</th>
<th>Log-In Date</th>
<th>Log-out Date</th>
<th>Budget Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approve</td>
<td>☐ Disapprove</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City Manager’s Office</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Entered into PeopleSoft:</th>
<th>Initial Date</th>
</tr>
</thead>
</table>

Distribution: ☐ Original to Human Resources Division (HRD) ☐ Copy to Originator
Budget Form Detail (Form 10)

Source: Facilities Management Division, Public Works

Purpose:

To request a special project performed or coordinated by the Facilities Management Division of Public Works Department i.e., remodeling, painting, re-roofing, new air conditioning or electrical systems, flooring, locks, office moves, and additional furniture and furniture moves at City Hall.

General Instructions:

A. A single form should be used for multiple units of the same item.

B. Forward the original Form 10 to Facilities Management Division for an estimate of project costs. It is critical that Special Project Requests (Form 10’s) be submitted on time because they are a component of your department’s budget package.

C. When cost information has been provided by Facilities Management, the requesting department reviews the project estimate and may modify its original request. Any modifications should be submitted in writing to Facilities Management as soon as possible in order to update the project cost estimate.

D. If the department desires to proceed with requesting the project, the Form 10 amount should be entered into the department’s requested budget and the original Form 10 submitted with the Department’s budget.

Specific Instructions:

To provide more efficient and effective services, please fill out the “Multiple City Services Coordination,” section on the Form 10. With this information provided and the appropriate forms submitted, Facilities Management can identify those requests that need to be coordinated with other service providers.

1. a) Complete Department/Division name, fund/org numbers.
   b) Project title: Briefly state what is to be done. Examples: Install emergency generator, paint and re-carpet offices, re-roof Community Center, construct equipment cage, install modular workstations.
   c) Project location: Give exact building address or location including room name/number, if applicable.
   d) Requestor/contact person: The name and telephone extension of the individual most familiar with the request.
   e) Check the appropriate box indicating whether the request is a base request, an annual budget request, or a capital improvement funded project.

2. Project description: Describe the project and what is to be done as completely and accurately as possible. Include the number of units required, if appropriate. Drawings may be attached if this helps in project description.
3. Justification: Completely explain the usage of the requested project and the necessity for its acquisition (use extra sheets if necessary). Indicate cost savings if any.

4. Source of funds: Identify applicable fund/org/Project/Activity/Restype to be charged for the requested project. For **unbudgeted** projects, identify and explain the basis of funding source. For example: Canceling a budgeted special project, moving funds by Appropriation Transfer (AT) from operations and maintenance, etc.

5. Department Head/Designee approval to proceed with request for estimate: Signed by department director or designee.

6. a) Priority: Place the department priority number in the upper right-hand of the page of each Form 10 submitted (for assurance of project costing in the order preferred by the requesting department during the budget preparation cycle).

   b) Forward the completed (original) Form 10 to Facilities Management Division prior to the deadline specified by Facilities Management.

7. The costed Form 10 will be sent back to the requesting department for review, at which time the department director may choose to:

   a) Authorize the proposed project as costed.

   b) Modify the proposed project and/or authorize only a portion of the project. Any modifications should be noted on/or attached to the Form 10.

   c) If the initiating division chooses not to proceed with the special project request, it should be marked “Canceled” clearly across the face of the project request form and forwarded to Facilities Management to note the cancellation on the master list.

8. a) If the initiating division chooses to proceed with the special project request, the cost estimate should be included in the budget request and the original Form 10 submitted with the Department’s budget.

   b) Following adoption of the budget, BMSD will notify departments of the approved projects.

**Unbudgeted Special Projects**: Form 10’s for unbudgeted special projects will need BMSD approval and should be submitted to BMSD with an Appropriations Transfer (AT) to provide the funds in the proper line item, unless funds are available due to cancellation of a specific budgeted special project which is listed as the “source of funds” (item 4 of the Specific Instructions). No work can proceed until the Form 10 is approved by BMSD.
Multiple City Services Coordination: Please contact other city services that may also have work within your project.
To help us with project awareness & coordination, please check mark those other city services that may also be involved:
- Communications Services Division for phones & data wiring. Contact @ 621-1080
- Information Services Department for computers. Contact @ 621-7100
- Accessibility review for new construction & alterations. Contact @ 621-8716

(Step 1): Department Request Information:
Dept./Div. Name: ____________________________
Project Title: ________________________________
Project Location: ____________________________
Requestor/Contact Person: ____________________ Phone: ________________
Type of Request: [ ] BASE¹ [ ] Unbudgeted Budget Request² [ ] Capital Improvement Project
¹ "Base" Form 10 requests are funded within an entity's annual base budget. ² "Unbudgeted Request" is an unfunded project submitted after the annual budget adoption.

Accessibility: [ ] New Construction [ ] Alteration, primary function [ ] Alteration, non-primary function
A primary function is an activity for which the facility is intended, such as an office, community room, or sport court. An example of a non-primary function area would be a storage closet, maintenance room, or restroom within a facility.

(Step 2): Request Description:
Environmental Assessment Required: Y/N_______

(Step 3): Request Justification:

(Step 4): Proposed Source of Funds:
Account: _______ Fund: _______ Org: _______ CDBG Y/N _________

PCBU: _______ Project _______ Activity: _______ ResType: _______

(Step 5): Department Head/Designee approval of request for estimate:
Signature: __________________ Date: __________

(Step 6): Route Request to Facilities Management. Facilities will estimate and return to Requestor/Contact Person.

(Facilities Reference Numbers) 07 WO#: __________ Status: ____________________
**Budget Form Detail (Form 10C)**

**Source:** Communications Services Division, ISD

**Purpose:**
To request services (budgeted or unbudgeted) from the Communications Services Division of the Information Services Department (ISD) for telecommunications projects. These projects can consist of adding a new telephone or lines, moving and/or changing equipment, or the purchase of cellular telephones, tablets and iPads.

**General Instructions:**

A. To begin the process, a Form 10C, “Request for Communications Additions, Moves, and Changes”, must be completed. Be sure to specify if request will be part of a Facilities Management Special Project.

B. Forward the original Form 10C to the Communications Services Division for an estimate of project costs.

C. The Form 10C is also used by Communications Services in the following instances:
   - Requests for new telephone equipment (when a new position is added, for example). Such requests will be analyzed in the context of a department's overall telephone needs.
   - Requests for cellular telephones and pagers.

D. Communications Services sends a copy of the Form 10C Request and the Form 10C Estimate back to the requesting department for department director review and approval

   **For a budgeted request:** the department director signs the Form 10C Request for Estimate. The department must include the Fund/Org/Project on the Form 10C Request and on the budget submission form and must include the original Form 10C Estimate in the budget package as well. The department will enter the request in BFM under account 859333.

   **For an unbudgeted request:** The Form 10C Request and 10C Estimate are sent to the Budget and Management Studies Division (BMSD) for review.

Please note that if the Facilities Management Division has to perform work on the project, a Form 10 will also be required.

E. BMSD reviews the 10C Estimate Form to determine if sufficient funds are available for the project and that the funds are in the appropriate sub objects. BMSD also ensures guidelines established by the City Manager are followed.

F. Upon BMSD approval, the Form 10C Estimate is returned to Communications Services.

G. Communications Services processes the request and schedules the work.
Budget Form Detail (Form 10X)

Source: Information Services Department (ISD)

Purpose:

The Form 10X is utilized to request computer hardware and software, technology projects and services, and programming of applications from the Information Services Department (ISD). The Information Services Department developed an Electronic Request System; this system enables the requester to submit and route the Form 10X electronically. New requests should be entered into the system during the annual budget process and as unbudgeted special projects arise.

Requests can be submitted for the following items:

**Hardware:** Desktop PCs, laptops, monitors, printers, backup systems, hardware upgrades (additional memory or hard drives), network hookup (LAN or Mainframe), copiers and other related computer equipment.

**Software:** Microsoft Office, Adobe, packaged software, business software, developer tools, design software and other related software products.

Requests can be submitted for the following services:

**Project initiation:** To analyze and evaluate current systems (manual and automated) and explore alternative possibilities for meeting information technology needs or presenting automated solutions to problems.

**New systems development:** Development and/or implementation of a new automated data processing system or software package to replace an outmoded system or a manual system.

**System enhancement:** The addition of a new subsystem or a modification of an existing system or PC system evaluation to determine if a PC is adequate for the software applications needed.

General Instructions:

A. Submit a new 10X request for each individual request or project. To access the Form 10X, double click on the desktop icon titled ‘10X Application’ to open the ‘ISD Request System’.

B. The electronic system will forward the request to ISD for a cost estimate.

C. ISD will provide a cost estimate to the requesting manager. The manager reviews the cost estimate and can choose to modify the request, approve, or deny the cost estimate.

D. If the requesting department manager desires to proceed with the request, the amount should be entered into the department’s budget under account 59326 and the electronic form should be included in the Department’s budget packet.
Specific Instructions:

For detailed information, please refer to the ISD Request System (10X) User Manual located under the help menu of the Electronic Request System. The manual outlines the entire process.

1. Click on New Order Request or New Service Request. Click on the details tab and populate the following fields: fiscal year, contact name, manager, justification, account information and comments.

2. Add standard and non-standard products to the products tab.

3. If you would like to add an attachment to the request, click on the attachments tab and upload an attachment. Click save and ‘send to manager’.

4. The electronic system will route the request to the specified manager for management’s approval.

5. If the manager and DBO approvals the request, the system will automatically request a cost estimate from ISD. ISD will return the cost estimate to the manager.

6. If the cost estimate is approved by the manager, the DBO will review the request, provide budget analysis, print the request, attach necessary documentation, and forward the request to the appropriate Budget Analyst.

7. Following adoption of the budget, BMSD will notify departments of the approved requests.

Unbudgeted Form 10X requests will be processed in the following manner:

10X requests for unbudgeted items and services require BMSD approval and should be entered into the electronic request system (same process as budgeted requests). After routing the request for signatures, the DBO should submit the request and an Appropriations Transfer (AT) to BMSD. Approved requests will be forwarded to ISD with authorization to proceed with the request.
DATE: December 14, 2022

TO: DEPARTMENT DIRECTORS
    ASSISTANT DIRECTORS
    DEPARTMENT BUDGET OFFICERS (DBO’s) and BUDGET FOLKS

FROM: KIM JACKSON, Administrative Manager
       Information Services Department

SUBJECT: FY24 10X and 10C REQUESTS

The Information Services Department (ISD) will continue to use the new 10X / 10C / AT Electronic Request System to facilitate the ordering of ALL computer hardware/software, copiers. VOIP and mobility phones/devices, as well as any technology projects and services.

All FY24 budget build 10X / 10C requests must be entered into the 10X / 10C Electronic Request System through the URL http://isdapps.fresno.gov/projects/ or directly from the website on the right hand side of COF Staff Page’s Link which also takes you to the URL. ALL 10X / 10C budget requests must be notated as a Budget Request (check box) which will help us identify if the quote is for budget needs only or for a current order. Make sure you change the fiscal year when submitting your FY24 requests as it will be defaulting to FY23 automatically. Please complete your entries no later than Tuesday, January 31, 2023 at 5:00 pm. This will allow time for ISD to provide costing of products and/or services and return quotes to our customer departments no later than Friday, February 24, 2023. If you have any questions about the 10X / 10C process, please contact Jackie Larkin #7140, Rachel Archer #7138, Stephanie Ciehoski at #7180, or Kim Jackson #7103.

Both City standard and non-standard costing will be returned electronically back to the department no later than February 24, 2023 for inclusion in your respective FY24 Budget Packet. Please note on the 10X / 10C forms that this is for a Budget Requests Only. This will be the standard procedure from now on. All Budget Requests will be closed out at the end of the fiscal year if not approved during the Budget process.

If you have any questions or concerns. please contact me at ext.7103.
ADDITIONAL NOTES/INSTRUCTIONS

New Workstations and Email Account Requests
New workstation/laptops require a monitor, headset, docking station, and City Standard Software Load (if you need a laptop bag, that is a cost you will have to bear) – preferably, laptops are now the standard for any workstation unless a desktop is specifically requested – you will be asked for the justification of a desktop need. Prices are available under the product list in the Electronic Request System. City Standard Software includes Microsoft Office Suite, Adobe Acrobat DC, Virus Scan, and many Security tools. If the new workstation requires a network account and/or an email account, (i.e., a new employee), the department will incur an additional licensing fee. **IF the computer you are requesting is a replacement, please list the asset tag of the device it will be replacing and all software licensing on the computer to be replaced will be transferred to the new computer – no software load charges.**

Microsoft Software
Microsoft software will be charged on a per user basis. The initial authorized amount will be included with the ISD fixed charges. Any increases in the number of named users will result in additional charges.

Form 10C Requests – Communications Additions, Moves, and Changes
Follow the instructions outlined in the Budget Procedures Manual (BPM). The deadline dates for the 10C requests will be the same as the 10X requests.

FY22 Schedule for 10X and 10C Requests

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>PROCESS</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Services Department</td>
<td>Send Memo to Departments</td>
<td>December 14, 2022</td>
</tr>
<tr>
<td>All Departments</td>
<td>Submit 10X Requests electronically and 10C request forms to ISD</td>
<td>January 31, 2023 (by 5:00 pm)</td>
</tr>
<tr>
<td>Information Services Department</td>
<td>Return 10X / 10C costing electronically to requesting department</td>
<td>February 24, 2023</td>
</tr>
<tr>
<td>All Departments</td>
<td>**Submit end-of-the-year 10X / 10C request forms to ISD to ensure processing before year end</td>
<td>May 5, 2023 (by 5:00 pm)</td>
</tr>
</tbody>
</table>

**Please note: FY23 will be closing in Tyler Munis on July 1st which requires all year-end deadlines are moved up a month.
**Budget Form Detail (Fleet Form 11)**

**Source:** Fleet Management Division, Transportation/FAX Department

**Purpose:**

To request new, additional, or leased/loaner equipment serviced by Municipal Fleet Management Division of the Transportation/FAX Department. To request an upgrade or change of equipment scheduled for replacement; and to provide for the transfer of existing equipment; and request special projects such as welding or fabrication services.

**General Instructions:**

A. Fleet Management provides acquisition cost estimates for new/additional equipment and cost differences for upgraded equipment. Fleet Management also assigns a control number for each request and returns the form to the requesting division. The cost estimates for new/additional equipment or cost differences for upgraded equipment should be included in the requesting division's budget request along with a copy of the Form 11 when appropriate.

B. All replacements will be initiated by the Fleet Management Division.

C. **Forward the original Municipal Form 11 to the Fleet Management Division for unit price costing.**

D. Fleet Management develops an annual schedule for the Form 11 process which will be distributed to all departments.

**Specific Instructions:**

Please note the Form 11 has been amended to include requests for special projects such as welding or fabrication services. In the past, special project requests to Fleet Management were done with a Form 10. This is no longer the case. Please use the Form 11 for special project requests to Fleet Management as well as requests for new/additional vehicles, upgrades or rental/loaner vehicles.

1. Complete budgeted/unbudgeted, department/division name, contact person, and extension number.

2. **DEPARTMENT HEAD SIGNATURE:** Signed by the department director or an authorized representative. Fleet Management will prepare an estimate of unit cost and return the form to the requesting department/program. Fleet Management will cost out all Form 11s submitted by the deadline.

3. Check appropriate space; i.e., new/additional equipment, upgrade, rental/loaner, special project.

4. **PROJECT DESCRIPTION:** Describe the units (i.e., compact sedan, standard pickup 5,000 - 6,900 Gross Vehicle Weight (GVW), side-loader disposal truck) requested and all extra or specialized equipment required to make the vehicle useful; i.e., trailer hitch, tool boxes, hydraulic lift, fire extinguisher, crane, etc. **The completeness of this list is essential to an accurate cost estimate.** Also, include a comprehensive justification of how the vehicle or piece of equipment will be used.
5. **MONTHLY ESTIMATE MILES/HOURS:** Number of miles or hours the vehicle or equipment will be used each month. Enter the number of months of anticipated usage for requested equipment charged on a flat monthly rate or leased.

6. **NUMBER REQUESTED:** Enter the number of vehicles or pieces of equipment that are requested.

7. **BILLING INFORMATION:** Fill in the appropriate Fund, Org, Project ID and Activity ID.

8. Indicate if the required auxiliary equipment must be purchased or is to be transferred from an existing vehicle or piece of equipment. If it is to be transferred, enter the specific group/equipment number on which the auxiliary equipment is currently employed.

9. **COMMUNICATIONS SERVICES:** If the vehicle or equipment requires the installation or transfer of communications or special equipment by Communications Services, prepare a Form 10C and submit to Communications.

10. Enter in Equipment Acquisition Cost the number of vehicles or pieces of equipment requested. Fleet Management will provide a unit cost and extend the total acquisition, amortization, and usage charges.

11. Remember to add the additional depreciation acquisition, and operating costs of the new/additional or upgraded equipment into your total fleet charges (expense subobject **859321, Fleet Depreciation Charge**, and **859322, Fleet Services Charge**, and **859325, Fuel**, respectively) on the budget submission form.
MUNICIPAL FLEET DIVISION
Vehicle/Equipment Request Form 11

<table>
<thead>
<tr>
<th>PRIORITY No.:</th>
<th>BUDGETED</th>
<th>UNBUDGETED</th>
</tr>
</thead>
</table>

Department/Division Name: ____________________________
Department Head Signature: __________________________
Date: __________________________
Contact Person: __________________________
Extension: __________________________

<table>
<thead>
<tr>
<th>☐ Additional Equipment</th>
<th>☐ Replacement</th>
</tr>
</thead>
</table>

Note: If “Replacement” is selected, the old unit being replaced must be surrendered at the time the new unit is presented. If retention is needed, mark as “Additional” and provide justification for expansion of fleet.

<table>
<thead>
<tr>
<th>DESCRIPTION:</th>
<th>No. of Units Requested:</th>
</tr>
</thead>
</table>

PROJECT DESCRIPTION/JUSTIFICATION: Please attach detailed list of equipment required for project and a brief explanation of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.

<table>
<thead>
<tr>
<th>ACQUISITION</th>
<th>BILLING INFO.</th>
<th>Assigned Billing INFO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND</td>
<td>ORG</td>
<td>C/O</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project I.D.: __________________________
Activity I.D.: __________________________

Monthly Estimated Miles: __________________________
Monthly Estimated Hours: __________________________

COMMENTS:

______________________________
Duane Myers, Fleet Manager

______________________________
Budget Office Signature

______________________________
City Manager Office Signature

Date

Date

Date
**Budget Form Detail (Form 14)**

The Form 14 will be the mechanism to submit your explanations regarding significant changes between your FY 2024 Budget Submission and the FY 2023 Amended Budget as well as the corresponding impact to services. This information will be needed to facilitate discussions during the Budget Review Meetings as well as Council Budget Hearings.

**General Instructions**

You will be using the BI Launchpad to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from BFM will include the FY 2023 Amended Budget, the FY 2024 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. The Form needs to be completed for just expenditure accounts that reflect a significant change at a **fund and division level**.

**Specific Instructions**

At the account level, you will be required to provide a two part explanation. The first should address significant changes (what the changes caused) from the FY 2023 Amended Budget reflecting a ±7% or ±$100,000 variance. The second part is to explain how services or programs will be affected by the significant change. As you explain the impact to services, you need to **quantify** your comments. The only exception to this rule will be for centrally loaded accounts, including base ID charges, unless the increase is related to a Department request such as a Form 10, 10C, 10X or 11. However, you should still take the steps to evaluate any sizable ID variances.

Instructions on downloading information from the BI Launch Pad into Excel can be found on the Budget Form Detail (Form 14) in the Reports Section of this book.
Travel and Conference

Each department/division must request reimbursement funds for account 655803, Travel and Conferences, for the upcoming fiscal year through the normal budget process.

Authorization for reimbursement for travel and conference expenses will be granted only for which a clear benefit to the City is apparent. Reimbursement for a spouse is not authorized.

All attendance at major conferences or meetings (including travel) that can be anticipated in advance of a given fiscal year should be included in the budget request. Unless approved by the department director, no more than one City employee shall attend the same meeting or conference at City expense. Unless specifically included in the adopted budget, all out-of-state travel must be approved by the department director. All travel outside of the continental United States (e.g., Hawaii, Japan) must have prior approval by the City Manager’s Office.

The per diem option meal allowance during out-of-city travel, including gratuity, shall not exceed the federal per diem in effect at the time the expense is incurred.

No reimbursement shall be provided for travel or expenses until Form 57, “Travel Request & Claim for Reimbursement” has been properly prepared, approved, and submitted to the Finance Division.

For additional information, please see Administrative Order No. 1-4.

Business Lunches Charged to City

Any business lunch charged to the City must be charged to account 55804, Miscellaneous Subsistence Expense. To be eligible, the lunch meeting should have a clear benefit to the City. Petty cash can be used to reimburse an individual with a receipt for a business lunch if the amount does not exceed the current limit. When the petty cash request for payment is turned in, those business lunch expenses should be charged to account 55804, Miscellaneous Subsistence Expense.

Membership and Dues

Memberships and dues must be charged to account 658016 and will be paid by the City only when such membership provides a direct benefit to the City. Unless otherwise approved by the City Manager, no more than one City-paid membership in the same organization shall be allowed in each functional operation, program, or division.

Training (655801) and Travel and Conference (655803) funds will be appropriated directly into those respective accounts. No formal City Manager approval will be required aside from the regular budget deliberations.
Master Fee Schedule (MFS)

The Master Fee Schedule (MFS) includes all fees, reimbursements, and refunds administered by the City with the exception of those charges which are negotiated and covered by contract agreements or are filled on actual time and material basis. The MFS accomplishes the following objectives:

- Provides a centralized reference for all fees which are charged by the City.
- Assures that all fees, reimbursements, and refunds have been approved by the City Council.
- Allows for periodic review and adjustment of fees to reflect changes in costs of providing services.
- Reduces revisions to the Fresno Municipal Code for fee adjustments and is more flexible in establishing effective dates.
- Provides a history of fees as they are established and revised.

The MFS is divided into department sections. Within each section, relevant fees are listed and identify, wherever possible, other requirements associated with the specific fee.

Amending the Master Fee Schedule:

The MFS has to be amended by Council resolution in any of the following cases. The term "fee" as used below also refers to refunds and reimbursements.

- Introduction of a new fee for a new service.
- Revision of fee amounts/units or other conditions, such as exemptions.
- Deletion of a fee.
- Change in or addition of mandated services or fees established by another agency for which costs are recovered through the City; i.e., seismic fees, state fingerprint charges.

Annual Amendment Procedures:

As part of the annual MFS process, each August departments are asked to review their section of the MFS for any new and/or changes to existing fees for the next fiscal year. The revision package with a signed Request Legal Services (RLS) form should be prepared and emailed to the BMSD Budget Analyst over the MFS and the departmental Budget Analyst. Once reviewed, the package will be forwarded to the City Attorneys’ Office.

Any changes that Council makes to the recommended fee changes will be incorporated in the annual revision amendment.

Revisions should be made by the department responsible for the fee(s). The following are some guidelines:

1. Review all fees that your department is responsible for, whether they reside within your department’s section of the MFS or not. This includes UGM fees and fees under a contract. BMSD will need a copy of the contract(s) if the fee is increased annually on a given date. Remember, this should be a comprehensive review of fees. If a contract is to increase on a known date by a known amount, it should be included in this annual update. The goal is to minimize the number of mid-year MFS adjustments.
2. Make all revisions in red on the most updated version of the MFS, to be provided by BMSD. (See attachment 1)

3. Once all revisions have been made, list them out chronologically in the “Summary” form attachment, to be provided by BMSD. This will provide BMSD and the City Attorney’s Office a comprehensive list of all changes being made per department. (See attachment 2)

4. Fill out the “Request to Amend Master Fee Schedule” form for each new and/or fee change, to be provided by BMSD. Multiple fees can be included on one form, provided that they are being changed in the same way for the same reason. (See attachment 3)

5. Fill out the “Amendment Detail” form for each new and/or fee change to show the basis and computation for establishing each fee amount, to be provided by BMSD. Ensure the inclusion of all pertinent costs. This step is important for legal compliance of permit fees and with regard to the GANN Spending Limit and Proposition 218. (See attachment 4. While a sample has been provided other formats may be used as long as the basis and computation are clear.)

Amendment Detail pages should also explain the background for the new fee and/or fee change, current revenue collected and the estimated revenue to be collected. Some of this information will be included in the Council Agenda Item when the annual revision amendment is taken to Council for adoption.

Please note the Amendment Detail pages should not include a repetition of the actual MFS layout. The detail pages should contain cost detail for the fee you are proposing to change.

5. A signed Request Legal Services (RLS) form should also be included in the submission packet. This will enable the City Attorney’s Office to provide legal review of the submitted fee changes or additions. (See attachment 5)

6. The effective date of the new fees and/or fee changes will be July 1, 2023 unless you designate otherwise. This may be important to you if there are “noticing” requirements attached to fees that you are adding or changing (i.e., Assembly Bill 1600 requirements).

Ongoing Amendment Procedure:

Request for changes to the MFS shall be submitted to BMSD no later than 5 p.m. on the Friday three weeks prior to the council meeting date.

1. All requests shall be submitted on the "Request to Amend Master Fee Schedule" form and shall be accompanied by a draft staff report for the Council and a draft ordinance, if the Municipal Code is to be amended. Attach a copy of the current page(s) of the MFS on which the fee appears and show the changes requested by writing them in red ink. (See attachment 3)

2. The Amendment Detail page(s) must show the basis and computation for establishing the fee amount. Ensure the inclusion of all pertinent costs. This step is important for legal compliance of permit fees and with regard to the GANN Spending Limit and Proposition 218. (See attachment 4. While a sample has been provided other formats may be used as long as the basis and computation are clear.)
Amendment Detail pages should also explain the background for the new fee and/or fee change and the estimated revenue to be collected. Some of this information will be included in the Council Agenda Item when the annual revision amendment is taken to Council for adoption.

In requesting an amendment, please pay special attention to the following areas:

- **Fee Description:** The name of the fee should describe the purpose and nature of the fee in simple and concise terms.

- **MFS Section/Name:** Include the Department and name where the fee does/will appear. Identify other sections if the fee logically falls into more than one department. **Be sure to include copies of all page(s) of the MFS where the fee does/will appear with any changes or additions written in red.**

- **Fee Amount, Unit/Time:** The fee amount should be explicit as to units/time to which it is applied.

- **Exemptions or special conditions:** State the special conditions which are applicable, if any. If complex, these conditions may have to be supported by a written administrative policy.

- **Effective date:** Amendments may become effective either the day following adoption of the resolution, or on a specified future date. On rare occasions, fees may be retroactive. In cases where a fee requires a new/changed ordinance, the MFS amendment is submitted for adoption together with the ordinance. In these cases, fees become effective on the thirty-first day after adoption of the MFS amendment.

- Requests must be signed by department directors or authorized representatives, the affected division manager, and the Department Budget Officer (DBO).

- If another department or division will collect or administer this fee, obtain the signature of the appropriate division manager and the department director (**this is important**).

**Note:** Legal review is needed (new fee or other reason), deliver a duplicate package to the City Attorney's Office, by the Friday three weeks prior to the Council meeting date. If consent item, deliver duplicate package the Monday prior to the Friday when draft copy of agenda item is due to the City Manager for review. For new fees or changes that may require public noticing periods, the City Attorney may require additional time to review. If in doubt, call the City Attorney's Office to confirm whether a longer review period may be needed.

4. BMS&D will prepare a resolution amending the MFS as well as revised page(s), “Redline”, for the MFS before the Wednesday Agenda deadline. An electronic file (PDF) of both documents will be provided to the requesting department when complete.

5. The requesting department is responsible for submitting the agenda item, including the resolution and the revised page(s) of the MFS, to the City Clerk along with any ordinance changes or other resolutions that are necessary.
Maintenance of the Master Fee Schedule:

1. BMSD maintains an updated copy of the MFS and history of revisions. Additional current copies of the MFS are available for purchase from BMSD. The MFS may also be found on the City’s website https://www.fresno.gov/finance/budget/#tab-2

2. Outside parties who are subscribers will continue to receive revised pages. Departments administering fees are responsible for keeping MFS copies within the department up-to-date and should also ensure that any City offices outside the department that are responsible for the collection of the fees are provided with replacement pages. Any revisions to the interdepartmental mailing list should be made in writing from the Department Budget Officer to BMSD.

There is an annual maintenance service fee established to offset the cost of sending updated pages to outside businesses or individuals. Only those businesses or individuals who pay the annual fee will receive revised pages.
| 1. Complete this form for each new or revised fee and have it signed by the Division Manager, the Department Budget Officer, and the Department Director (as Requesting Department/Division).  
2. If another department or division will collect or administer this fee, obtain the signature of the appropriate Division Manager and the Department Director. *(This is important)*  
3. Attach a copy of the current page(s) of the MFS that will be affected. Indicate in red on the copy all corrections, the new fees, and effective dates.  
4. Attach a copy of the report to Council and, if applicable, the draft ordinance and Council resolution.  
5. Deliver this completed form with all attachments to BM3D. For non-annual amendments, send two weeks prior to the meeting date. For annual amendments, send by the listed date on the MFS memo. Contact Nigma Shook, Ext. 7060, Nigma.shook@fresno.gov.  
6. For non-annual amendments, deliver a duplicate package to Jennifer Quintanilla by the same deadline.  
7. BM3D will prepare amended MFS pages and the MFS Amendment Resolution for the department staff to include with their report to Council. |

<table>
<thead>
<tr>
<th>Amend No.</th>
<th>Date to Council:</th>
<th>Annual Update</th>
<th>Other (specify):</th>
<th>Effective Date:</th>
<th>Day Following Adoption</th>
<th>Other</th>
<th>Fee Name:</th>
<th>Purpose of Amendment</th>
<th>Affected Section(s)/Page(s) of MFS:</th>
<th>City Attorney copy delivered to Jennifer Quintanilla</th>
<th>Date</th>
<th>Other</th>
<th>Must include Legal Authority:</th>
<th>Existing</th>
<th>Specify Fresno Municipal Code (FMC):</th>
<th>New</th>
<th>(Attach copy of resolution or ordinance.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requesting Department/Division**

**Department Director (type name):**
**Division Manager (type name):**
**Department Budget Officer (type name):**
**Contact (type name):**

**Signature:**
**Signature:**
**Signature:**
**Signature:**

**Administering (Collecting) Department/Division**

**Department Director (type name):**
**Division Manager (type name):**
**Section Supervisor (type name):**

**Signature:**
**Signature:**
**Ext:**
**Signature:**
PARCS recommends revising the Woodward Rotary Amphitheater rental fees. The purpose is to bring the rental fees of the Woodward Park Rotary Amphitheater to the levels necessary to obtain full cost recovery. The historical operating expenses of the facility are not reflective of the future as current improvements have vastly improved the marketability, demand, and corresponding use of this venue. The Department proposes to adjust reservation fees from the current fixed rate rental structure to a variable formula that ensures organizers pay their fair share of event proceeds while maintaining access for non-profit organizations.

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary/Fringe</th>
<th>Admin OVH</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks Maint. Leadworker</td>
<td>32.76</td>
<td>0.00</td>
<td>0.5</td>
<td>$16.38</td>
</tr>
<tr>
<td>Sr. Administrative Clerk</td>
<td>18.68</td>
<td>0.00</td>
<td>0.25</td>
<td>4.67</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Total Salaries</td>
<td></td>
<td></td>
<td></td>
<td>21.05</td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL SALARIES/BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$21.05</strong></td>
</tr>
<tr>
<td>Administration Distribution and Overhead</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FEE</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$21.05</strong></td>
</tr>
</tbody>
</table>

**ANNUAL ESTIMATED REVENUE**

Current: 23,340.00
Projected: 58,350.00

All fees effective 07/01/09 unless otherwise noted
## General Recreation Fees

<table>
<thead>
<tr>
<th>Fee Description &amp; Unit/Time</th>
<th>Current</th>
<th>Proposed</th>
<th>Ammd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodward Park Rotary Amphitheaters*</td>
<td></td>
<td>1,500.00 effective or 10% 1/1/2009</td>
<td></td>
</tr>
<tr>
<td>Daily Rental **</td>
<td>New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit Organizations</td>
<td>New</td>
<td>500.00 flat fee (plus collection of improvement fee)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit Organizations (non-admission charged event)</td>
<td>New</td>
<td>1,500.00 flat fee (no improvement fee charged)</td>
<td></td>
</tr>
<tr>
<td>Performance Bond</td>
<td>175.00-500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(100% refundable upon successful completion of the rental agreement in accordance with also agreed upon terms and conditions)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Deposit</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Up to 80% refundable dependent on the condition of the facility after completion of the rental agreement)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvement Fee</td>
<td></td>
<td>1.00 per attendee</td>
<td></td>
</tr>
<tr>
<td>As of 8/8/08</td>
<td></td>
<td>2.00 per attendee</td>
<td></td>
</tr>
<tr>
<td>As of 1/1/09</td>
<td></td>
<td>3.00 per attendee</td>
<td></td>
</tr>
<tr>
<td>Event Staffing (4 hr. minimum)</td>
<td>New</td>
<td>13.00 hr (4 hr min.)</td>
<td></td>
</tr>
<tr>
<td>Rehearsals (scheduling permitting)</td>
<td>New</td>
<td>350.00 per day</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Rentals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs/day</td>
<td>New</td>
<td>1.00 each effective</td>
<td></td>
</tr>
<tr>
<td>Tables/day</td>
<td>New</td>
<td>5.00 each 1/1/2009</td>
<td></td>
</tr>
<tr>
<td>Scissor Lift/day</td>
<td>New</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Crowd Control Barriers/day</td>
<td>New</td>
<td>8.00 each</td>
<td></td>
</tr>
</tbody>
</table>

* In addition to the reservation fee, use of the Woodward Park amphitheater will require a 20% payment of gross event concession revenues and a per attendee charge.

** $1,500.00 or 10% of gross ticket sales whichever is greater plus collection of improvement fee.

All fees effective 07/01/08 unless otherwise noted

MFS Amendment #477 (December 2008) [12/2/2008 8:55 AM]
# CITY OF FRESNO

## MASTER FEE SCHEDULE

### AMENDMENT SUMMARY

PARKS, AFTER SCHOOL, RECREATION, AND COMMUNITY SERVICES DEPARTMENT

FY 2010

## GENERAL RECREATION FEES SECTION

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Current Fee</th>
<th>New Fee</th>
<th>Variance</th>
<th>MFS Page #</th>
<th>Amendment Detail Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodward Park Rotary Amphitheater</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Rental</td>
<td></td>
<td>$1,500 or 10% of gross ticket sales, whichever is greater plus collection of improvement fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit Organization</td>
<td></td>
<td>$500 flat fee plus collection of improvement fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit Organizations (non-admission charged event)</td>
<td></td>
<td>$1,500 flat fee (no improvement fee)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Staffing</td>
<td></td>
<td>$13.00 per hour (min 4 hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rentals</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs/day</td>
<td></td>
<td>1.00 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables/day</td>
<td></td>
<td>5.00 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scissor Lift/day</td>
<td></td>
<td>150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowd Control barriers/day</td>
<td></td>
<td>8.00 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camp Fresno Family Camp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day Weekend through first two weeks in September:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 bedroom/per week</td>
<td>196.00</td>
<td>216.00</td>
<td>20.00</td>
<td>53</td>
<td>69</td>
</tr>
<tr>
<td>2 bedroom/per week</td>
<td>328.00</td>
<td>351.00</td>
<td>33.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Months:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 bedroom/per week</td>
<td>178.00</td>
<td>196.00</td>
<td>18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 bedroom/per week</td>
<td>282.00</td>
<td>310.00</td>
<td>28.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvements Surcharge:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident per cabin/per week</td>
<td>16.00</td>
<td>24.00</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident per cabin/per day</td>
<td>3.00</td>
<td>5.00</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-resident per cabin/per week</td>
<td>23.00</td>
<td>31.00</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-resident per cabin/per day</td>
<td>5.00</td>
<td>7.00</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All fees effective 07/01/09 unless otherwise noted
MFS Amendment #479 (March 2009) [2/24/2023 10:43 AM]
**Budget Procedures Manual (BPM)**

**Fresno City Attorney’s Office**

**Request for Legal Service (RLS)**

*Electronic RLS should be submitted to attorneys@fresno.gov*

<table>
<thead>
<tr>
<th><em>Project Title (include address/names, etc.):</em></th>
<th>City Attorney Office Control No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept. Contact:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pick Up Contact:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Standard completion time is 10 business days. For submission deadlines for specific Council meeting dates, please refer to the “Reports to Council Process Due Dates” schedule provided by the City Manager’s Office. All RUSH submittals require an original signature from a Director or Assistant Director.**

**Description of Legal Service Being Requested:**

<table>
<thead>
<tr>
<th>Complete Sections Below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund #:</td>
</tr>
<tr>
<td>Org #:</td>
</tr>
</tbody>
</table>

**Capital Improvement Project (CIP):** Yes ☐ No ☐ ☐ *(Response Required)*

**Time Keeping Required for Billing or Reimbursement:** Yes ☐ No ☐ ☐ *(Response Required)*

The above numbers will be used to bill for costs incurred as a result of this request for legal service.

At the request of the City Manager, no legal service can be provided unless this form is completed. If resubmitting documents, please attach a copy of this form and previous drafts.

Estimates from the City Attorney available on request to cover all legal services and costs. When fee expenditures reach a certain level, a revised estimate for the completion of the project can be provided.

I am authorized to request these services from the City Attorney and to identify the appropriate funding source and CIP designation, as appropriate, in the Sections above. **There are now and will be for the duration of this project, sufficient funds in the accounts designated above to pay for the legal services requested.**

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Authorized Department Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Authorized Department Signature</th>
<th>Resubmitted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*When calling for project status, please reference the Project Title language used on RLS.*

Legal Services Request Form Rev January 2023