CITY OF FRESNO

BUDGET PROCEDURES MANUAL (BPM) FY 2026

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 Budget Department's page of the City's website.

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Department Budget Officers / BMSD Analyst

Department Name	Dept Budget Officer	Phone	BMSD Analyst	Phone
City Council	Chiefs of Staff	Various	Scott Motsenbocker	x7053
Office of the Mayor and City Manager	Jennifer Ruiz	x7778	Scott Motsenbocker	x7053
Airports (FYI)	Mary Boyajian	x4517	Danielle Valenzuela	x7074
Animal Center	Maira Aguilar	x7318	Nigma Shook	x7060
Budget	Scott Motsenbocker	x7053	Scott Motsenbocker	x7053
Capital Projects	Janessa Selzer	x8691	Danelia Garcia Ocampo	x7058
City Attorney's Office	Christina Therrien	x7553	Danielle Valenzuela	x7074
City Clerk's Office	Todd Stermer	x7665	Danielle Valenzuela	x7074
Convention Center / Stadium	Danelia Garcia Ocampo	x7058	Danelia Garcia Ocampo	x7058
Economic Development	Kelly Trevino	x8426	Danielle Valenzuela	x7074
Finance	Courtney Espinoza	x7048	Elida Rubio	x7073
Fire	Yvonne Dedmore	x4004	Erlyn Neri	x7020
General City Purpose	Santino Danisi	x7006	Santino Danisi	x7006
General Services Department	Clifford Traugh	x1150	Elida Rubio	x7073
Information Services	Kim Jackson	x7103	Elida Rubio	x7073
PARCS	Tou Fue Xiong	x2920	Nigma Shook	x7060
Personnel Services Department	Jessica Ortiz	x6982	Elida Rubio	x7073
Planning & Development	Henry Fierro	x8320	Pedro Rivera	x7021
Police	Desiree Perry	x2051	Erlyn Neri	x7020
Public Utilities - Administration	Dary Boualamsy	x1803	Nigma Shook	x7060
Public Utilities - Solid Waste	Dary Boualamsy	x1803	Nigma Shook	x7060
Public Utilities - Water	Henry McLaughlin	x5399	Nigma Shook	x7060
Public Utilities - Wastewater	Ancy Xiong	x5106	Nigma Shook	x7060
Public Works	Yvonne Diaz	x8708	Danelia Garcia Ocampo	x7058
Retirement	Kathleen Riley	x7096	Elida Rubio	x7073
Transit (FAX)	Linda Taylor	x1456	Danelia Garcia Ocampo	x7058

Other Activities in BMSD				
BFM System Coordinator			Elida Rubio	x7073
Employee Services (PCF) Coordinator			Erlyn Neri	x7020
Major Capital			Scott Motsenbocker	x7053
General Fund Revenue			Santino Danisi	x7006
Internal Service Funds			Elida Rubio	x7073
Cost Allocation Plan/ICRP			Erlyn Neri	x7020
Master Fee Schedule			Nigma Shook	x7060

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FY 2026 Budget Calendar

DATE		PROJECT DESCRIPTION
January	8	Template for Mid Year Fiscal Review out to Departments
	8	BFM opens for mid-year estimates
	17	Mid Year Fiscal Review (MYFR) due from Departments
	17	ISF Templates Due from Departments
February	10	Budget open to field
	21	Department Operating & Capital Priority Budget Due
March	4-11	Budget Review Meetings with the City Manager begin
	25-31	Final Decisions Deadline
April	9	Final Decisions Deadline
	21 (tentative)	Narrative updates due
May	14 (tentative)	Budget Roll Out
June	(Tentative)	
	2-6	Public budget hearings held
	10	Vote on motions
	17	Council adopts budget to send to Mayor
June	30	Budget must be adopted by this date
		Mayor can sign or veto; w/veto, Council can override or accept
		Mayor can ask for reconsideration on items removed by Council
		Cost Allocation Plan (CAP) due to the Federal Government
July		Load Budget, PM's, Projects into PS and validate
August		Master Fee Schedule (MFS) template out to Departments
September		MFS due from Departments
		Adopted Budget Document
October		FY 2027 ISF Request
November		FY 2027 ISF Request Due
December		FY 2027 ISF City Manager Review

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2025-2026 Annual Action Plan Timeline

This time line is subject to change	PROJECT DESCRIPTION
December 16, 2024 - January 17, 2025	**Notice of Funding Available** Consolidated CDBG, ESG, HOME TBRA and HOPWA applications available December 16, 2024 - January 17, 2025.
December 16, 2024	**Consolidated NOFA webinars** Pre-recorded webinars for NOFA applicants available.
January 17, 2025	**Applications for Funding Due** All CDBG, HOME, ESG, and HOPWA applications due by 5:00 P.M.
January 21 - 23, 2025	**NOFA Scoring** Staff scoring of NOFA applicants.
January 24 - 31, 2025	**Internal Review of Recommendations** CMO review
March 3, 2025 - April 3, 2025	**Draft 2025-2026 Annual Action Plan Published for 30 Day Comment Period** 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.
May 1, 2025 10:00 AM **timed item**	**City Council Meeting** Council consideration of 2025-2029 Consolidated Plan, including the 2025-2026 Annual Action Plan and Analysis of Impediments, and authorization of subrecipient agreements.
May 15, 2025	**HUD Submission** Plans entered into federal disbursement and information system.
June 1, 2025	**Award Letters Distributed** Award letters prepared and distributed to sub-recipients.

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

https://www.fresno.gov/darm/housing-community-development/

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FY 2026 Pay Periods

PP #	PP Start	PP End	Pay Day	Accounting Period
1	6/16/2025	6/29/2025	7/03/2025	1
2	6/30/2025	7/13/2025	7/18/2025	1
3	7/14/2025	7/27/2025	8/1/2025	2
4	7/28/2025	8/10/2025	8/15/2025	2
5	8/11/2025	8/24/2025	8/29/2025	2
6	8/25/2025	9/07/2025	9/12/2025	3
7	9/08/2025	9/21/2025	9/26/2025	3
8	9/22/2025	10/05/2025	10/10/2025	4
9	10/06/2025	10/19/2025	10/24/2025	4
10	10/20/2025	11/02/2025	11/07/2025	5
11	11/03/2025	11/16/2025	11/21/2025	5
12	11/17/2025	11/30/2025	12/05/2025	6
13	12/01/2025	12/14/2025	12/19/2025	6
14	12/15/2025	12/28/2025	1/02/2026	7
15	12/29/2026	1/11/2026	1/16/2026	7
16	1/12/2026	1/25/2026	1/30/2026	7
17	1/26/2026	2/08/2026	2/13/2026	8
18	2/09/2026	2/22/2026	2/27/2026	8
19	2/23/2026	3/08/2026	3/13/2026	9
20	3/09/2026	3/22/2026	3/27/2026	9
21	3/23/2026	4/05/2026	4/10/2026	10
22	4/06/2026	4/19/2026	4/24/2026	10
23	4/20/2026	5/03/2026	5/08/2026	11
24	5/04/2026	5/17/2026	5/22/2026	11
25	5/18/2026	5/31/2026	6/05/2026	12
26	6/01/2026	6/14/2026	6/18/2026	12

FY 2026 Budget Submission Checklist

Operating Budgets:	
	Memo of key budget issues/overview for department
	Form 1 Budget Requests (completed and tied out to BFM)
	Entered comments on Report 221 (reference requested ISF forms)
	All Original ISF forms in packet:
	Form 10 (account 859310)
	Form 10C (account 859333)
	Form 10X (account 859333)
	Form 11 (accounts 859321, 859322, 859324, 859326, 859327, 859325)
	Form 3 Personnel Requests with signature approval included in packet
	Form V Vacant Positions included in packet
	Transfer To/From Funds balanced
	FY 2025 Estimated
	FY 2026 Submission
	All Funds balanced, as applicable, in BFM per Cash Position Summaries (CPS)
	FY 2025 Ending Balance
	FY 2026 Beginning Balance
	FY 2026 Ending Balance
Capital Budget:	
	Form 1 Budget Requests (completed and tied out to BFM)
	Entered comments on Report 221
	Appropriate funding for ISF charges (859000 object)
	All funds Balanced in BFM (check to Cash Position Summary)
	Complete Project descriptions entered directly into BFM
Signatures:	
	Dept Director: Date:

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Internal Service Cut-off Dates

ACCOUNTING DIVISION **(Pending to update dates for Accounting. Will revise the manual once updated)**

- **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 23, 2025.

PERSONNEL SERVICES DEPARTMENT

- **Position Authorization Resolution (PAR) Amendments** (Council or Administrative) must be processed prior to Wednesday, March 26, 2025. The only exceptions to this policy are very special circumstances approved by the City Manager's Office.

PURCHASING DIVISION

- **Formal competitive bid specification packages (over $172,000)** which are to have funds encumbered in the current fiscal year, must be submitted to the Purchasing Division's office no later than Friday, March 7, 2025, 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 22, 2025; last date for Council award: Thursday, June 12, 2025. Last day for posting notice of staff determination is Wednesday, June 4, 2025. 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.

- **Informal Bids (under $172,000)** to be encumbered before June 27th, the deadline is Monday, April 7, 2025.

- **Requisitions**: For all FY25 encumbrances, requisitions must be approved by 5:00 p.m. on Friday June 27, 2025. All pending requisitions in Tyler Munis will be **deleted** after 5:00 p.m. on Friday June 27, 2025. Requisitions submitted after Friday June 27, 2025, will be FY26 requisitions. <u>No</u> FY25 requisitions will be accepted after Friday June 27, 2025.

- **PO and Contract Change Orders:** For all FY25 encumbrances, change orders must be approved by 5:00 p.m. on Friday June 27, 2025. All pending change orders for both purchase orders and contracts in Tyler Munis

Internal Service Cut-off Dates - continued

will be **deleted** after 5:00 p.m. on Friday June 27, 2025.

- **Emergency Purchase Orders ("EPOs")** for FY25 will be processed as long as the charges were incurred prior to Friday June 27, 2025, and the requisition has been entered into the Tyler Munis system prior to Friday June 27, 2025.

INFORMATION SERVICES DIVISION (ISD)

- **Unbudgeted Form 10X requests** are due in ISD by Friday, May 15, 2024. Submissions for quotes **after** this date will not guarantee processing before June 30, 2024. Please plan accordingly.

COMMUNICATIONS DIVISION (ISD)

- **Unbudgeted Form 10C requests** are due to the Communications Division by Friday, May 51, 2024. Submissions for quotes after this date will not guarantee processing before June 30, 2024

FACILITIES

- **Unbudgeted Form 10 requests** are due to Facilities by May 1, 2025. Submissions after this date may not be processed before June 30th.

General Services Department

- **Unbudgeted Municipal Fleet Form 11 requests** are due to the Department of Transportation by March 1, 2025. Submissions after this date will not guarantee processing before June 30th.

Account Definitions—Revenues

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: 431821-431823

Fees the City collects for the right of access to the public right-of-way.

431821 Franchise Fees

431822 Franchise Fees- Roll Off Bins

431823 Franchise Fees- Comm. Sol Wst

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

Account Definitions—Revenues

Other Local Taxes - continue

431802 Room Tax

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.

Development Entitlement Fees: **432110, 432111, 432201 - 432207, 432209, 432211 - 432217, 432221 - 432222, 432226 - 432228, 434500 - 434512, 434514 - 434519, 434521 - 434531, 434533 - 434535, 434538, 434541, 434545 - 434547, 434549 - 434556, 434558 - 434560, 434563 - 434566, 434568, 434574, 434576, 434578 - 434581, 434584 - 434585, 434587, 434589 - 434590, 434598 - 434599, 434601, 434604 and 434614**

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

432110 Cannabis Application Fee

432111 Cannabis Permit Fee

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

Account Definitions—Revenues

Development Entitlement Fees - continued

    432216 Permit Fees-Mobil Home Partk

    432217 Inspection Fee-Mobil Home Prk

    432221 Street Work Permit (PW)

    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

Account Definitions—Revenues

Development Entitlement Fees - continued

      434526 Tentative Parcel Map

      434527 Final Parcel Map

      434528 Lot Line Adjustment

      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

Account Definitions—Revenues

Development Entitlement Fees - continued

434576 Special Agreements-Preparation

434578 Street Name Change

434579 Monument Check (PW)

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 - 433828, 433830, 433831, 433838 - 433839, 433847, 433850, 433855, 434851 - 434852, 434854 - 434858, 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

Account Definitions—Revenues

Major Facility Charges - continued

> **434854** UGM Developer Contributions
>
> **434855** Contributions For Facilities
>
> **434856** Subdiv Street Tree & Str Signs
>
> **434857** Proceeds Of Imprv 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

Account Definitions—Revenues

Enterprise Revenue - continued

434802 Employee Parking

434803 Meter Rental And Maintenance

434804 PHILIBOS Prking-Undergrnd Gar

434805 Permit Parking

434806 Daily/Event Parking, Non-Meter

434807 Surcharge

434809 Property Assessment

Utility Sales: 434401 - 434402, 434405 - 434407, 434409, 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

Account Definitions—Revenues

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 434751, while other accounts are for specifically

identified events or activities such as league fees or tennis.

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 434106, 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

Account Definitions—Revenues

Governmental Services: **433519, 433522, 433809 - 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.

433519 State--Services

433522 State--Parimutual

433809 Fresno Unified School District

433810 Clovis Unified School District

433813 Clovis-Streetlts & Traffic Sig

433814 Fowler-Streetlts & Traffic Sig

433817 Sanger-Streetlts & Traffic Sig

433818 Metropolitan Flood Control

433820 COG--Local Transp Planning

433822 Other--Services

433823 County-Streetlts & Traffic Sig

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

Account Definitions—Revenues

Other Charges for Services and Facilities - continued

      432273 Oversize Load Permit

      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.

Account Definitions—Revenues

State - continued

> **433401** State-Grant
>
> **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 de-scribed 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 de-scribed above.
>
> **433403** Local Grant
>
> **433803** Pymt From Redevelopment Agency
>
> **433804** Clovis-WWTP Expansion/Renewal

Account Definitions—Revenues

Other Governmental - continued

    433809 Fresno Unified School District

    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 Svc

    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/Ot. 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 form 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: 431350, 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.

 431350 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

651000   **Employee Services—continued**

Police Department use only. Overtime incurred for voluntary substitution/AWS per MOU provisions.

651303 **Minimum Staffing Pay**

Fire Department use only.

651401 **Premium Pay**

Extra pay increment due for shift, special assignment, hazard, certificate, and anti-compaction duty as specified in Memoranda of Understanding.

651402 **Relocation Payment**

Payment for moving expenses of newly hired employees. This line item was established to meet Internal Revenue Service (IRS) reporting requirements.

651403 **Commission Stipends**

Payment for all board and commission members. Does not include City Councilmembers' pay.

651404 **Employee Awards**

651405 **Other Employee Benefits**

651501 **Contract Extra Help**

Employment of temporary help through employment agency and security services.

652301 **Police and Fire Pension Obligation Bond Debt Service**

Annual contribution to pay off pension bonds.

652302 **General Services Pension Obligation Bond Debt Service**

Annual contribution to pay off pension bonds.

652403 **HRA Payments**

Payments for current year medical insurance premiums paid out under the City's health reimbursement Arrangement (HRA).

652601 **Workers' Compensation**

Amounts paid by the City to provide workers' compensation for its employees.

652901 **Recurring Vehicle Allowance**

Vehicle use allowance and normal vehicle expense incurred by employee connected with daily operations not using City-leased or City-owned vehicles.

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 653306 or 859102

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**

Water, sewer, and disposal.

654102 **Utilities– Electric Charges**

Electricity costs.

654103 **Utilities– Gas Charges**

Gas costs.

Account Definitions—Expenditures

654000   **Purchased Property Services—continued**

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.

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).

Account Definitions—Expenditures

655000   **Other Purchased Services—continued**

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**

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. 5 3.

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).

Account Definitions—Expenditures

656000   Supplies—continued

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**

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.

Account Definitions—Expenditures

656000   **Supplies—continued**

656116 Materials and Parts--Equipment

Equipment and machinery replacement parts and supplies.

656117 Provisions and Forage

Feed for animals.

656118 Dormitory and Kitchen

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

Account Definitions—Expenditures

757000   **Property—continued**

Alternative fuel for vehicles.

757000   **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

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 757412. **(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 757411. **(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.

Account Definitions—Expenditures

757000   **Property—continued**

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

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**

Account Definitions—Expenditures

658000   **Other Objects—continued**

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**

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 658013 or loans to other City funds, account 658012).

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

Account Definitions—Expenditures

658000   **Other Objects—continued**

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**

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.

Account Definitions—Expenditures

658000   **Other Objects—continued**

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)

Project grants funded with Federal funds.

658616 Project Grants (State Funds)

Project grants funded with State funds.

658620 Loans within the City

Costs Associates 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 Charges

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

Account Definitions—Expenditures

859000   **Interdepartmental Charges—continued**

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**

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**

Account Definitions—Expenditures

859000   **Interdepartmental Charges—continued**

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**

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.

Account Definitions—Expenditures

859000   **Interdepartmental Charges—continued**

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**

Fixed charge for the replacement of the Citywide network.

859338 **Replacement/Leased Computers**

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** expenditures can be made from this account; funds must be transferred to the applicable account of expenditure only by appropriation resolution authorized by City Council).

961003 **Attrition Contingency**

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:

https://fresno.bfm.cloud/bfmfresno/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

Click your user name on the top right-hand corner.
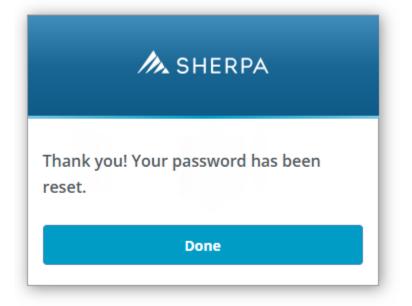
Select the "Update My Account" button

Enter current Password: (i.e., inititalpassword)
Enter New Password: (i.e., $ie1roH3nry)
Reenter New Password: (i.e., $ie1roH3nry)
Select "Reset Password" 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. Four forms will be made available at specific points in time during the budget process which are as follows.

- A1 CY Oper & DS Est (100): FY 2025 Non-capital revenue and expenditure estimates.
- A2 Base Reallocation Only (200): FY 2026 Non-capital revenue and base budget re-allocate appropriations.
- Form 1 Decision Package: FY 2026 Base Submission (requests for additional resources above established Base Budget).
- C2 Preload Capital Form (700): FY 2026 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, Form 1 Decision Package, or 700-capital budgets).
- Within a selected form, select a Form ID. Form IDs are structured at department or division level.
- Within a Form ID, select the data entry screen to enter estimate or budgeted amounts. For Forms 100, 200, and Form 1 Decision Package, amounts entered need to be assigned to a section #, fund #, account #, and function #. For Form 700 (capital), budgeted <u>appropriations</u> will also need to be assigned to a project and segments 1 through 4.

The following discussion will provide instructions on building your FY 2025 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 Form

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

Navigating through a Form

Select a "Form ID":

Navigational options:

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

Quick Search

2) Use Quick Search to narrow does to specific selection. Use org# with dash line "-" in Quick Search (i.e. 10- to find Budget's Division) to focus search under Organization column.

Accessing a Form Data Entry Screen

Under the "Actions" column, the "Detail" buttons provide access for a specific division. Selecting the "Detail" button will take you directly to the data entry screen.

The "Current Year Estimates Tab 1" screen is where you will enter your estimates.

Instance layout – Data Entry Screen

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

Dimension columns: org/section, fund, account, and function; data saved for selected dimension combination. Read-only columns: 2025 Adopted, Amended, and Actuals.

Data entry and Text columns: 2025 Field Estimate and 2025 Budget Office Estimate.

Current Year Estimates Tab 1

ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admi	Current Year Estimates

✕ Close   + Add New   ○ Copy   ↓ Export   ↑ Import   ↻ Refresh   🔍 Search

Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	✎	🔍	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	✎	🔍	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	0	0	0	
3	✎	🔍	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	✎	🔍	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	✎	🔍	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	✎	🔍	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	✎	🔍	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
8	✎	🔍	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

Records per page: 50   🔍 Advanced Search   Records: 1 - 8 of 8 - Pages: |◄◄ ◄ 1 ► ►◄|

Note: <u>Departments are to enter their estimates in the 2025 Field Estimate column.</u> Budget Staff are to enter adjustments, if required, in the 2025 Budget Office Estimate column. Entries made by a department and/or the Budget Office will be combined in the 2025 Current Year Estimate column. Departments can also utilize the <u>Budget Line Text</u>* column to add any notes necessary to their estimates.

Navigational buttons include:

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

Current Year Estimates Tab 1

ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admin	Current Year Estimates

✕ Close   + Add New   ⟳ Copy   ↓ Export   ↑ Import   ↺ Refresh   🔍 Search

Row	Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	✎ 🔍	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	✎ 🔍	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	0	0	0	
3	✎ 🔍	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	✎ 🔍	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	✎ 🔍	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	✎ 🔍	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	✎ 🔍	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
8	✎ 🔍	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

Records per page: 50   🔍 Advanced Search   ▾ Records: 1 - 8 of 8 - Pages: |◄◄ ◄◄ 1 ►► ►►|

Two Options to Enter Data

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

Option 1: Direct Manual Entry

<u>Double click</u> on the targeted line or click to enter data. Data and text cells are displayed.

Highlight current data entry in row 5 currently set to zero or 0; replace with new data entry.

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 93075 for line 44-4401-880/4300-4301/439015/0 along with text entered.

Budget & Estimate number for this line is in read pending posting to system. Click the "Save All" button to post an entry.

PLEASE NOTE – dates in screenshots are not updated.

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

Data entry 93075 saved as 93,100. 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**.

Budget Form Expense Line History

Click on "Magnifying Glass" to view Detail Line History (Audit Trail). This will give you an audit trail of all the user entries generated in line 44-4401-880/4300-4301/439015/0.

Detail Line History
Data entry and justification displayed as two separate lines.
Click "Close" button to return to "Budget Form Lines" screen.
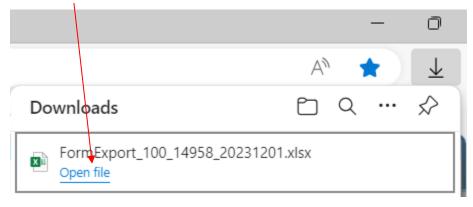
Option 2: Data Entry by Import Function

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

Select "Open file" link button to create Excel template.

The Excel template will include dimension columns (i.e., org, fund, account, and function), data entry columns (i.e., 2025 Field Estimate and 2025 Budget Office Estimate), and Text column.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*	
2	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0		
3	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1	
4	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200		
5	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000		

Note: The department will enter estimates in the "2025 Field Estimate" column only.

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, 3239 entered for 44-4401-880/4300-4301/436101/0 (data entry "Test #2) and 100,000 entered for 44-4401-880/4300-4301/859310/0 (data entry "Test #3")

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	0	0	0	0	
3	10-1080-050	1000-1001	651101	1	0	0	0	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651102	1	0	0	0	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	0	0	0	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	0	0	0	93,100	0	93,100	Test #4

Save Excel file in order to import data entries #2 through #3..

Toggle back to BFM system and select "Import" to begin import process.

Click "Browse" button to select import file.

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

Select Import file (Form_100_Export_Test.xlsx and Click on Excel file.)

Select "Load File" button to begin import process into designated Form ID.

Import process successful if upload details are displayed in **black**. If upload details in red, an error has occurred. If a successful upload, then you can click the "Close" button to go back to the "Budget Form Import" Screen.

Data entries #2 and #3 imported into the "Budget Form Import" screen.

Select "Magnifying Glass" to view Audit Trail for 44-4401-880/4300-4301/436101/0 line.

The 3,200 estimate and justification are displayed separately in Audit Trail screen.

Import sample #2 – Invalid Dimension

Inserted a new line: 10-1080-050/1000-1001/**6511091**/9600 (**Invalid** account)

Toggle back to BFM, display "Budget Form Import," screen and select "Import" to re-import.

Select "Browse" to choose revised import file and click on "Load File."

Select "Load File" to import data

Import Error – details in red

Import unsuccessful if upload details are in red; import data not posted to BFM DB.

Organization	Fund	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-880	4300-4301	0	0	0	3239.11	3239	0	0	Test #2
44-4401-880	4300-4301	0	6973300	6973300	0	93100	0	93100	Test #1
44-4401-880	4300-4301	0	1402900	1402900	79309.15	1132200	0	1132200	
44-4401-880	4300-4301	0	7282400	7282400	309042	309000	0	309000	
44-4401-880	4300-4301	0	415100	415100	119468.05	144500	0	144500	
44-4401-880	4300-4301	0	519000	519000	0	519000	0	519000	
44-4401-880	4300-4301	0	159700	159700	89696.57	159700	0	159700	
44-4401-880	4300-4301	0	0	0	592.58	100000	0	0	Test #3
44-4401-880	4300-4301	0	0	0	592.58	100000	0	0	Test #4 Invalid Account

Select "Validation Results" button to identify invalid record location and dimension.

Invalid record location and dimension.

Select the "Close" button to close the screen.

67

Replace account 6511091 (invalid) with an active account. For this example, account 859334 replaced an invalid account.

Save Excel file to upload into BFM data entry screen

Toggle back to BFM, display "Budget Form," screen and select "Import" to re-import.

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

Select "Load File" to import data

Import process successful if upload details are displayed in **black**.
Select "Close" to review data entry screen.

Budget Form Import

✕ Close   ✓ Validation Results

⮂ Browse   C:\fakepath\100_16947_Current Year Estimates Test 1.xlsx

⭡ Load File

Upload Completed:

- 9 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 9 - Records Uploaded

Organization	Fund	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-880	4300-4301	0	0	0	3239.11	3239	0	0	Test #2
44-4401-880	4300-4301	0	6973300	6973300	0	93100	0	93100	Test #1
44-4401-880	4300-4301	0	1402900	1402900	79309.15	1132200	0	1132200	
44-4401-880	4300-4301	0	7282400	7282400	309042	309000	0	309000	
44-4401-880	4300-4301	0	415100	415100	119468.05	144500	0	144500	
44-4401-880	4300-4301	0	519000	519000	0	519000	0	519000	
44-4401-880	4300-4301	0	159700	159700	89696.57	159700	0	159700	
44-4401-880	4300-4301	0	0	0	592.58	100000	0	0	Test #3
44-4401-880	4300-4301	0	0	0	592.58	100000	0	0	Test #5 replace with valid account

Data entry screen reflects Entry #6.

Current Year Estimates Tab 1

ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admin	Current Year Estimates

✕ Close   + Add New   ⎘ Copy   ⭳ Export   ⭡ Import   ⟳ Refresh   🔍 Search

Row	Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	✎ 🔍	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test #2
2	✎ 🔍	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	✎ 🔍	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	✎ 🔍	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	✎ 🔍	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	✎ 🔍	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	✎ 🔍	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
8	✎ 🔍	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100,000	Test #3
9	✎ 🔍	44-4401-880	4300-4301	859334	0	0	0	0	100,000	0	100,000	Test #5 replace with valid account

Records per page: 50   🔍 Advanced Search   Records: 1 - 9 of 9 - Pages: |◄◄ ◄ 1 ►► ►◄|

Import sample #3 – Import File with Blank Cell

Below a new row was inserted and saved with dimensions (org 44-4401-880, fund 4300-4301, & account 658002) along with 6,000 as Field Estimate, but a blank cell for Budget Office Estimate (cell +I10).

Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-880	4300-4301	436101	0	0	0	3,239	3,239	0	0	Test #2
44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
44-4401-880	4300-4301	859110	0	0	0	593	100,000	0	0	Test #3
44-4401-880	4300-4301	859334				593	100,000	0	0	Test #5 replace with valid account
44-4401-880	4300-4301	658002	0	0	0	0	6,000		0	Test #6 Blank Cell

Note: a blank cell will display a "0" zero value once imported.

Toggle back to BFM, display "Budget Form Lines," screen and select "Import" to re-import.

Current Year Estimates Tab 1

ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admin	Current Year Estimates

✕ Close   + Add New   ⬭ Copy   ↓ Export   ↑ Import   ⟳ Refresh

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

Current Year Estimates Tab 1
Update Successful

ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admin	Current Year Estimates

✕ Close   + Add New   ⬭ Copy   ↓ Export   ↑ Import   ⟳ R

Budget Form Import

✕ Close   ✓ Validation Results

Row	Audit Trail	Organization	Fund	Account
1		44-4401-880	4300-4301	436101
2		44-4401-880	4300-4301	439015
3		44-4401-880	4300-4301	543910
4		44-4401-880	4300-4301	653302
5		44-4401-880	4300-4301	653304
6		44-4401-880	4300-4301	658004
7		44-4401-880	4300-4301	658005
8		44-4401-880	4300-4301	859310

Records per page: 50   Advanced Search

⬭ Browse

↑ Load File

Select "Load File" to import data

Current Year Estimates Tab 1
Update Successful

Budget Form Import

✕ Close   ✓ Validation Results

C:\fakepath\100_16947_Current Year Estimates Test 1.xlsx

↑ Load File

Upload successful; results are in **black**.

Select the "Close" button to move to "Budget Import Form" screen with most current upload data.

Budget Form Import

✕ Close ✓ Validation Results

🔗 Browse   C:\fakepath\100_16947_Current Year Estimates Test 1.xlsx

⬆ Load File

Upload Completed:

- 10 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 10 - Records Uploaded

Organization	Fund	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-880	4300-4301	0	0	0	3239.11	3239	0	0	Test #2
44-4401-880	4300-4301	0	6973300	6973300	0	93100	0	93100	Test #1
44-4401-880	4300-4301	0	1402900	1402900	79309.15	1132200	0	1132200	
44-4401-880	4300-4301	0	7282400	7282400	309042	309000	0	309000	
44-4401-880	4300-4301	0	415100	415100	119468.05	144500	0	144500	
44-4401-880	4300-4301	0	519000	519000	0	519000	0	519000	
44-4401-880	4300-4301	0	159700	159700	89696.57	159700	0	159700	
44-4401-880	4300-4301	0	0	0	592.58	100000	0	0	Test #3
44-4401-880	4300-4301	0	0	0	592.58	100000	0	0	Test #5 replace with valid account
44-4401-880	4300-4301	0	0	0	0	6000		0	Test #6 Blank Cell

Data entry #6 displays zero value posted to BFM.

Current Year Estimates Tab 1

ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admi	Current Year Estimates

✕ Close   + Add New   ○ Copy   ⬇ Export   ⬆ Import   ⟳ Refresh   🔍 Search

Row	Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	✏ 🔍	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test #2
2	✏ 🔍	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	✏ 🔍	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	✏ 🔍	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	✏ 🔍	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	✏ 🔍	44-4401-880	4300-4301	658002	0	0	0	0	6,000	0	6,000	Test #6 Blank Cell
7	✏ 🔍	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
8	✏ 🔍	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
9	✏ 🔍	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100,000	Test #3
10	✏ 🔍	44-4401-880	4300-4301	859334	0	0	0	0	100,000	0	100,000	Test #5 replace with valid account

Records per page: 50   🔍 Advanced Search   Records: 1 - 10 of 10 - Pages: ⏮ ◀ 1 ▶ ⏭

Import sample #4 – Upload just One Line

Account 757101 (Land Acquisition) not listed in the "Current Year Estimates Tab 1" screen but wish to add an entry for 44-4401-880/4300-4301/757101.

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

For example, one record based on 44-4401-880/4300-4301/757101/0 Text is saved in the import file.

Toggle back to BFM to run the import process starting from the "Budget Form Lines," screen.
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 Lines" screen.

Budget Form Import

✕ Close   ✓ Validation Results

[⚙ Browse]   C:\fakepath\100_16947_Current Year Estimates Test 1.xlsx

[↥ Load File]

Upload Completed:

- 11 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 11 - Records Uploaded

Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
10-1080-050	1000-1001	439008	1	0	0	1162.76	0	0	0	
10-1080-050	1000-1001	651101	1	756100	756100	800860.36	756100	0	756100	Test #1
10-1080-050	1000-1001	651102	1	12800	12800	12726.29	12800	0	12800	Test #2
10-1080-050	1000-1001	651103	1	31300	31300	37908.98	31300	0	31300	Test #3
10-1080-050	1000-1001	651104	1	93100	93100	87110.29	93100	0	93100	Test #4
10-1080-050	1000-1001	651105	1	5600	5600	5586.92	0	0	0	
10-1080-050	1000-1001	651107	1	97900	97900	96526.97	0	0	0	
10-1080-050	1000-1001	651109	1	9600	9600	9600	9600	0	9600	Test #6 Replace 6511091 w/ valid account
10-1080-050	1000-1001	651301	1	6000	6000	81.17	6000	0	6000	Test #7 6000 & Blank Cell
10-1080-050	1000-1001	436101	1	0	0	0	10000	0	0	Test #8 Import file's one record

New line imported; entries #1 - #6 were not affected.

Current Year Estimates Tab 1

ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admi	Current Year Estimates

✕ Close   + Add New   ⟳ Copy   ↧ Export   ↥ Import   ⟳ Refresh   🔍 Search

Row	Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	✎ 🔍	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test #2
2	✎ 🔍	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	✎ 🔍	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	✎ 🔍	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	✎ 🔍	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	✎ 🔍	44-4401-880	4300-4301	658002	0	0	0	0	6,000	0	6,000	Test #6 Blank Cell
7	✎ 🔍	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
8	✎ 🔍	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
9	✎ 🔍	44-4401-880	4300-4301	757101	0	0	0	0	5,000	0	5,000	Test #7 Import file's one record
10	✎ 🔍	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100,000	Test #3
11	✎ 🔍	44-4401-880	4300-4301	859334	0	0	0	0	100,000	0	100,000	Test #5 replace with valid account

Records per page: 50   🔍 Advanced Search   Records: 1 - 11 of 11 - Pages: |◄◄ ◄ 1 ►| ►►|

Note: BFM recorded new record (44-4401-880/4300-4301/757101) in sequential order. This new record was placed above 44-4401-880/4300-4301/859310 in the Excel updated Current Year Estimates Tab 1.

General Budget System Preparation

All budgeted resources (expenditures) are to be identified within the Form 1, Form 1 Summary, & Form 221. 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 Reallocation Only (200) Form

Move cursor and highlight "Budget Formulation" tab.
Move cursor to "A2 Base Reallocation Only (200)" and click to open to enter your FY 2026 Non-capital revenue and to re-allocate base budget appropriations.

> **Note:** In FY 2026, the 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.

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

Select a BFM Form ID (Division)

Similar to the Estimate Form 100, data entry screens for Form 200 Form IDs can be accessed through the "Actions" column selections. Selecting the "Detail" button will provide you with direct access to 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, account, function, and project segments 1 through 4 (if applicable); data saved for selected dimension combination. Read-only columns: 2025 Amended Budget, 2026 Initial Base Budget, 2026 Request Base, and 2026 Department Submission. Data entry and Text columns: 2026 Adjustments and 2026 One-Times.

Note: The FY 2026 Department Submission column will combine data entries populated by central uploads and adjustments as displayed in the 2026 Initial and Request Base Budget columns as well as through department entries. Departments' budget entries are to be made in columns:

- **2026 Adjustments:** Enter reclassifications for revenue and appropriation between org/fund/account/function/project segments 1 through 4 (if applicable) combinations. Reclassifications should net to zero.

- **2026 One-Times:** Enter Non-capital revenues.

Navigational buttons include:

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

Operating & DS Data Entry (Non-capital)

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 Reallocation Only Form 200 as summarized below.

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

Manual Line Entry

Manual data entry can be made in a similar fashion as outlined in the Estimate Form 100 section. Double click on targeted line(s) to enter data in the 2026 Adjustment or 2026 One-Times columns.
For example, a negative 1000 entry made in row 3 and an offsetting positive 1000 entry made in row 2. 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.

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 2026 Department Submission column; posting save per green message and line color changed from red to **black**.

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 are displayed as two separate lines.

Click "Close" button to return to "Budget – Lines" screen.

Adding a New Line Item

Account 436101 (Interest) not found Budget Form Entry screen per Quick
Search. Select the "Add New" button to insert a new line item.

Enter org, fund, account, function, and project segments 1 through 4 (if applicable), 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 which can be found by clicking on the magnifying glass icon next to Org Code box. Click "Select" next to the desired Org.

Note: the selection screens for Fund Code through project segment 4 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.

A 1,000 entry has been saved under the "2026 One-Times"
and the "2026 Department Submission" columns.

Data Entry by Import Function

In the "Budget" 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 template will display dimension columns (i.e., Org, Fund, Account, Function, and Project Segments 1 through 4 if applicable), the data entry columns (i.e., 2026 Adjustments and 2026 One-Times), and Column Text.

Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2025 Amended Budget	2026 Initial Base Budget	2026 Request Base	2026 Adjustments*	2026 One-Times*	2026 Department Submission	Text 1*
44-4401-880	4300-4301	436101	0	0	0	0	0	0	0	0	0	1,000	1,000	New line
44-4401-880	4300-4301	439015	0	0	0	0	0	6,973,300	0	0	6,000	0	6,000	Sample P
44-4401-880	4300-4301	543910	0	0	0	0	0	1,402,900	0	0	-3,800	0	-3,800	Sample N
44-4401-880	4300-4301	653302	0	0	0	0	0	7,282,400	7,282,400	0	0	0	7,282,400	
44-4401-880	4300-4301	653304	0	0	0	0	0	415,100	415,100	0	0	0	415,100	
44-4401-880	4300-4301	658004	0	0	0	0	0	519,000	0	0	0	0	0	
44-4401-880	4300-4301	658005	0	0	0	0	0	159,700	159,700	0	0	0	159,700	

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

Import Example

The following example is to add a new revenue account 859334 (Info Systems Service Charge) for 2,000 with 44-4401-880/4300-4301/859334/0/0/0/0/0.
In this example, a new Excel row is inserted and updated with44-4401-880/4300-4301/859334/0/0/0/0/0. with a positive 2,000 entered as a "2026 One-Times."

Import Notes: 1) There is no need to adjust the "2026 Department Submission" cell as the totals in these cells will automatically update in BFM after the import is complete. **2)**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.

Click "Browse" button to select import file.

Select targeted Import file (i.e., Form 200_Export Test.xlsx).

Select "Load File"

Results are in **black** indicating successful import into the "Budget" screen.

Note: Use the "Close" button to refresh the following "Budget" screen.

"Budget" screen updated.

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 Reallocation Only (200), Form 1 Decision Package, 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 be posted to targeted budget data entry screen.

Potential Error #1- Invalid Dimension

Inactive or transposed dimension(s) will create an import error. For example, Org = 10-1080-0500 (transposed) instead of 10-1080-050 (valid), or account mistyped as 33104 (Invalid) instead of 433104 (valid).

Budget Form 1 Decision Package

The BFM Form 200 will now only be used to reallocate existing Base Budget appropriations and to enter non-capital revenue. 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:
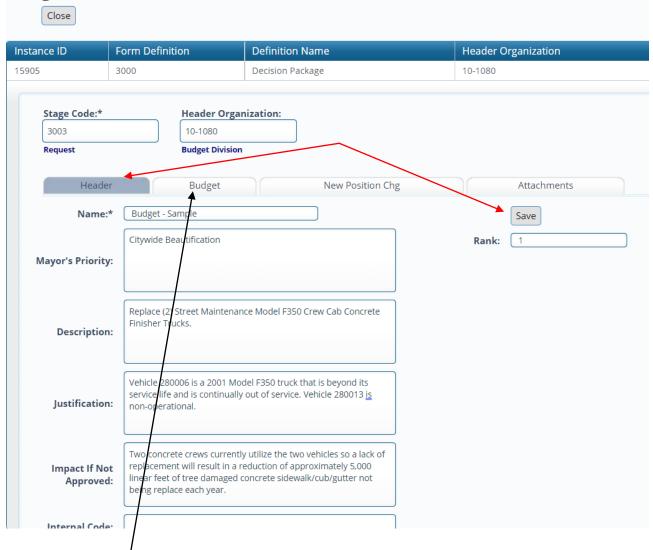
Header Tab: Once the new Form has been created, the department will need to complete the narrative for all the fields noted on the "Header" Tab to include the Priority or Rank. The ranking must be numerically sequential with numbers that do not repeat. The form will also not allow additional alphabetical identifiers such as a, b, etc.

Budget Form Header

Close

Instance ID	Form Definition	Definition Name	Header Organization
15905	3000	Decision Package	10-1080

Stage Code:*
3003
Request

Header Organization:
10-1080
Budget Division

Header	Budget	New Position Chg	Attachments

Save

Name:* Budget - Sample

Rank: 1

Mayor's Priority:
Citywide Beautification

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

Justification:
Vehicle 280006 is a 2001 Model F350 truck that is beyond its service life and is continually out of service. Vehicle 280013 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 sidewalk/cub/gutter not being replace each year.

Internal Code:

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/function/Segments 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, Segment 1- 4, Account Code, Function, amount
(determine if On-going or 1x), and note the reason for requested appropriation under Audit Text:

Click on the "Save" button once done. It is recommended to use <u>magnifying glass</u> for every field
to enter needed funding information.

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:

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: PWSM-2 Concrete Power Screed

Internal Form Number:

Priority #: 5

Department: 181500 - Street Maintenance Division

Division: 181500 - Street Maintenance Division

Form #: 14287

Financial Detail

Org	Fund	Account	2023 On-Going	2023 One-Times	Total
181501	20102 - Prop. 111 - Special Gas Tax	59316 - Fleet Acquisition-New/Add/Upgrd	0	171,000	171,000
181501	20103 - ABX8 6 Gas Tax (formerly TCRP)	59316 - Fleet Acquisition-New/Add/Upgrd	0	170,900	170,900
		Total:	0	0	341,900

Mayor's Priority

Citywide Beautification

Description

Replace (1) Concrete Power Screed.

Justification

Current equipment (#710013) is a 2006 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:

PCN	Job Class - Name	Count	FTE	Fund	Total
					0
Total:					0

Report: 222 - Decision Package Detail

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:

		City of Fresno			Run Date: 2/25/22
		Decision Package Summary			Run Time: 10:00:37 AM
		Department Level			

180000 - Public Works Department

181500 - Street Maintenance Division

Form ID	Fund - Name	Org	Account - Name	2023 On-Going	2023 One-Times	Form 1 Total
14132	20102 - Prop. 111 - Special Gas Tax	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	0	0
	20103 - ABX8 6 Gas Tax (formerly TCRP)	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	0	0
	20104 - SB1 Road Repair Gas Tax	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	243,000	243,000
Total for Form ID: 14132				**0**	**243,000**	**243,000**

Form ID	Fund - Name	Org	Account - Name	2023 On-Going	2023 One-Times	Form 1 Total
14287	20102 - Prop. 111 - Special Gas Tax	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	171,000	171,000
	20103 - ABX8 6 Gas Tax (formerly TCRP)	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	170,900	170,900
Total for Form ID: 14287				**0**	**341,900**	**341,900**
Total for 181500 - Street Maintenance Division				**0**	**584,900**	**584,900**
Total for 180000 - Public Works Department				**0**	**584,900**	**584,900**

BUDGET PROCEDURES MANUAL (BPM)

City Manager & BMSD Project Costing Policy

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.

BUDGET PROCEDURES MANUAL (BPM)

City Manager & BMSD Project Costing Policy

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 2026) – 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 2027 through FY 2030) – 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 2026 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 Convention Center and Stadium 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.

	SHERPA	Home	Budget Formulation	PCF	Chart of Accounts	Links

C2 Preload Capital Form 16

+ Add New   Q 44-

ID	Name	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions
17043	44-Convention Center and Stadium Department	702	44	0	1/8/2025	Scott Motsenbod	Submit	Header Detail Delete

Records per page: 50   Q Advanced Search   - Records: 1 - Page: |<< << 1 >> >>|

Instance layout – Data Entry Screen

Three types of columns-Dimension, Read-only, and Data entry.
Dimension columns: org/section, Fund, account, function, and project segments 1 through 4; data saved based on dimension combination for a given row.
Read-only columns: 2025 Adopted Budget data and 5 Year Project Total (not shown).
Data entry and Text columns: 2025 Year End Estimate plus five years of capital budgets (FY 2026 thru FY 2030).

Budget

ID	Form	Organization	Form Name
17043	700	44 - Convention Center and Stadium	C2 Preload Capital Form 16

X Close   + Add New   Copy   Export   Import   Refresh

Row	Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*
1		44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0	0
2		44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	0	0	0	0
3		44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0	0
4		44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	0	0	0	0	0	0
5		44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0	0
6		44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	0

Records per page: 50   Q Advanced Search

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. **Add New:** Create a new line if you don't see a specific dimension combination.
3. **Copy:** Create a copy of a specific line.
4. **Export:** Can you be used to create a template to import data entry.
5. **Import:** Starts import process from Excel to current data entry screen.
6. **Refresh:** Updates data entry columns per import process.
7. **Advanced Search:** Opens filters to help locate specific Org, Fund, Account, Function, and Segments 1 through 4.

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" 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. Filters will appear after clicking "Advanced Search" Make filter selections on the bottom left of the screen then click "Apply Filter" on the bottom right of the screen.

Double click on the targeted line to enter data. Data and text cells are displayed.
Highlight current data entry in row 10 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.

Amounts 100,000 and 100,000 entered in the FY 2025 Year End Estimate and 2026 Capital Projects columns.

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.**

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 Segment 1 through 4 in the entry. Appropriation entries **need Segments 1 through 4** 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.

Message indicating entries were saved in the system.

After saving the entries, they will change to black.

Option 2: Capital Entries by Import Function

In the "Budget Form Lines" screen, select "Export to Excel" to create an import template.

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.

Downloads

FormExport_700_15099_20231218 (3).xlsx
Open file

Excel template will display dimension columns (i.e., Org, Fund, Account, Function, and Segments 1 through 4), data entry columns (i.e., FY 2025 Adopted Budget, FY 2025 Year End Estimate plus 2026-2030 Capital Projects), and Text column.

Save template to your PC. For example:
Location: Downloads
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.
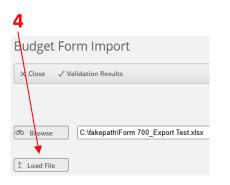
Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total
44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0	0	0
44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	0	0	0	0	0
44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0	0	0
44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	100,000	100,000	0	0	0	0	100,000
44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0	0	0
44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	0	0

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 File" on the Budget Form Import screen
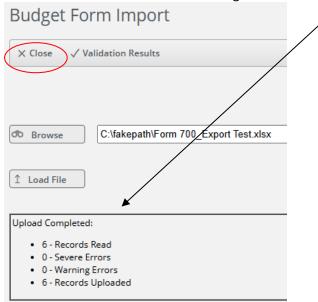
1

2

3

4

Import process successful if upload details are displayed in **black**.
Select "Close" button to move to "Budget" screen.

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

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 Reallocation Only (200), 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 = 10-1080-0500 (transposed) instead of 10-1080-050 (valid), or account mistyped as 33104 (Invalid) instead of 433104 (valid).

BUDGET PROCEDURES MANUAL (BPM)

Standard Capital Activities

ACTIVITY ID	ACTIVITY DESCRIPTION	ACTIVITY TYPE	ACTIVITY TYPE DESCRIPTION
Project Mgmt & Administration			
PM	Project Management & Admin.	ADMN	Project Management & Admin.
RFP	Request for Proposal	ADMN	Project Management & Admin.
CL	Project Close Out	ADMN	Project Management & Admin.
MSA	Miscellaneous Admin.	ADMN	Project Management & Admin.
Planning and Engineering			
PRE	Preliminary Engineer. & Plan.	PE	Planning and Engineering
PSVY	Preliminary Surveying	PE	Planning and Engineering
EIR	Environmental Impact Report	PE	Planning and Engineering
CUP	Conditional Use Permit	PE	Planning and Engineering
DCNT	Design - Consultant	PE	Planning and Engineering
DCTY	Design - City Staff	PE	Planning and Engineering
MSE	Misc. Engineer. & Plan.	PE	Planning and Engineering
Construction			
CCNT	Construction - Contract	CONS	Construction
CCITY	Construction - City Staff	CONS	Construction
CMAT	Construction - Materials	CONS	Construction
TLAB	Testing and Lab Services	CONS	Construction
ICNT	Inspection - Contract	CONS	Construction
ICTY	Inspection - City Staff	CONS	Construction
PMT	Permits	CONS	Construction
CC	Contract Compliance	CONS	Construction
CSVY	Construction Survey	CONS	Construction
Property Acquisition			
RA	R/W Acquisition / Purchase	LACQ	Property Acquisition
RE	R/W Eminent Domain	LACQ	Property Acquisition
MSR	Miscellaneous Right of Way	LACQ	Property Acquisition
General and Miscellaneous			
MSP	Project Miscellaneous	MISC	Other Miscellaneous
OVH	Overhead	MISC	Other Miscellaneous
REV	Capital Project Revenue	CREV	Capital Project Revenue

Specialized Capital Activities

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

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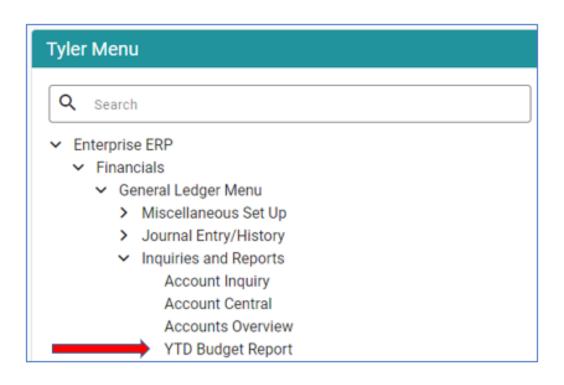
BFM provides <u>budget</u> reports and is not intended to be used to track actual expenditures, revenues or positions through the year. The Tyler Munis financial system (Tyler) is the tool for tracking actual expenditures, revenues since it can post real time transactions and position detail can be managed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

BFM will be available for general field use during the FY 2026 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 2026 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.

F	G	H	I	J	K	L	M	N	O	P	Q
OBJ	ACCOUNT	ACCOUNT DESCRIPTION	TYPE	ROLLUP	SUB-ROLLUP	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRA NCES	AVAILABLE BUDGET
658011	4000-4001-4110-000-658011-41-0-0000-0000-	Debt Redemption	E	4110A	41N10	264,800	0	264,800	128,513.58	0.00	136,286
961002	4000-4001-4110-000-961002-41-0-0000-0000-	Budget Hold-Back - CONTINGENCY	E			0	0	0	0.00	0.00	0
757099	4000-4001-4110-760-757099-41-0-0000-0000-	Depreciation Expense	E	4110A	41N10	0	0	0	0.00	0.00	0
757101	4000-4001-4110-760-757101-41-0-0000-0000-	Land Acquisition	E	4110A	41N10	0	0	0	0.00	0.00	0
757201	4000-4001-4110-760-757201-41-0-0000-0000-	Buildings	E	4110A	41N10	0	0	0	0.00	0.00	0
757301	4000-4001-4110-760-757301-41-0-0000-0000-	Improvements	E	4110A	41N10	0	0	0	0.00	0.00	0
757507	4000-4001-4110-760-757507-41-0-0000-0000-	Contract Construction	E	4110A	41N10	0	0	0	0.00	0.00	0
961000	4000-4001-4110-760-961000-41-0-0000-0000-	Contingencies	E			0	0	0	0.00	0.00	0
299999	4000-4001-4110-761-299999-41-0-0000-0000-	CHECK LOAD	E			0	0	0	0.00	0.00	0
651101	4000-4001-4110-761-651101-41-0-0000-0000-	Permanent Salaries	E	4110A		13,061,400	342,800	13,404,200	6,450,936.98	0.00	6,953,263
651102	4000-4001-4110-761-651102-41-0-0000-0000-	Permanent Fringe	E	4110A		202,300	120,500	322,800	118,999.33	0.00	203,801
651103	4000-4001-4110-761-651103-41-0-0000-0000-	Employee Leave Payoff-Non Ter	E	4110A		150,300	0	150,300	137,008.27	0.00	13,292
651104	4000-4001-4110-761-651104-41-0-0000-0000-	Perm Fringe-Health&Welfare	E	4110A		2,150,600	0	2,150,600	992,964.74	0.00	1,157,635
651105	4000-4001-4110-761-651105-41-0-0000-0000-	Perm Fringe-Life&Disab. Ins.	E	4110A		14,300	0	14,300	7,429.74	0.00	6,870
651107	4000-4001-4110-761-651107-41-0-0000-0000-	Perm Fringe-Pension Employee	E	4110A		1,516,800	0	1,516,800	774,026.77	0.00	742,773
651109	4000-4001-4110-761-651109-41-0-0000-0000-	Leave Payoff At Termination	E	4110A		87,000	0	87,000	87,000.00	0.00	0
651201	4000-4001-4110-761-651201-41-0-0000-0000-	Non-Permanent Salaries	E	4110A		0	0	0	19,960.72	0.00	-19,961
651202	4000-4001-4110-761-651202-41-0-0000-0000-	Non-Permanent Fringe	E	4110A		0	0	0	1,548.05	0.00	-1,548
651301	4000-4001-4110-761-651301-41-0-0000-0000-	Overtime	E	4110A		447,500	0	447,500	359,315.09	0.00	88,185
651401	4000-4001-4110-761-651401-41-0-0000-0000-	Premium Pay	E	4110A		650,300	0	650,300	281,091.23	0.00	369,209
651404	4000-4001-4110-761-651404-41-0-0000-0000-	Employee Awards	E	4110A		5,000	0	5,000	0.00	0.00	5,000
652302	4000-4001-4110-761-652302-41-0-0000-0000-	Gen Svc Pens Oblig Bnd Dbt Svc	E	4110A		354,800	0	354,800	86,168.39	0.00	268,632
652403	4000-4001-4110-761-652403-41-0-0000-0000-	HRA Payments	E	4110A		12,500	0	12,500	38,216.78	0.00	-25,717
652601	4000-4001-4110-761-652601-41-0-0000-0000-	Workers Compensation	E	4110A		476,300	0	476,300	476,300.00	0.00	0
652901	4000-4001-4110-761-652901-41-0-0000-0000-	Recurring Vehicle Allowance	E	4110A		10,800	0	10,800	4,380.88	0.00	6,419
653302	4000-4001-4110-761-653302-41-0-0000-0000-	Prof Svcs/Consulting - Outsid	E	4110A	41N10	405,000	0	405,000	58,515.85	29,984.15	316,500
653303	4000-4001-4110-761-653303-41-0-0000-0000-	Public Relations & Information	E	4110A	41N10	474,300	24,400	498,700	12,420.52	0.00	486,279
653304	4000-4001-4110-761-653304-41-0-0000-0000-	Prof Svcs (Non-Consulting)-O/S	E	4110A	41N10	103,000	0	103,000	5,085.50	0.00	97,915
653306	4000-4001-4110-761-653306-41-0-0000-0000-	Outside Legal Services	E	4110A	41N10	350,000	0	350,000	314,755.33	0.00	35,245
653401	4000-4001-4110-761-653401-41-0-0000-0000-	Hazardous Waste Management	E	4110A	41N10	67,100	0	67,100	6,556.98	0.00	60,543
653402	4000-4001-4110-761-653402-41-0-0000-0000-	Specialized Services /Tech	E	4110A	41N10	2,201,400	0	2,201,400	743,091.01	239,452.23	1,218,857

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.

	F	G	H	I	J	K	L	M	N	O	P	Q	R
	OBJ	ACCOUNT	ACCOUNT DESCRIPTION	TYPE	ROLLUP	SUB-ROLLUP	ORIGINAL APPROP	TRANFRS/ ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	656115	4000-4001-4110-761-656115-41-0-0000-0000-	Materials & Parts--Vehicles	E	4110A	41N10	7,600	0	7,600	2,312.16	0.00	5,288	30.40

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.
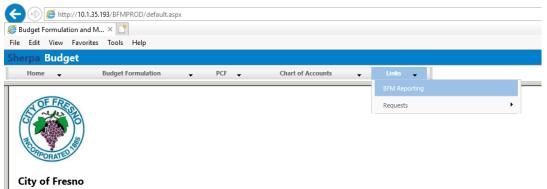
S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
YR/PER/JNL	EFF DATE	SRC	AMOUNT	VENDOR	REF	REF	REF 4	PO #	VOUC	INVOICE	DOC #	CHECK	VENDOR NAME	COMMENT
2023/01/006039	07/01/2022	BUC	7,600.00				2023 BUDGT					0		ORIGINAL BUDGET 2023
2023/03/012156	09/27/2022	API	1,854.95	010266		50471	3351			052938	50471	14,029	DEAN INDUSTRIAL ENTE	XDX SERIES 20 REEL
2023/05/001822	11/09/2022	API	26.29	020401		70744	4935			WATER PETT	70744	16,218	WATER PETTY CASH	WATER PETTY CASH
2023/05/004278	11/02/2022	API	326.07	010276		67503	4666			500125342	67503	70,400	DELRAY TIRE & RETREA	PURCHASE TWO TIRES/ BALANCE
2023/05/004278	11/02/2022	API	77.50	010276		67503	4666			500125342	67503	70,400	DELRAY TIRE & RETREA	PURCHASE TWO TIRES/ BALANCE
2023/05/006309	11/22/2022	API	27.35	010313		77850	5373			102921737	77850	70,731	HAVEN'S SECURITY INC	KEYS
			2,312.16											

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 <u>just</u> 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.

Note: 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.

Department Tab

Division Tab

Section Tab

Export Tab

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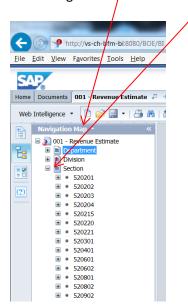
The SAP reporting system allows you to revise your prompt selection to filter results for selected dimensions (i.e., Fund, Department, Division, Section).

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.
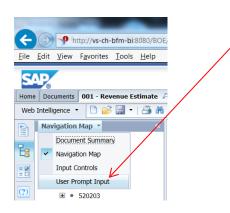
Selected section 520401 for this example.

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.
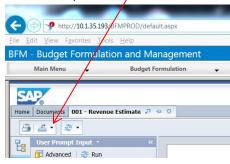
The results for all tabs will only display results for 520401.

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 mesage 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
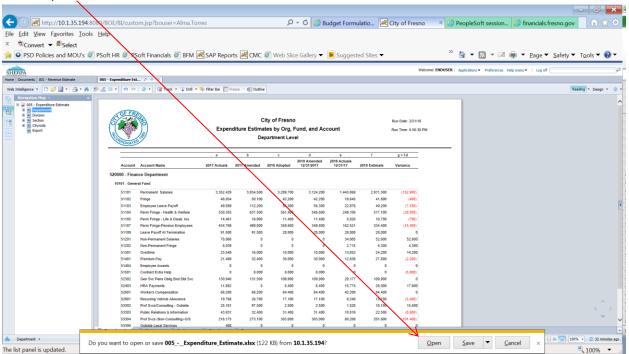
The following example exports all tabs into Excel.

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.

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 <u>does not</u> allow you to select individual tabs within the report and will send all of the tabs to PDF.

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

Select Open

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 (Report 221)

The Report 221 will be the mechanism to submit your explanations regarding significant changes between your FY 2026 Budget Submission and the FY 2025 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 BFM Cloud to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from the BFM Cloud will include the FY 2025 Amended Budget, the FY 2026 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 2025 Amended Budget reflecting a ±10% 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.
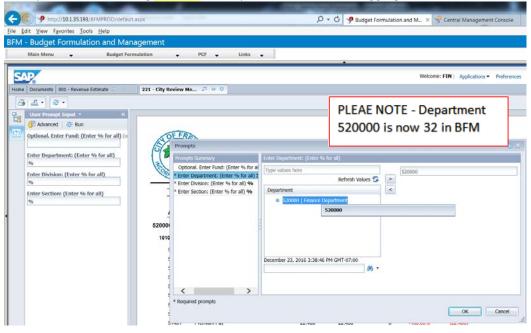
The following are steps to 1) access the report, 2) export the budget data from BFM Cloud to an Excel file, and 3) create and format columns corresponding to requested explanations.

Creating a Form 14 from BI Launch Pad

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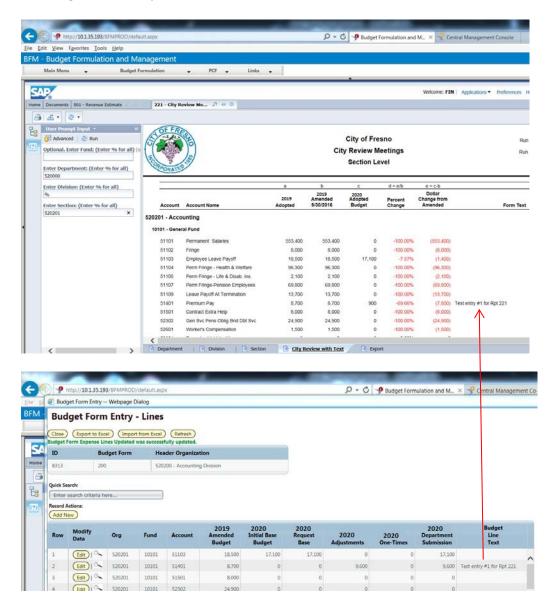
The report will run for just your assigned department if you leave all prompts with % sign. Below example shows selecting 520000 for Department based on logging in as User ID FIN.
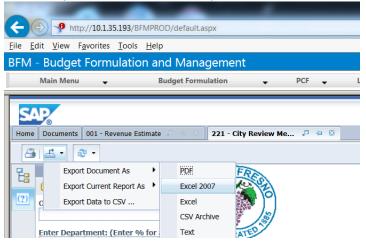
Report results for Department 520000

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.

BUDGET PROCEDURES MANUAL (BPM)

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 workdays, or in scheduled parts of full workdays.

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.

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 and permanent part-time 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."

The position screen will appear next. Clicking on the Position and Salary tabs will enable users to view details specific to that position such as the Home Org, Job Class, salary, current step, etc. Position allocations can be viewed and edited by clicking on the "Allocations" tab at the top of the page.

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

Adjusting the Allocation of Positions
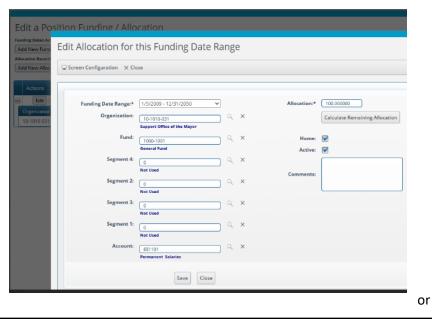
Departments are responsible for any changes in the allocation of currently authorized positions for the coming budget year. To view the current position allocation, click on the "+" for a drop down menu. To modify the current allocation, simply click on the "Edit" button.

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 06/21/2025.

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 (9000-9001) 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 set up 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.

BUDGET PROCEDURES MANUAL (BPM)

PCF Reports
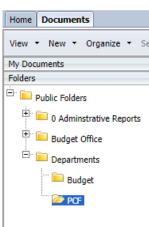
PCF reports can be accessed by clicking on the "Links" tab located in the BFM module.

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

Note: *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.*

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:
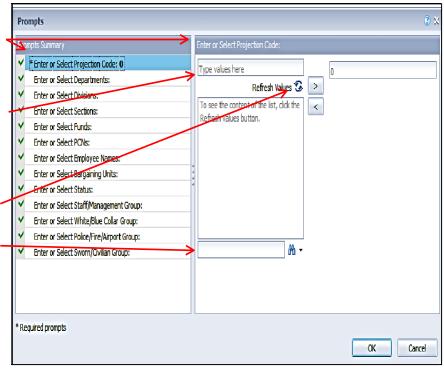
- Highlight each section by clicking on it. Your selection will also appear on the top of the Values header.

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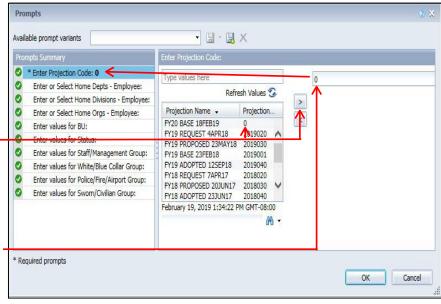
  Note: *The Projection Code is defaulted to "0" and will always represent the current budget stage i.e., Base, Request, Proposed and Adopted snapshots. The Bargaining Unit value is for all units and should remain as such unless running for a specific unit.*

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

Report	Menu Title	Description
301A	PCN by Org and Fund (Allocated)	Position Allocation Summary by Fund and Org with the data consolidated into Salary and Fringe.
302	Spread Detail by Org and Fund (Allocated)	Same as above, but fringe elements are broken out into Supplemental, Benefits, and Statutory components.
304	Allocation Summary with Details by Org	Summary by Allocated Org only (No Fund). Contains Salary, itemized Fringe elements, and a Statutory consolidation.
305	Position Detail by Home Org and Job Class - Statutory breakout	PCN's listed by Home Org only (No Fund). Data is divided into Salary with all Fringe and Statutory elements broken out.
306	Position Detail by Home Org and Fund	Summary by Home Org and Fund. Data is divided into Salary, Supplemental, Benefits, and Statutory components.
307	Position Detail by Home Org and Job Class	PCN's listed by Home Org and Job Class (No Fund). Data is divided into Salary, itemized Fringe elements, and Statutory components.
311	Class Summary by Home Org and Fund	Job Class summary by Home Org and Fund. Data is divided into Salary, Supplemental, Benefits, and Statutory components.
312	Class Summary by Allocated Org and Fund (Department Level)	Job Class summary by Allocated Org and Fund. Data is consolidated into Salary, Supplemental, Benefits, and Statutory.
313	Class Summary by Home Org (Department Level)	Job Class summary by Home Org only. Data is consolidated into Salary, Supplemental, Benefits, and Statutory components.
316	Projection Export	An exportable data dump report that lists all available position detail to include Home Org and Allocated Fund and Org (No Count).

City of Fresno
IDCHG Description & Methodology

Account	Account Name	Account Description	Charge or Allocation Methodology	F=Fixed V=Variabl
652301	Police and Fire Pension Obligation Bon Debt Service	Debt Service Payment	Allocated on FTE.	F
652302	General Service Pens Oblig Bond Debt Service	Debt Service Payment	Allocated on FTE.	F
652601	Workers' Compensation	Charges for Workers' Compensation insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
859102	City Attorney Charges	Fixed charges for legal services provided by the City Attorney's Of to other City departments.	Variable Charge to Capital and Non GF Projects.	V
859105	Purchasing - Variable Charge	Variable charges for capital buying services provided by the Purchasing Division to other City departments.	Variable Charge to Capital and Non GF Projects.	V
859120	Facilities Repair and Replace Projects	Repair and replacement projects in accordance with assessment s and/or immediate need.	See detailed summary in the following "Facilities Operations" pages.	F
859201	Cost Allocation Plan Charges	Fixed charges for services and materials furnished by General Fun activities. (For Variable Charges see account 859101).	Allocation methodologies can be found on pages 1-4 of the CAP https://www.fresno.gov/wp-content/uploads/2023/10/Fresno-I CAP-20-21.pdf	F
859302	City Hall Rent	Charges for the space rental at City Hall (includes only the debt se portion).	Bond payment allocated based on actual square footage occupied.	F
859304	Property Self-Insurance Chgs	Charges for property self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
859305	Liability Self-Insurance Chgs	Charges for liability self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
859306	Chgs For Msngr/Mail/Copier Svc	Fixed and Variable costs associated with messenger services.	Fixed portion of the charge is based on allocations for mail deliv distance. The variable portion of the charge is based on actuals.	F,V
859309	Facilities Management Charges	Standard charges for building and electrical maintenance on City facilities provided by the Facilities Management Division.	See detailed summary in the following "Facilities Operations" pages.	F
859310	Non-Recurrin Spec Projct Chrgs	Facilities costs for special projects completed under the direction the Facilities Management Division.	See detailed summary in the following "Facilities Operations" pages.	V
859321	Fleet Depreciation Charge	Fixed amortization charge for City vehicles and equipment paid to Fleet Acquisition Fund for future replacement.	Direct charge based on individual vehicle's amortization schedule.	V
859322	Fleet Services Charge	Variable expenses for operation and maintenance of City vehicles equipment paid to the Fleet Management Division.	Direct charge based on services provided.	V
859324	Fleet Special Projects-NonAuto	Variable expenses for welding, fabrication, generator PM's, distribution of gasoline in cans, Taxi Cab inspections, and all "non-auto" related charges.	Direct charge based on services provided.	V
859325	Fleet Fuel	Variable charge for Fuel for operation of City Vehicles by the Fleet Management Division.	Direct charge based on actual usage.	V

City of Fresno
IDCHG Description & Methodology

Account	Account Name	Account Description	Charge or Allocation Methodology	F=Fixed V=Variab
859326	Fleet Pool Vehicle Rental	Variable expenses for operation and maintenance of City vehicles and equipment belonging to the Fleet Management Divisions motor pc Also, for rental of vehicles and equipment (e.g., forklift, backhoe, loader, etc.) through outside equipment rental agencies.	Direct charge based on actual usage.	V
859328	Energy Efficiency Projects	Fixed for the energy effciency program with PG&E	Allocation is spread between Fire,PARCS, and Police	F
859331	Charges For Telephone Service	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.	Fixed portion of the charge is based on allocations for fixed costs incurred by the Division. The variable portion of the charge is ba: on actuals.	F,V
859333	10X and 10C Charges	Variable charge for acquisition or replacement of new phone or computer equipment.	Direct charge based on actual cost.	V
859334	Info Systems Service Charge	Charges for the Information Center, the City's mainframe compute operations, and general support from the Information Systems Division.	Allocation methodology is based on specific applications andnumber of users and desktop inventory.	F
859335	Info Systems Equip Charge	Charges for equipment and maintenance paid to the Information Systems Equipment Fund, including communications and distributi data processing	Allocation based on FTE and desktop inventory.	F
859336	ERP Replacement Charge	Replacement funds to support the replacement of the Financials ar Human Resources Management Systems.	Allocation based on FTE and desktop inventory.	F
859337	Network Replacement Charge	Lease payments in support of the network replacement.	Allocation based on FTE and desktop inventory.	F
859338	Replacement/Leased Computers	Lease payments for desktop computer replacements.	Allocation based on FTE and desktop inventory.	F,V
859339	One Call Center	Fixed charge to all the departments.	Allocation based on FTE and desktop inventory.	F
859340	IT Centralization	Fixed for IT Centralizaiton positions assigned to different departments.	Allocation based on PCF costing	F
859341	RF Communications	Fixed charge for departments that use Radio Communications. Ma Public Safety.	Allocation is spread to Radio Communication Users	F
859350	Security Assessment Charges	Fixed charge based on cost to fund the security measures at City Hall.	Allocation based on square footage occupied at City Hall.	F

Facilities Operations

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, Janitorial, Security, Elevator Maintenance, Mat Rentals 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 the interdepartmental account 859309's fixed charges budget.
  - ➤ Repair and Replacement Costs- An amount is determined each year for larger projects needed by 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 the interdepartmental account 859120's fixed charges budget.
- **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 located at the MSC: Utilities, Fire Inspections, Landscape, Parking, Janitorial, Security, Alarm Monitoring, Elevator Maintenance, Mat and Towel Rentals, and Pest Control. Some of these services are at the request of the Division, such as Pest Control and Janitorial.
  - ➤ 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 the interdepartmental account 859309's fixed charges budget.
  - ➤ 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

either square footage of occupied space, employee count, or any other applicable method as determined by the Director. These charges are included in the interdepartmental account 859120's fixed charges budget.

- **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, Janitorial, Security, Alarm Monitoring, Elevator Maintenance, Mat and Towel Rentals, and Pest Control.
  - ➢ Facilities Management Division uses the average maintenance costs for the past two and a half years for each building 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 any pass-through amounts are included in the interdepartmental account 859309's fixed charges budget.
  - ➢ 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 the fixed charges budget for the Department in account 859120.

Requested Billable Work:

- **Non-Maintenance Work Requested Under $3,000**
  - ➢ This is unbudgeted work requested by Departments which are 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 the interdepartmental account 859310.
- **Building-Maintenance Related Work Requested Over $3,000**
  - ➢ This is unbudgeted work requested by Departments that is estimated to be more than $3,000 and follows the 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 to BMSD for approval. Once Facilities Management receives the approved Form 10 from BMSD, the project will move forward and be ID billed with our monthly billing to account 859310 as expenses are incurred. Examples of Form 10 requests include remodels, painting, building assessments, replacing HVAC, electrical, carpentry, etc.
- **Non-Maintenance Related Work Requested Over $3,000**
  - ➢ These requests should now be directed to the Site Development Team in the Capital Projects Department.

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.
7. Job Code: the job code 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

City of FRESNO

Department Name/Org	Division Name/Org	Date

Department Contact:	Department Contact Number:	Form 1 Reference No:

Vacant Position Title	Job Code	Position Control Number

How long has position been vacant? (days)	Anticipated date position will be filled	Will funding allocation remain the same?
		☐ Yes ☐ No (if No is marked, complete Position Allocation Section below)

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.)

Allocation Percentage	Current Fund	Current Org	New Fund	New Org
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Department Budget Officer Signature	Date	Department Director Signature	Date

SECTION BELOW FOR PSD USE ONLY	
PSD Recruitment Status Review ☐ Concur ☐ Disagree	PSD Comments:
PSD Reviewer Signature Date	

SECTION BELOW FOR BMSD USE ONLY			
City Manager approved to fund? ☐ Approved ☐ Not Approved	BFM Updated? ☐ Yes ☐ No	BMSD Analyst	BMSD Comments:

C:\Users\alysem\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\Y9DSEVWG\Request to Fill Vacant Position Final.doc   Revised 02/25/2021

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Personnel Request Form (Form 3)

Source: Personnel Department

Purpose:

To request and justify new permanent 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.

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 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

City of FRESNO

PAR Amendment No. _____
(HRD Use Only)

Department Name/Org	Division Name/Fund/Org	Date

Type of Request

☐ New Position(s)   ☐ Transfer of positions between divisions

☐ Reclassification (not allowed as part of the budget process)   ☐ Delete Position(s) (Budget Process Only)

☐ Conversion/Trade (Vacant Positions Only)   ☐ Defund Position(s) (Budget Process Only)

☐ Class Title Change   ☐ Nonpermanent FTE's (Budget Process Only)

Current Class Title (not applicable if new)	Job Code	Position Control Number(s)

Request Class Title	Job Code	Department Contact /Number

Is this a budget preparation request?	Appointing Authority Signature	

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.

Effective Date	Task Group Add/Change? ☐ Yes ☐ No	New Task Group Name	Reports to (PCN)

Position Spread (for new and transfer positions).

PCN (Permanent Position Only)	Fund	Org	C/O	New FTE	Current FTE

HRD Recommendation ☐ Approve ☐ Disapprove	Recommended Class Title	Job Code	Salary

Signature	Date	Implementation Date	Position Control Number(s)

BMSD Recommendation ☐ Approve ☐ Disapprove	Log-in Date	Log-out Date	Budget Impact

Signature	Date	

City Manager's Office ☐ Approve ☐ Disapprove	Signature	Date

Entered into PeopleSoft: _____
(Initial/Date)

Distribution: ☐ Original to Human Resources Division (HRD)   ☐ Copy to Originator

K:\USERS\Forms\Form 3 Updated.doc   Revised 10/23/2009

Budget Form Detail (Form 10)

Source: Facilities Management Division, General Services Department

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

General Instructions:

1. Enter all requests through the 10X / 10C online portal. A single request should be used for multiple units of the same item.
2. It is critical that Form 10's be submitted on time because they are a component of the department's budget package.

Specific Instructions:

1. Project Title: Brief statement for what is to be done. Examples: Install emergency generator, paint and re-carpet offices, re-roof Community Center, construct equipment cage, install modular workstations.
2. Location: Give exact building address or location including room name/number, if applicable.
3. Type of Request: Select from the drop-down box whether the project is related to a base request (funded within the base budget), unbudgeted request (submitted after budget adoption), or capital improvement project (multi-year project, grant funded).
4. Accessibility: Select from the drop-down box whether the project is a new construction, an alternation to a primary function (activity which facility is intended), or an alteration to a non-primary function (area within a facility).
5. Requested Scope of Work: 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 emailed to FacilitiesMgmt@fresno.gov if this helps with the project description.
6. Project Justification: Explain the necessity for the project. Indicate cost savings, if any.
7. Department: Select the requesting department from the drop-down box.
8. Munis Department Code: Select the Tyler Munis code applicable to the requesting department from the drop-dox box.
9. Munis Fund-Subfund: Select the Tyler Munis fund that will be charged for the project expenses from the drop-down box.
10. Munis Division Code: Select the Tyler Munis division that will be charged for the project expenses from the drop-down box.
11. Munis Section Code: Select the Tyler Munis division section that will be charged for the project expenses from the drop-down box.
12. Munis Function Code: Select the Tyler Munis function that will be charged for the project expenses

from the drop-down box.

13. Munis Project: If applicable, select the Tyler Munis project string that will be charged for the project expenses from the drop-down box.
14. Percentage: Defaults to 100%.
    a. If the department wants the expenses split between multiple GL strings and/or project strings, this amount can be changed to a split and then click the green button "Add additional GL record."
    b. Another row of drop-down boxes will appear, select the codes, and list the rest of the percentage split to this new GL string and/or project string. All GL record percentage boxes must equal 100% total.
15. Creator Name/Email: Type in the name and email of the employee creating the Form 10.
16. Contact Name/Email: Type in the name and email of the contact for the actual Form 10 project.
17. Department Head/Designee: Select the name of the Director or designee from the drop-down box. The email will default once the name is selected.
18. Department Budget Analyst: Select the name of the department's budget contact from the drop-down box. The email will default once the name is selected.
19. Click the Continue button.

Next Steps:

1. Once the request is with Facilities Management, an estimate of project costs will be uploaded, and an email will be sent back to the requesting department.
2. The requesting department will login and review the project estimate.
   a. If the department decides not to proceed with the request, the estimate should be denied, and a comment should be listed to notify Facilities Management.
   b. The department may decide to modify the original request based on the project cost estimate. The department should deny the estimate and list the modifications in the online Form 10 to notify Facilities Management to update the project cost estimate.
   c. Facilities Management will revise the cost estimate and upload a new document, prompting an email to the requesting department to review the revised estimate.
3. If the department approves the estimate of a base request, the Form 10 amount should be entered into the department's requested budget with a printout of the Form 10.
4. If the department approves the estimate of an unbudgeted or capital improvement project, an email will be sent to BMSD for review.
   a. Unbudgeted projects: Form 10's for unbudgeted special projects will need BMSD approval and should be submitted with an Appropriations Transfer (AT) to provide the funds in the proper line item unless funds are available due to the cancellation of another project. No work can proceed until the Form 10 is approved by BMSD.
5. Upon BMSD approving, an email will be sent to Facilities Management to proceed with the project.

BUDGET PROCEDURES MANUAL (BPM)

Form 10 - Facilities Request

General Services Department - Form 10   Required *

Project Title *

Ex: Fix ceiling tile...

Location *

Type of Request *

Select One

- "Base" Form 10 requests are funded within an entities annual base budget.
- "Unbudgeted Request" is an unfunded project submitted after the annual budget adoption.
- "Capital Improvement Project" is a major multi-year project i.e. grant-funded.

Accessibility *

Select One

- A primary function is an activity for which the facility is intended, such as an office, community room, or sport court.
- A non-primary function area would be a storage closet, maintenance room, or restroom within in a facility.

Requested Scope of Work *

Please define your request as thoroughly as possible as this information is used to build the estimated project cost. Please do not make any assumptions.

Are there any special circumstances, deadlines, or restrictions associated with the requested work?

Project Justification *

Please define why this project is needed.

Department

choose one

Munis Department Code: *	Munis Fund-Subfund: *	Munis Division Code: *	Munis Section Code: *	Munis Function Code: *	Munis Project: *
Choose Department					

Percentage:

100

[Add additional GL Record] [Remove last GL Record]

Creator Name: *	Contact Person: *	Department Head/Designee:	Department Budget Analyst:
Aubree Stapp	Aubree Stapp	select a department	Select a department
Employee that created this 10C	Employee that will be contacted		

Creator Email: *	Contact Email: *	Department Head/Designee Email:	Department Budget Analyst Email:
Aubree.Stapp@fresno.gov	Aubree.Stapp@fresno.gov		

[Continue]

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.

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 should include a Budget Transfer (BT) are sent to the Budget and Management Studies Division (BMSD) for review.

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.   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 859333 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 Budget Transfer (BT) to BMSD. Approved requests will be forwarded to ISD with authorization to proceed with the request.

City of
FRESNO
INFORMATION SERVICES DEPARTMENT

DATE: December 17, 2024

TO: Department Directors, Assistant Directors, and Department Budget Officers

FROM: KIM JACKSON, Administrative Manager
              RACHEL ARCHER, Senior Management Analyst
              Information Services Department

SUBJECT: FY26 10X and 10C REQUESTS

All FY26 budget build 10X/10C requests must be entered into the 10X/10C Purchasing System application through the URL https://isdapps.fresno.gov/projects/. This link can also be found on the right-hand side of the city website's COF Staff page.

When entering a 10C or 10X for budget build costing purposes, please change the fiscal year to FY26 and select "budget request" instead of "unbudgeted." This will ensure that the requests do not get inadvertently ordered this fiscal year. **Please complete your entries no later than Thursday, January 31ˢᵗ, 2025 at 5pm.** If you have questions about the 10X/10C process, please contact Stephanie Ciehoski (10Xs) at x7180, Jamie Lee (10Cs) at x7140, Rachel Archer at x7138, or Kim Jackson at x7103.

Costing for FY26 budget requests will be completed no later than Friday, February 21, 2025 and costed 10X/10C budget requests will be available for download from the application https://isdapps.fresno.gov/projects/ to be included in your respective FY26 Budget Submissions. All FY26 budget requests will be closed out at the end of the FY25 fiscal year if not approved during the budget process.

FY25 Schedule for 10X and 10C Requests

ORGANIZATION	PROCESS	DUE DATE
Information Services Department	Memo sent to departments	December 17, 2024
All Departments	Deadline to submit FY26 budgeted10X and 10C requests electronically	January 31, 2025
Information Services Department	FY26 budgeted 10X / 10C costing completed electronically and available for download from the 10X/10C Purchasing System	February 23, 2024
All Departments	* Deadline to submit final FY25 10X / 10C requests to ISD to ensure processing before year end	May 15, 2025

*Please note: All year-end deadlines must be adhered to so ISD can ensure billings will be processed using your FY25 appropriations.

BUDGET PROCEDURES MANUAL (BPM)

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.

BUDGET PROCEDURES MANUAL (BPM)

City of FRESNO

MUNICIPAL FLEET DIVISION
Vehicle/Equipment Request Form 11

(FORM 11 # _____)

PRIORITY No.: _____ ☐ BUDGETED ☐ UNBUDGETED

Department/Division Name: _____

Department Head Signature: _____ **Date:** _____

Contact Person: _____ **Extension:** _____

☐ Additional Equipment   ☐ Replacement

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.

DESCRIPTION:		No. of Units Requested:	

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.	ACQUISITION BILLING INFO. FUND _____ ORG _____ C/O _____ Project I.D. _____ Activity I.D. _____	ASSIGNED BILLING INFO. FUND _____ ORG _____ C/O _____ Project I.D. _____ Activity I.D. _____

Monthly Estimated Miles: _____   **Monthly Estimated Hours:** _____

COMMENTS:

_____   _____
Duane Myers, Fleet Manager   Date

_____   _____
Budget Office Signature   Date

_____   _____
City Manager Office Signature   Date

Budget Form Detail (Report 221)

The Report 221 will be the mechanism to submit your explanations regarding significant changes between your FY 2026 Budget Submission and the FY 2025 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 BFM Cloud to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from BFM will include the FY 2025 Amended Budget, the FY 2026 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. Explanations need 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 2025 Amended Budget reflecting a ±10% 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 BFM Cloud into Excel can be found on the Budget Form Detail (Report 221) in the Reports Section of this book.

ADMINISTRATIVE ORDER (AO) POLICIES

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 **655804,** 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 655804, 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) Objectives

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

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.

Conditions to Amend 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 or current service.

- Revision of fee amounts/units or other conditions, such as exemptions.

- Deletion of a fee.

- Movement of a fee within the same section or to another department section.

- Change in or addition of mandated services or fees established by another agency for which costs are re-covered through the City; i.e., seismic fees, state fingerprint charges.

Maintenance of the Master Fee Schedule:

1. BMSD maintains an updated copy of the MFS and history of revisions. The MFS may also be found on the City's website https://www.fresno.gov/budget/#current-master-fee-schedule

2. 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.

Annual Amendment Procedure:

Each August, Budget Management and Studies Department (BMSD) will send out a City-wide memo to departments, kickstarting the annual comprehensive review and amendment of the MFS (*see attachment 1*). Departments are asked to review their departmental fees for any additions and/or changes for the following fiscal year. The goal of the annual amendment is to minimize the number of mid-year amendments. The following outlines the process of completing and submitting all required documentation to BMSD.

1. Review all fees that your department is responsible for, whether they reside within your department's section of the MFS or not. Proposed revisions should only be made by the department responsible for the fee(s). This includes UGM fees and fees under a contract. If a contract is to increase on a known date by a known amount, it should be included in this annual update; this includes salary Memorandums of Understanding (MOUs).

2. For each new fee or fee change*, fill out a "Request to Amend Master Fee Schedule" form , to be provided by BMSD *(See attachment 2)*. Multiple fees can be included on one form provided that they are being changed in the same manner and for the same reason*.*

3. For each new fee or fee change*, fill out the "Amendment Detail" form outlining the basis and computation for establishing each proposed fee amount, to be provided by BMSD (*See attachment 3)*. 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**. While attachment 4 is a standard format, other formats may be used as long as the basis and computation are clear.

    Each Amendment Detail page should also explain the background for each new fee or fee change, current revenue collected and the estimated revenue to be collected. Some of this information may be included in the Council Agenda staff report when presented to Council for adoption.

4. Make all proposed revisions in red on the most updated version of the MFS, to be provided by BMSD *(See attachment 4).*

5. Include all pertinent backup documentation for fee changes, including but not limited to, the FMC, copy of website, a copy of the contract(s)/MOUs or Salary Resolution.

6. Include a signed Request Legal Services (RLS) form . This will enable the CAO to provide legal review of the proposed new fees or fee changes (*See attachment 5).*

All revision packages should be prepared and emailed to the Budget Analyst responsible for the MFS and your Budget Analyst. Once reviewed by BMSD, the package will be forwarded to the City Attorneys' Office (CAO).

6. Once all fees are reviewed by the CAO, individual review meetings will be held with the City Manager and then the Mayor, to be scheduled and facilitated by BMSD. BMSD will create all the enabling documents and prepare the Council Agenda Item. Department Directors and representative are responsible for being present at the Council meeting.

7. The effective date of the new fees and/or fee changes will be July 1. This may be important to you if there are "noticing" requirements attached to fees that you are adding or changing (ie., Assembly Bill 1600 requirements). Any changes that Council makes to the proposed fee changes will be incorporated in the annual revision amendment.

*Changes include deletions, revisions, and movement within the same or to a different department section.

Ongoing Amendment Procedure:

Requests for changes to the MFS shall be submitted to BMSD no later than 5 p.m. on the Friday at least three weeks prior to the Council meeting date. Email the following to the Budget Analyst responsible for the MFS, your Budget Analyst, and the CAO:

1. For each new fee or fee change*, fill out a "Request to Amend Master Fee Schedule" form, to be provided by BMSD *(See attachment 2)*

2. For each new fee or fee change*, fill out the "Amendment Detail" form outlining the basis and computation for establishing each proposed fee amount, to be provided by BMSD *(See attachment 3)*

3. Make all proposed revisions in red on the most updated version of the MFS *(See attachment 4).*

4. A draft staff report and a draft ordinance, if the Municipal Code is to be amended.

5. A signed Request Legal Services (RLS) form *(See attachment 5).*

Once submitted and reviewed by BMSD and CAO for completeness and legality, respectively, BMSD will prepare the resolution to amend the MFS as well as the Exhibit A, which is the redline showing the revised pages of the MFS. Electronic copies (PDF) of both documents will be provided to the requesting department when complete. The requesting department is then responsible for submitting the agenda packet through Granicus/Legistar. This includes, but is to limited to, the staff report, MFS resolution, Exhibit A, and any ordinance changes or other resolutions that are necessary.

Considerations: For all amendments, 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 redline copies of all pages of the MFS where the fee does/will appear.**

- *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: For new fees or changes that may require public noticing periods, the CAO 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.

City of
FRESN☼

BUDGET AND MANAGEMENT STUDIES DEPARTMENT

August 22, 2024

TO: DEPARTMENT DIRECTORS
     DEPARTMENT BUDGET OFFICERS

FROM: HENRY FIERRO, Budget Director
     NIGMA SHOOK, Senior Budget Analyst
     Budget and Management Studies Department

SUBJECT: ANNUAL REVISION OF THE MASTER FEE SCHEDULE (MFS) – FY 2026

This memo outlines the process for the 585th amendment to the MFS, which will serve as the FY 2026 annual MFS revision. Departments are asked to review their respective MFS sections and, if any updates are needed, submit all required forms by **Monday, September 16, 2024**. The required forms are listed on page 2 of this memo and attached in the respective email. Your packet with all completed forms should be submitted, via email, to your assigned Budget Analyst with a carbon copy (Cc) to Nigma Shook. If your department will **not** be proposing any adjustments to the MFS for FY 2026, please email your Budget Analyst, and Cc Nigma Shook, as soon as possible.

Budget and Management Studies Department (BMSD) will perform an initial review of all submitted packets before forwarding them to Jennifer Quintanilla at the City Attorney's Office (CAO). The CAO will review all requests for legal issues, including public noticing requirements which require greater than the ten days public notice provided for the MFS annual revision. **The CAO will communicate any deletions, additions, or changes made by them to the respective department and BMSD.**

After CAO review is complete, BMSD will prepare a summary file of all proposed fee changes which will be the focus of the City Manager (CM) review meetings, scheduled to take place in mid-October. Possible follow-up review meetings are targeted to occur in October as well. A meeting with the Mayor will be scheduled in early November for final decisions. Both meetings will include the department Director and their representatives.

After each meeting, BMSD will communicate any additional fee changes made by the CM and Mayor to the CAO for final legal review and approval. No fee changes can be included in the annual revision unless approved by the CM, Mayor, and CAO prior to the City Council hearing. Thereafter, any additional changes made by Council to the proposed fee changes will be incorporated into the annual revision amendment.

The target City Council date to present the annual MFS amendment is January 9, 2025, with an effective date of July 1, 2025. Please keep in mind any noticing requirements attached to fees that are being amended (i.e., Assembly Bill 1600 requirements).

The following forms **must** be completed and submitted for each fee that is changed, added, or deleted. Reference the attached *Example* document reflecting the below forms filled out.

Attachment 2

Request to Amend the Master Fee Schedule (MFS)

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 BMSD. 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. BMSD will prepare amended MFS pages and the MFS Amendment Resolution for the department staff to include with their report to Council.

Amend No. _____

Date to Council: _____ ☐ Annual Update ☐ Other (specify): _____ (BMSD Use)

Effective Date: ☐ Day Following Adoption ☐ Other _____

Fee Name: _____

Purpose of Amendment: _____

Affected Section(s)/Page(s) of MFS: _____

City Attorney copy delivered to Jennifer Quintanilla.   Date _____   Other: _____

Must include Legal Authority: ☐ Existing   Specify Fresno Municipal Code (FMC): _____

☐ New   (Attach copy of resolution or ordinance.)

Requesting Department/Division _____

Department Director (type name): _____   Signature: _____

Division Manager (type name): _____   Signature: _____

Department Budget Officer (type name): _____   Signature: _____

Contact (type name): _____   Signature: _____

Administering (Collecting) Department/Division _____

Department Director (type name): _____   Signature: _____

Division Manager (type name): _____   Signature: _____

Section Supervisor (type name): _____ Ext. _____ Signature: _____

CITY OF FRESNO
MASTER FEE SCHEDULE
AMENDMENT DETAIL

DEPARTMENT OF PUBLIC WORKS
LANDSCAPE MAINTENANCE DIVISION

Tree Removal Permit Fees   MFS Page # 161

The Tree Removal Permit fee needs to be added to the Master Fee Schedule to be in compliance with Fresno Municiple Code (FMC) section 13-305-Tree Preservation. FMC 13-305(d) allows the Director of Public Works to issue a permit to property owners to remove street trees at their own expense. This permit requires the applicant to pay a refundable permit fee for tree planting to the City in an amount established by City Council resolution and set forth in the master fee schedule. A city arborist shall inspect and verify applicant has completed planting of the replacement tree(s) at which time applicant's permit fee shall be refunded. Applicant's failure to plant replacement tree(s) as set forth in the FMC shall result in forfeiture of the permit fee, which shall be deposited into the city's Tree Trust Fund. A permit fee of $231 has been in place on the permit, however it was not included in the MFS as identified in the FMC. This action adds the fee to the MFS, as well as updates the cost from $231 to $300 to cover increases in costs.

Position	Salary/Fringe	Admin OVH	Hours		Total
Forestry Supervisor I	51.05	12.43	1.25	=	79.35
				=	
				=	
				=	
				=	

Subtotal	$	79.35
Tree Planting Cost	$	214.70
TOTAL FEE	**$**	**295.00**

ANNUAL ESTIMATED REVENUE

		Fee	Activity		
Current:	$	-	0	$	-
Projected:	$	295.00	20	$	5,900
		ANNUAL CHANGE		**$**	**5,900**

BUDGET PROCEDURES MANUAL (BPM)

CITY OF FRESNO
MASTER FEE SCHEDULE

AIRPORT FEES

FRESNO YOSEMITE INTERNATIONAL AIRPORT - PARKING

Fee Description & Unit/Time	Current	Proposed	Amnd
Parking - Fresno Yosemite International Airport ▲			547
Employee and tenant			
Automobile per month	15.00		
Lost parking lot access card	25.00		
Reserved tenant parking			
Space per month	17.00		
Airline crew member			
Automobile per month	25.00		
Oversized per month (RV's, Campers, Fifth Wheels)+	75.00		
Daily / Long-term - per 24 hours			562
Flat Rate per day or fraction of one day	~~14.00~~	15.00	575
Economy Parking Lot - flat fee per 24 hours	~~8.00~~	10.00	575
Hourly / Short-term			
Up to 1 hour	3.00		
Over 1 hour to 2 hours	6.00		
Over 2 hours to 3 hours	9.00		
Over 3 hours to 4 hours	12.00		
Over 4 hours to ~~5~~ 24 hours	15.00		
~~Over 5 hours to 24 hours~~	~~18.00~~	Delete	575
Lost ticket minimum charge - ~~Short-term daily rate~~	~~18.00~~	15.00	575
~~Handicapped spaces in public lot~~	~~Same as~~	Delete	575
~~(First 2 hours free in Short-term or uncovered Long-term only)~~	~~long term rate~~		

+ Oversized vehicles (including vehicles higher than 7' 0" and/or longer than 20 feet (6 meters) in length).

▲ Parking Fees to adjust every 5 years commencing 07/01/2025 based in cumulative CPI rounded to the nearest dollar.

FRESNO CITY ATTORNEY'S OFFICE
REQUEST FOR LEGAL SERVICE (RLS)

Attachment 5

Electronic RLS should be submitted to attorneys@fresno.gov

*Project Title (include address/names, etc.):	City Attorney Office Control No.:

Dept. Contact:	Phone #:
Pick Up Contact:	Phone #:

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:

Complete Sections Below:

Fund #:   Project ID: PC BU:

Org #:   Activity ID: C.O.:   Res Type:

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.**

Department	Title	Authorized Department Signature	Date
Department	Title	Authorized Department Signature	Resubmitted Date

*When calling for project status, please reference the Project Title language used on RLS.

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