

CITY OF MCKINNEY, BUDGET FY 2018-2019 LINE ITEM DETAIL					Itemize orange accts	Do not change purple	Enter FY19 changes below
Account Number	Account Description	Actual FY 15-16	Actual FY 16-17	Original FY 17-18	Revised FY 17-18	Y-T-D 1/31/18	Continuation FY 18-19
MCKINNEY HOUSING FINANCE CORPORATION							
MHFC Revenues							
074-0000-341-4001	Service/Documents	64,509	1,225	15,000	15,000	0	15,000
074-0000-361-1000	General Govt Interest	208	369	0	0	174	0
TOTAL-Rev	MHFC Revenue Total	64,718	1,594	15,000	15,000	174	15,000
MHFC Expenditures							
074-1274-463-8101	Operational Supplies	0	0	175	175	0	175
074-1274-463-8103	Food (non-travel)	8	0	50	50	0	50
Subtotal: Supplies		8	0	225	225	0	225
074-1274-463-8505	Postage / Shipping Services	11	5	25	25	0	25
074-1274-463-8506	Travel / Training / Mileage	0	0	0	0	0	0
074-1274-463-8511	Dues / Subscriptions / Licenses	525	0	300	300	0	330
Continuation:							
	Associations - TALHFA	330					
		330					
074-1274-463-8516	Professional / Contracted Services	1,500	58,066	68,100	68,100	0	68,100
Continuation:							
	TBD project	38,100					
	HBA 3 Homes x \$10,000	30,000					
		68,100					
074-1274-463-8533	Filing / Service Fees	46	0	0	0	0	0
074-1274-463-8559	Community Grants / Assistance	6,586	2,052	0	6,048	1,200	0
Subtotal: Services/Sundry		8,668	60,124	68,425	74,473	1,200	68,455
TOTAL-Exp	MHFC Total Expenditures	8,675	60,124	68,650	74,698	1,200	68,680
	MHFC Surplus/(Deficits)	56,042	(58,530)	(53,650)	(59,698)	(1,026)	(53,680)
z	MHFC						

SUPPLEMENTAL REQUEST

FY 2018-19

Department/Division:

Supplemental Name:

Prior Year Request?

Expanded Service ☐ New Program ☐ Mandatory/Contractual ☐ Replacement Vehicle/Equipment ☐

Unit #:

Description:

Justification:

How does it relate to the Council Goals and Objectives?

Account Number (Numeric Order)	Account Name	Expense Item Description	One Time Cost	Recurring Cost	Total Cost
					\$ -
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-

One Time Cost	\$ -
Recurring Cost	\$ -
Total Cost	\$ -

Personnel Details:

# Positions (FTE's)	Grade	Title	Annual Salary	Part-time Hourly Rate	# PT Hrs (Annually)

Revenue Impact:

Revenue Type	Revenue Item Description	Estimated Revenue

VEHICLE REQUEST

FY 2018-19

All budget requests for fleet items must be approved in advance by Fleet Services.

DUE TO FLEET SERVICES BY MARCH 16th

Completed by Department (one vehicle per request form):

Date Submitted:

☐ Annual Budget

☐ Grant Funded

Fiscal Year:

☐ Mid-Year Request

☐ Other Funding

Department/Division:

Account #:

Submitted By:

Phone:

Supplemental Name:

Replacement Vehicle?

Vehicle #: (Refer to Fleet Replacement Schedule)

Vehicle Options: Police & Fire Vehicles

Request one type of vehicle per form. ☐ Chevrolet Tahoe

#

☐ Ford Interceptor

#

☐ Motorcycle

#

☐ E-One Engine

☐ E-One Ladder

☐ Ambulance

4-Door Staff Vehicles:

☐ Ford Explorer

☐ Ford Taurus

Pick-Up & Utility Trucks

☐ Ford F-150

☐ Ford F-250

☐ w/Extra Cab

☐ Ford F-350

☐ Ford F-450

☐ w/Lift Gate

☐ w/Utility Body

☐ w/Flat Bed

Other Vehicle (Not Listed):

☐

Off-Road Equipment

☐

Completed by Fleet Services:

Type of Vehicle:

Make:

Model:

Funding Amount:

Initial:

Adjusted:

Account Funded:

Capital:

I.T. EQUIPMENT REQUEST

FY 2018-19

All budget requests for I.T. items must be **approved in advance** by the Information Technology Department.

DUE TO I.T. BY MARCH 16TH

Department:

Fund/Division #:

Supplemental Request Name:

Account #	Standard Items	Qty	Unit Price	Extended Price	Connections Exist (Y/N)
8140	Standard Laptop* (<i>complete setup</i>)		\$ 1,400.00	\$ -	
8140	Power User Laptop* (<i>complete setup</i>)		\$ 1,700.00	\$ -	
8140	Power User Desktop Computer* (<i>complete setup</i>)		\$ 2,500.00	\$ -	
8140	Standard Desktop PC * (<i>complete setup</i>)		\$ 1,000.00	\$ -	
8140	Rugged PC		\$ 4,500.00	\$ -	
8140	CradlePoint/Antenna/Maint (for rugged, requires Wireless Service)		\$ 1,180.00	\$ -	
8140	In-Car Docking Station/power (for rugged)		\$ 875.00	\$ -	
8140	Optional 24" monitor upgrade		\$ 200.00	\$ -	
8140	Tablet		\$ 500.00	\$ -	
Account #	Software Items	Qty	Unit Price	Extended Price	Connections Exist (Y/N)
8140	Microsoft Office Professional Suite ****		\$ 450.00	\$ -	
8140	Microsoft Projects		\$ 500.00	\$ -	
8140	Adobe Professional		\$ 330.00	\$ -	
8140	Microsoft Visio		\$ 400.00	\$ -	
Account #	Communication Items	Qty	Unit Price	Extended Price	Connections Exist (Y/N)
8140	MIFI Device***		\$ 50.00	\$ -	
8140	Desk Phone**		\$ 250.00	\$ -	
001-2119-413-8501	iPad/MIFI/USB Modem Wireless Service – Annual Rate		\$ 455.00	\$ -	
001-2119-413-8501	Telephone Service – Annual Rate		\$ 144.00	\$ -	
8408	Network Connection (<i>Required for Printers, Computers, & Laptops</i>)		\$ 481.00	\$ -	
Account #	Public Safety Use Only	Qty	Unit Price	Extended Price	Connections Exist (Y/N)
8140	NetMotion (<i>required for all Public Safety laptops</i>)		\$ 250.00	\$ -	
8140	WatchGuard Maintenance		\$ 135.00	\$ -	
8140	WatchGuard Camera Kit		\$ 5,300.00	\$ -	
8140	Crystal Report License		\$ 420.00	\$ -	
TOTAL				-	

* Requires network connection

** Requires network connection AND monthly rate

*** Requires wireless airtime

**** Needed for new position(s)

Complete laptop setups include monitor, mouse, keyboard, docking station and carrying case

Complete desktop setups include monitor, mouse and keyboard

				For IT Use Only			
Account #	Miscellaneous Items <i>Please list items <u>separately</u> & give <u>detailed</u> descriptions (list additional items on page 2)</i>	Model #	Qty	Quote (Unit Price)	Extended Price	IT Approval (Yes or No)	Approved / Disapproved by (Init)
					-		
					-		
					-		
					-		
TOTAL					-		

Please contact IT by email for assistance with special hardware and/or software items.

Submitted By:

Date:

IT Approver:

Date:

GRANT BUDGET DETAIL

FY 2018-19

Please fill out a "Grant Budget Detail" for all recurring/anticipated grants

Department: Grantor:

Grant Number: Grant Title:

New Grant? ☐

Existing Grant? ☐

Grant Description:

Grant/Application Amount:

City Match: (If required in terms of match)

Additional Budget: (Needed to implement project)

Total: \$ -

Explanation of Additional Budget Required:

Items Needed to Carry Out Program:

Expense Category	Expense Description	FY 2018-19 Expense Amount	Funding Source * (G, M, A)	Notes or Comments
Salaries				
Benefits				
Supplies/Equip				
Travel/Training				
Services/Misc				
Capital				

* Funding Source: G=Grant, M=Match or A=Additional

Expense Total: \$ -

Personnel Details:

# Positions (FTE)	Title	Grade	Annual Salary	Part-time Hourly Rate	# PT Hrs (Annually)

PROGRAM/SERVICE LEVEL REDUCTION RANKING

FY 2018-19

Department:

Rank *	Division	PSL Name	Type **	# FTE's	Filled/ Vacant	PSL Reduction Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Department Total Reduction

-

\$

-

* 1 = Highest Priority

** E=Elimination, R=Reduction

PROGRAM/SERVICE LEVEL REDUCTION

FY 2018-19

Department/Div:

PSL Name:

Proposal Type:

PSL Reduction Total:

(E=Elimination, R=Reduction)

Personnel Impact?

Number FTE's Reduced: Filled/Vacant:

(F=Filled, V=Vacant)

Program Description:

Revenue Impact:

Revenue Account Number	Revenue Item Description	Current Estimated Revenue	PSL Impact* (+/-)	Net
				\$ -
				-
				-
				-
				-
Revenue Total		\$ -	\$ -	\$ -

* Negative represents decrease in revenue

Expenses:

Expense Account Number	Expense Item Description	Current Estimated Expense	Estimated Reduction*	Net
				\$ -
				-
				-
				-
				-
				-
				-
				-
				-
Expense Total		\$ -	\$ -	\$ -

* Negative represents decrease in expenses

FEE / RATE CHANGE REQUEST

FY 2018-19

Prepared by:

Fund:

Department/Division:

Name of Fees/Charges:

Effective Date:

Changes:

Item Description	Current Rate	Proposed New Rate

Last Ordinance Number:

Section Number:

Date Last Fee Change:

Justification:

Financial Impact:

Service Impact:

Fee Account Number
and description:

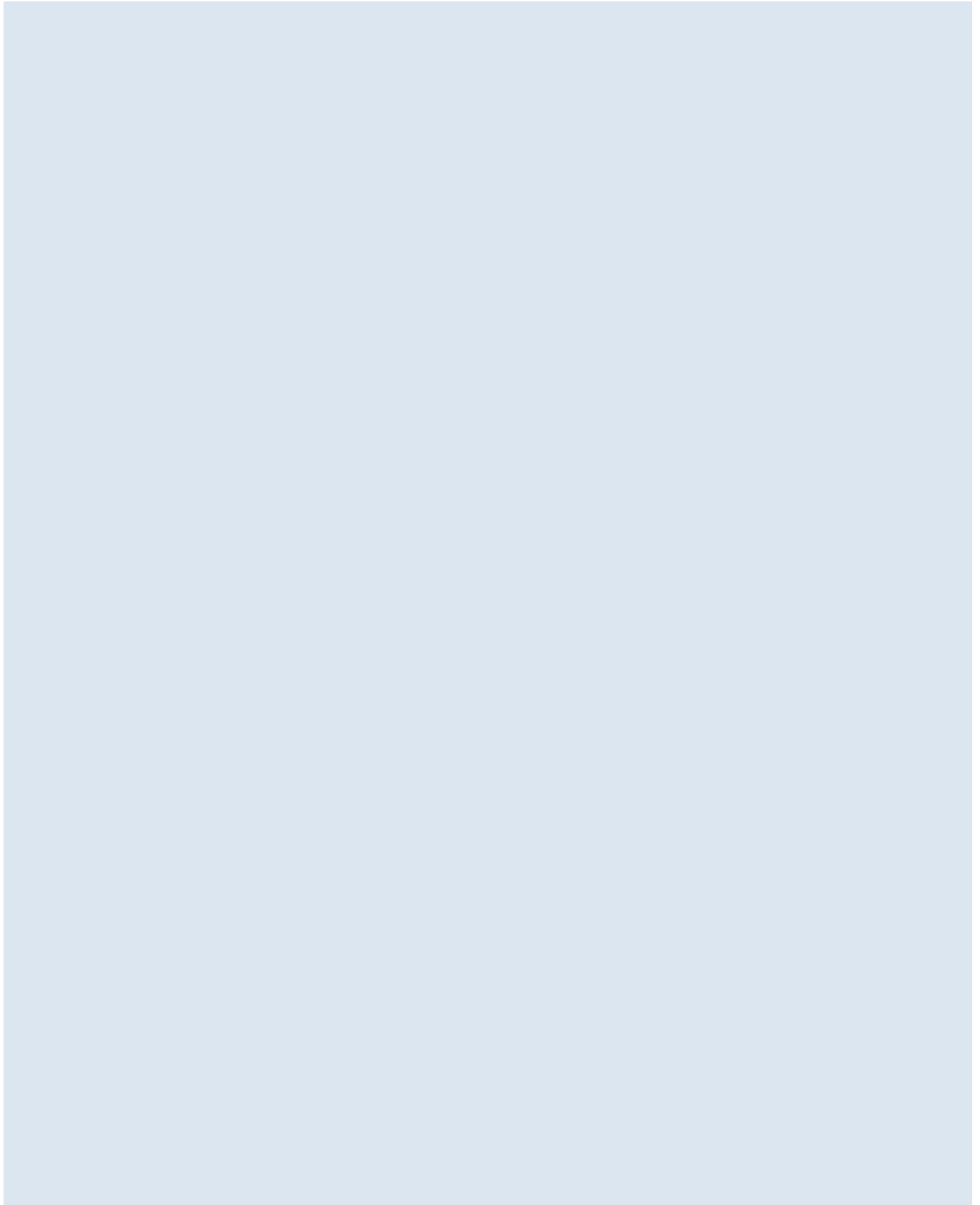
*New Ordinance & Fee
Schedule Wording:

*New ordinances need to be coordinated with the City Attorney's office on ordinance and fee schedule wording.

Department Staffing

STAFFING	Grade	Actual FY 15-16	Actual FY 16-17	Original FY 17-18	EOY Estimate FY 17-18	Proposed FY 18-19
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Department Organizational Chart



FY 2018-19 Travel & Training Budget (8506)	
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Travel/Training Description	Employee Name	Employee Name	Employee Name	Employee Name	Employee Name	Employee Name	Employee Name	Employee Name	Total
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total for Employee	-	-	-	-	-	-	-	-	-

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FY 2018-19 Associations Budget (8511)	
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[illegible]

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OLD EXPENDITURE ACCOUNTS

Old Account #	Division	Element	Object
074-1274-463-8101	MCK HOUSING FINANC	SUPPLIES	OFFICE
074-1274-463-8103	MCK HOUSING FINANC	SUPPLIES	FOOD
074-1274-463-8115	MCK HOUSING FINANC	SUPPLIES	POSTAGE
074-1274-463-8505	MCK HOUSING FINANC	SUPPLIES	POSTAGE
074-1274-463-8506	MCK HOUSING FINANC	CONTR OR MISC	TRAVEL/TRAINING
074-1274-463-8507	MCK HOUSING FINANC	CONTR OR MISC	PUBLICATIONS
074-1274-463-8511	MCK HOUSING FINANC	CONTR OR MISC	ASSOCIATIONS
074-1274-463-8516	MCK HOUSING FINANC	CONTR OR MISC	RET FEE/PROF SERVICE
074-1274-463-8533	MCK HOUSING FINANC	CONTR OR MISC	FILING FEES
074-1274-463-8559	MCK HOUSING FINANC	CONTR OR MISC	HOUSING ASSISTANCE
074-1274-463-8564	MCK HOUSING FINANC	CONTR OR MISC	HOUSING ASSISTANCE

NEW EXPENDITURE ACCOUNTS

New Account #	New Obj Descrip
074-1274-463-8101	Operational Supplies
074-1274-463-8103	Food
074-1274-463-8505	Postage / Shipping
074-1274-463-8505	Postage / Shipping
074-1274-463-8506	Travel / Training / Mileage
074-1274-463-8511	Dues / Subscriptions / Licenses
074-1274-463-8511	Dues / Subscriptions / Licenses
074-1274-463-8516	Professional / Contracted Services
074-1274-463-8533	Filing / Service Fees
074-1274-463-8559	Community Grants / Assistance
074-1274-463-8559	Community Grants / Assistance

Account needs to be

Changed from mapp

074-1274-463-8101
 074-1274-463-8103
 074-1274-463-8505
 074-1274-463-8505
 074-1274-463-8506
 074-1274-463-8511
 074-1274-463-8511
 074-1274-463-8516
 074-1274-463-8533
 074-1274-463-8559
 074-1274-463-8559

added to Naviline

ed account

TRUE	074-1274-463-8101	TRUE
TRUE	074-1274-463-8103	TRUE
TRUE	#N/A	#N/A
TRUE	074-1274-463-8115	FALSE
TRUE	074-1274-463-8506	TRUE
TRUE	#N/A	#N/A
TRUE	074-1274-463-8507	FALSE
TRUE	074-1274-463-8516	TRUE
TRUE	074-1274-463-8533	TRUE
TRUE	074-1274-463-8559	TRUE
TRUE	#N/A	#N/A