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SOFTWARE OVERVIEW

All three modules (mBudget, mPersonnel and mCIP) are 100% web based applications. This means that the users can access the programs via any internet connection – office, home, mobile phones and even from the local coffee shop. Because of this, the clients IT department is only responsible for the internet connection at the location.

We host both the software code and the databases, and take care of all security, upgrade and maintenance issues. There are no additional hosting costs (both hardware and software) to the client.

The software was written in the latest programming languages, utilizing:

- ASP.Net 2.0 and 3.5
- Microsoft SQL Server and Reporting Services
- AJAX and JSON
- XMI and Objective C (for a new iPhone application coming soon!)

The modules can be used as separate functions, or as a package application. Most current clients use all three together.

Program Implementation

MDSS will meet with the City to formulate and design a layout that will best fit each client's needs. A sample outline is as follows:

1. Meet with the Finance, Budget, Human Resources and IT departments and with Administration to discuss an overview of the system.
2. Establish all budgetary charts of accounts, including fund, department, division and expenditures account numbers and titles.



3. Receipt of both historical data and current year budget data to upload all information possible in order to save start-up time for the City staff.
4. Download of all mPersonnel fields and calculations.
5. Testing of the system with key Budget officials before going live.
6. Train all staff that will require access to the program. This is expected to be at least two full-day training sessions in order to ensure that all budget managers are completely instructed on login, data entry and report generation tasks.
7. Assist the City throughout the entire budget preparation and multi-year financial planning process. We assist you in the monitoring of the progress of the budget preparation.
8. Post-budget assessment for reasonable changes and improvements that can better assist the next budget cycle.
9. The project is considered implemented when the City is satisfied with all modules and all budgets users are trained and using the system.

Most installations are completed within 3-4 weeks of contract signing.

Training and Support

MDSS will provide all training and support for the life of the contract. The training includes full technical assistance for using the software provided by Kenneth P. McLain and by Lewis F. McLain, Jr., a thirty-five year veteran in government budgeting. This contract will require a high degree of involvement by key financial staff members or additional consultants if the staff is not able to commit sufficient time to internally coordinate this project. However, it is expected that internal staff coordinators can be sufficient if the level of staff involvement is equal to or greater than is usually required during budget preparation and multi-year financial planning in any given year.

MDSS also conducts a user's group meeting every year, usually in October or November. This provides a forum for all users to interact with MDSS and with each other to help make the system better and a more robust product. All training manuals, forums and frequently



asked questions are kept updated online for all users. MDSS is available 24x7 via telephone, email, fax or mail. The preferred contact with all clients is email, so that there is documentation on both sides to better track the problem and the remedy.

Methodology and Approach

The City Budget Cyclical Phases

The project will revolve around three main goals: initialization, preparation and finalization. Taken from the original desired scope of services, MDSS will strive to achieve, maintain and exceed the following:

Budget Initialization

1. Load historical data – this can be done up to fifteen fiscal years if desired. If more fiscal year history is needed, the software can accommodate unlimited amount of fiscal years. As a benchmark, most clients choose to load five to seven fiscal years of historical data.
2. Load baseline budget – this can be uploaded either as a predefined amount from the system (both as a qualitative and quantitative example) or as zero, which the program is built on the principles of zero based budgeting.
3. Load current budget and YTD actual – the software can uploaded multiple versions of the budget: current, amended, proposed and approved. The actual monthly expenditure data can be accomplished by having the twelve months of fiscal historical plus and additional amended month (which is sometimes called a month "13").
4. Perform security administration – each budget user is assigned an organizational unit. For example, a department may be Police and the corresponding division may be patrol, CID, jail, etc. Each division is an organizational unit in which the user can be assigned access.
5. Position Salary /Benefit Forecast for positions - this area of the



program is referred to in this proposal under mPersonnel. Please refer to that section for more detailed information.

Budget Preparation

1. Enter current year revenue and expense estimates (projecting to end of current fiscal year) – each account number, category and title can be re-estimated throughout the fiscal year. This is part of the budget review process. This field can either be preset as \$0 (zero based budgeting) or equal to the approved previous budget amount. The estimate is automatically calculated by the program based on input from the budget client, actual monthly expenditure trends and the amount of fiscal years of desired historical data.
2. Enter new fiscal year operating requests for authorized accounts with justification – this is done via proposed submitted line items. For each account, the budget user can enter unlimited amounts of submitted base proposed line items. Each line item as unlimited amount of narrative text, the corresponding amount and an additional option for an attachment. Attachments can consist of Excel, Word, PowerPoint files, pictures or even movies.
3. Enter supplemental requests within justification – each supplemental request and be linked to individual line items for the corresponding organizational unit or cost center. Each request has several questions for the budget user to answer, and the capability to add attachments similar to base budget proposed line item entries.
4. Enter capital requests with justification – please refer to the mCIP module section for more information.

Budget Finalization

1. Compile/analyze revenue and expense projections – mBudget can help the City track actual expenses based on numerous calculations that are both preloaded and customizable.
2. Analyze and adjust expenditure requests - based on budget user input.
3. Ensure fund transfers in and outs balance – fund balance and running total reports are customized based on the City's needs.
4. Compile budget data into various predefined budget forms – all



- customizable and included in the scope of the project.
5. Create and distribute Final Budget – included with the scope of the project.
 6. Create and distribute the Capital Improvement Plan document – done via mCIP.

The City Budget Goals

- Maintain at least three prior years of budget and actual history for each organizational unit account structure – unlimited amount of fiscal years can be maintained.
- Forecast position salary and benefit budgets for current fiscal year and budget fiscal year in accordance with established requirements – mPersonnel can budget for full time, part time, fractional, seasonal and even vacant employees. Also included are aggregates such as overtime, well pay and certification pay.
- Establish baseline operating budget for each organization unit based upon established criteria (including central billing chargeback function i.e. mailroom services, cellular phones, automotive billing) - included with the release of the mCOST module.
- Provide a centralized control mechanism over budgetary process (i.e. Budget Office would control accounts that departments will be able to enter, as well as, when the departments would be able to enter requests into solution) – established security control base on organizational units (orgunits) cost centers.
- Provide a version/stage control mechanism that would protect each submission level (i.e. baseline amounts vs. department request amounts vs. tentative authorized amount s vs. final budget authorized amounts)
- Support decentralized budget entry process with security mechanism that authorized users to their respective organizational funding units – the mBudget module meets this criteria.
- Provide a separate mechanism for multi- fiscal year supplemental and capital budgeting and allows for only the approved requests to roll into the proper operating budgets – only active requests are included in the base budget numbers. Multi year financial plan is based on a ten year projection, either set by a percentage or a hard dollar entry amount.



- Provide a reporting mechanism that would allow for budget data to be compiled in accordance with state approved formats – needs met based on customized reporting. All customized report building is included in the cost of the program.

Security and Privacy

All names and passwords are kept on file with MDSS. It will be imperative that all budget managers keep their own passwords confidential. We will also provide a chronology of every authorized user login data throughout the project. We can also cease the ability for any data entry after a point in time so that the Budget staff can compile and complete the budget process.

All data and information submitted by the City is kept private. At no time during or after the contract is expired, will MDSS use the information for any purpose other than for the City and the client cities' budget purposes.

We provide 24x7 backup of all data. Should any problem arise, the City will be notified immediately, and all data will be restored promptly. Backup disks can be provided to the City on a monthly basis if requested.

Service Availability

In the event the system is down, and MDSS cannot remedy the problem quickly, the City will be notified immediately. Generally, any service or maintenance will be scheduled several days in advance, and is usually performed on the weekends and late at night. The goal of any maintenance work is that users will not notice any change in service and performance at all. The reliability of the server used by MDSS has been excellent for over eight years.

The City/client cities' code and databases both reside on a separate server and a separate domain. Each of these is independent of other MDSS clients. If, in any unforeseen situation, bandwidth is compromised, the situation will be resolved immediately at no additional cost to the City or the client cities.



Software Growth and Upgrades

The MDSS contract covers any updates, changes or additions to the software code and the contents. This includes future versions of the software, any updates to the problems content, or to add or subtract staff from the system. The City and the client cities will automatically receive upgrades at no charge throughout the life of the contract. It is possible that add-on products will be developed and offered in the future for an additional cost. For instance, the mPersonnel software was not a part of the original mBudget software and is an add-on product. On the other hand, there have been substantial enhancements to the mBudget and mPersonnel software products that have been provided to our clients at no additional costs.

The mBudget system can grow substantially with the client. It was designed to be able to work with a client up to many more times the number of users expected at each client the City. It is expected that each client the City will be adding new users to the system every year, and MDSS is ready to handle the growth. There is no additional cost for each client the City to expand the number of budget users.

All modules are constantly updated throughout the budget season. As each client is added to the MDSS family, new ideas and functions are added. All of the updates and upgrades are included in the contract throughout the life of the contract.

Ownership of Data

MDSS owns the database software while the City own all data entered and generated by the software. MDSS will never use the data, either during or after the contract for any purpose not authorized by the City. MDSS also guarantees that all licenses, servers, domains and other software are valid and registered appropriately. As an additional assurance to the City and the client cities, a copy of all program software and the databases will be provided to the City at the beginning of the contract period and at the end of each budget preparation process.

The City will be furnished a complete copy of all program files and all databases at the beginning of the process. An additional copy of all program files and all databases will be furnished to



the City at the completion of the budget adoption process and upon renewal of each year's contract.

Kenneth P. McLain

After graduating from the University of North Texas in 1997, Kenneth has been involved with municipal governments and helping them become successful by using the internet. He co-created CityBase.Net, Inc., a resource and data portal for cities, and is still associated with the company. In 1999, he was selected by the Government Finance Officers Association of Texas (GFOAT) to build and maintain their web site. He is now their Director of Internet Services.



Kenneth also has served as the creator of web sites for the City of Southlake, City of Sachse, City of Hurst, City of

Colleyville and the Government Treasures Officers of Texas (GTOT). Other clients have included the City of Frisco, TXU Energy, Impact DataSource, DMG-Maximus, City of North Richland Hills and the City of La Porte. Kenneth is an expert in municipal internet issues, and has spoken at the GFOA national conferences in Chicago and New York City.

In 2000, Kenneth was approached by a City Manager to discuss a new topic - Citizen Relationship Management. This new concept was just starting to evolve and find a home in local governments. A year later, he introduced City-CRM, a 100% web based program for cities. Since then, it has been renamed mCRM and was brought under the MDSS family of software products.

In 2002, Kenneth joined forces with Lewis McLain to create the mBudget platform. It has now become a complete web based program for cities to prepare their budget. The response has been great from all clients, and he has enjoyed taking the program nationally over the last few years. In 2004, mPersonnel was added to the software lineup. In 2008, mCIP was finalized and installed for new clients.



Kenneth, along with his wife DeAnne, resides in McKinney, TX with their three children: Lindsey, Lillian and Anderson.

Professional Memberships

Government Finance Officers Association of Texas (GFOAT)
Government Finance Officers Association (GFOA)

