

CITY OF WHEELING



CITY COUNTY BLDG., 1500 CHAPLINE STREET
WHEELING, WEST VIRGINIA 26003

January 19, 2016

Mr. Robert Herron
City Manager
City of Wheeling
1500 Chapline St.
Wheeling, WV 26003

Dear Mr. Herron:

As an on-going function of my department, I continue to work with Compucom to have ordinances scanned and installed on CD format. In addition, I would like to continue to work on scanning other documents so that they can be archived and more room could be made available in the vault. I would like to continue hiring temporary help so that he/she could devote their full attention toward this effort.

I continue to network with clerks throughout the state and country by attending West Virginia Municipal League Conferences and International Institute of Municipal Clerk Regional and International Conferences. I currently serve on the West Virginia Municipal League Board of Directors and Budget and Audit Committee. The Board meets quarterly in various locations throughout the state; therefore, the need to continue my current funding in the Travel Line Item.

In addition, and as a sidelight, the West Virginia Clerks and Records Association will be hosting the International Institute of Municipal Clerks Region II Conference at Oglebay Park in January, 2017 and I will be serving on the Planning Committee. I would like to discuss with you the possibility of the City of Wheeling hosting a luncheon or dinner for about 75 people during this conference. This could be a one time expense in my budget for this year only.

I'm not sure whether the above would be considered a capital need and would be happy to discuss this with you at our budget meeting. I believe it is important that the temporary help line item remain in my budget as I used it a lot this year for scanning, indexing and other items that may come up from time to time.

Should you need any additional information or have questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, reading "Janice L. Jones".

Janice L. Jones
City Clerk

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2016-17

DEPARTMENT/DIVISION: CITY CLERK		DEPARTMENT/DIVISION HEAD: JANICE L. JONES				
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAC
Salaries and Wages 415-10-103-1209	\$48,072.00			\$48,072.00		
Certification Pay 415-10-1280	1,600.00			1,600.00		
Bonus Attendance 415-10-103-1523	325.00			325.00		
Longevity 415-10-103-1905	1,326.00			1,404.00	+ 78.00	
Medicare 415-10-104-1924	713.00			1,034.00	+ 321.00	
Eye, Dental & Life 415-10-105-1920	865.00			947.64	+ 82.64	
Hospitalization 415-10-105-1921	5,208.00			5,721.12	+ 513.12	
Temporary Salaries 415-10-108-1904	1,500.00			1,500.00		
Telephone 415-20-211-2173	200.00			200.00		
Printing - Elections 415-20-212-2122	12,000.00			12,000.00		
Travel 415-20-214-2153	2,500.00			2,500.00		

Equipment Maintenance 415-20-216-2145	300.00					300.00		
Postage 415-20-218-3146	350.00					350.00		
Advertising 415-20-220-2101	2,500.00					2,500.00		
Dues and Subscriptions 415-20-220-2121	235.00					235.00		
Technical References 415-20-223-2149	3,860.00					3,860.00		
Insurance 415-20-226-2134	2,154.00					2,175.00	+ 21.00	
Insurance Worker's 215-20-226-2171	995.00					1,015.00	+ 20.00	
Office Supplies 415-30-341-3135	2,500.00					2,500.00		
Capital Outlays 415-40-459-4151	-0-					2,000.00	+2,000.00	

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2015 - 16

DEPARTMENT: CITY CLERK
 DIVISION:
 FUND:

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
Longevity - 415.10.103.1905	Increase of \$78.00		I am at the maximum amount. Figures provided by Human Resources Department
Eye, Dental, Life 415.10.105.1920	Increase of \$82.64		Figures provided by Human Resources Department
Hospitalization 415-10-105-1921	Increase of \$513.12		Figures provided by the Finance Department
Medicare 415-10-104-1924	Increase of \$321.00		Figures provided by Human Resources Department
Insurance 415.20.226.2134	Increase of \$21.00		Figures provided by HR Dept.
Insurance - Workers Compensation 215.20.226.2171	Increase of \$20.00		Figures provided by HR Dept.
Capital Outlays 415-40-459-4151	Increase of \$2,000		To host a dinner at the IMC Region II Dinner that will be held at Oglebay Park in January, 2017.

* Number the priorities starting with 1 being the first priority, 2 the second priority and so on. There should only be one item per priority.