

CITY OF WHEELING



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

January 23, 2017

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 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.

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, Budget and Audit Committee, and Program Services Board. The Board meets quarterly in various locations throughout the state; therefore, the need to continue my current funding in the Travel Line Item.

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 that reads "Janice L. Jones".

Janice L. Jones
City Clerk

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2017-18**

DEPARTMENT/DIVISION: CITY CLERK		DEPARTMENT/DIVISION HEAD: JANICE L. JONES					APPROVED BY CITY MANAC
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)		
Salaries and Wages 415-10-103-1209	\$49,498.00			\$49,498.00			
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	1,404.00			1,404.00			
Medicare 415-10-104-1924	1,065.00			1,065.00			
Eye, Dental & Life 415-10-105-1920	950.00			965.45	+ 15.45		
Hospitalization 415-10-105-1921	5,722.00			5,969.99	+ 247.99		
Temporary Salaries 415-10-108-1904	1,544.00			1,544.00			
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	2,175.00				2,175.00	
Insurance Worker's 215-20-226-2171	1,016.00				1,056.00	+ 50.00
Office Supplies 415-30-341-3135	2,500.00				2,500.00	
Capital Outlays 415-40-459-4151	2,000.00					- \$2,000.00

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2017 – 18

DEPARTMENT:
DIVISION:
FUND:

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
Eye, Dental, Life 415.10.105.1920	Increase of \$15.45		Figures Provided by the Finance Department
Hospitalization 415.10.105.1921	Increase of \$247.99		Figures Provided by the Finance Department
Insurance Workers Compensation 415.20.226.2171	Increase of \$50.00		Figures Provided by the Finance Department
Capital Outlays 415.40.459.4151	Decrease of \$2,000.00		One time expense - IIMC Region II meeting held at Oglebay, Jan. 2017