

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 Street
Wheeling, WV 26003

Re: FY 2017-2018 Finance Department Budget

Dear Mr. Herron,

Enclosed please find the proposed FY 2017-2018 Finance Department Budget. The budget includes allowances for a second Parking Meter Attendant (presently vacant) and a Fiscal Clerk (presently vacant). Provision is also made for additional technical support resources, specifically a Managed Service Agreement to enhance IT / computer systems performance and security and Sophos InterceptX software to combat e-mail ransomware. The combined cost of these enhancements is less than the amount actually spent in the prior year to recover from system crashes. Finally, proposed enhancements include an allowance for staff development (conferences, seminars, continuing education, etc.). Other expenses are expected to be consistent with the prior year, and projections have been adjusted accordingly, effectively resulting in no change from FY 2016-2017 total expenditures.

Respectfully,

A handwritten signature in black ink, appearing to read "Seth D. McIntyre".

Seth D. McIntyre
Finance Director

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

Department/Division: Finance		Department/Division Head: Seth McIntyre					
Line Item (Number & Title)	Budget Current Year	Proposed Base	New Projects and Capital Outlay	Budget Request	Increases (Decreases)	Approved by City Manager	
4414.10.1107 Fiscal Clerk	0	26,800	Front desk / records clerk	26,800	26,800		
4414.10.1108 Fiscal Specialist	134,161	146,800	3% increase	151,200	17,039		
4414.10.1116 Parking Meter Officer	75,304	74,600	3% increase	76,800	1,496		
4414.10.1208 Finance Director	77,237	79,300	3% increase	81,700	4,463		
4414.10.1211 Tax & Fees Auditor	56,696	42,900	3% increase	44,100	(12,596)		
4414.10.1248 Assistant Director	44,136	0		7,500	(36,636)		
4414.10.1523 Bonus	4,000	0		7,500	3,500		
4414.10.1905 Longevity	8,895	4,800		4,800	(4,095)		
4414.10.1920 Eye/Dental/Life	9,600	9,700		9,700	100		
4414.10.1921 Hospitalization	97,599	117,900	Front desk / records clerk	117,900	20,301		
4414.10.1924 Medicare	5,560	5,800		5,800	240		
4414.20.2108 City-County Building	192,000	192,500	Assumes 2.5% increase	197,300	5,300		
4414.20.2113 Collection Cost	71,000	61,400	Assumes 2.5% increase	62,900	(8,100)		
4414.20.2121 Dues & Subscriptions	1,500	1,500		1,500	0		
4414.20.2127 Unemployment	12,000	30,000		30,000	18,000		
4414.20.2134 Insurance	26,000	25,400	Assumes 2.5% increase	26,000	0		
4414.20.2135 Legal Settle. - Taxes	20,000	45,300		45,300	25,300		
4414.20.2144 Pub - Advertising	1,000	100	Assumes 2.5% increase	100	(900)		
4414.20.2145 Office Equip. Maint.	8,000	2,500		2,500	(5,500)		
4414.20.2149 Tech Ref. & Services	40,000	43,600		43,600	3,600		

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4414.20.2150 Telephone	110,000	69,400	Assumes 2.5% increase	71,200	(38,800)		
4414.20.2153 Travel	3,000	2,000	Assumes 2.5% increase	2,100	(900)		
4414.20.2158 Refunds	12,000	11,200		11,200	(800)		
4414.20.2159 Audit	40,000	41,000	Assumes 2.5% increase	42,000	2,000		
4414.20.2171 Workers Comp.	9,900	8,000		8,000	(1,900)		
4414.20.2179 Tax & Fees Coll. Costs	4,000	1,000		1,000	(3,000)		
4414.20.2183 Computer Maint. & Supplies	30,000	12,300	Assumes 2.5% increase; adds InterceptX and MSA	18,300	(11,700)		
4414.20.2232 Credit Card Transaction Fees	8,000	4,500		4,500	(3,500)		
4414.20.3146 Postage	37,000	34,100	Assumes 2.5% increase	34,900	(2,100)		
4414.20.3151 Publish Annual Statement	9,000	700	Assumes 2.5% increase	800	(8,200)		
4414.20.5008 COBRA	27,000	10,900		10,900	(16,100)		
4414.30.2198 Computer Applications	50,000	42,000	Assumes 2.5%-5% increase	43,900	(6,100)		
4414.30.3109 Clothing	2,000	1,000		2,000	0		
4414.30.3135 Office Supplies	20,000	17,800	Assumes 2.5% increase	18,200	(1,800)		
4414.40.4151 Capital Outlays	2,800	5,000		5,000	2,200		
4414.50.2174 Def. Comp. 457 Contrib.	35,000	57,100	Assumes 2.5% increase	58,600	23,600		
4414.50.5006 Capital Cont. - NPSCD	15,000	15,000		15,000	0		
4414.50.5134 JTC Shortfall	80,000	85,400	Assumes 2.5% increase	89,200	9,200		
4414.50.5138 Ohio Co. Health Dept.	42,000	42,000		42,000	0		
TOTALS	1,421,388	1,371,300		1,421,800	412		