City Clerk

CITY OF WHEELING

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

January 13, 2011

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-Rom format. In addition, I would like 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. As in the past, I plan on attending the Ohio-West Virginia Career Development Program in Aurora, Ohio, where I can gain hours toward my Master Municipal Clerk Certification.

I don't have any pressing capital needs in my budget; however, 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,

Janice L. Jones
City Clerk

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2011 – 12

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 MANAGER
Salaries and Wages 415-10-103-1209	$43,860.00			$45,175.00	$ 1,315.00	
Bonus Attendance 415-10-103-1523	325.00			325.00		
Longevity 415-10-103-1905	1,092.00			1,092.00		
Medicare 415-10-104-1924						
Eye, Dental & Life 415-10-105-1920	696.00			816.00	120.00	
Insurance 415-10-105-1921	3,355.00			4,125.12	770.12	
Temporary Salaries 415-10-108-1904	2,000.00			2,000.00		
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	3,000.00			3,000.00		
Dues and Subscriptions 415-20-220-2121	200.00			200.00		
Technical References 415-20-223-2149	2,860.00			2,860.00		
Insurance 415-20-226-2134	1,760.00			1,760.00		
Insurance Worker's 215-20-226-2171	810.00			903.50	93.50	
Office Supplies 415-30-341-3135	2,500.00			2,500.00		
Capital Outlays 415-40-459-4151						

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2011 – 12

DEPARTMENT:
DIVISION: City Clerk
FUND:

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
415-10-103-1209	$45,175.00 ($1,315.00)	1	This represents a 3% increase in salary
415-10-105-1920	$120.00		
415-10-105-1921	$770.12		These increases are the result of increases in premiums.
415-20-226-2171	$93.50		

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.