



CITY CLERK

JANICE JONES, CITY CLERK
(304) 234-3694

CITY OF WHEELING



January 19, 2012

CITY COUNTY BUILDING, 1500 CHAPLINE STREET
WHEELING, WEST VIRGINIA 26003

Andy McKenzie,
Mayor

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. There is a local company that has done work for the Human Resources Department that I would like to use. I may have to increase my Technical Services line item in order to do the additional scanning. 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. As a reminder, I have already achieved my Certified 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,

A handwritten signature in blue ink that reads "Janice L. Jones".

Janice L. Jones
City Clerk

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2012- 13**

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			1,248.00	\$ 156.00	
Medicare 415-10-104-1924	660.00			660.00		
Eye, Dental & Life 415-10-105-1920	816.00			897.60	81.60	
Insurance 415-10-105-1921	4,126.00			4,190.40	64.40	
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			3,860.00	1,000.00	
Insurance 415-20-226-2134	1,760.00			1,760.00		
Insurance Worker's 215-20-226-2171	911.00			903.50	(7.50)	
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 2012 - 13**

**DEPARTMENT: CITY CLERK
DIVISION:
FUND:**

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
415-10-103-1209	\$45,175.00	1	This represents a 3% increase in salary.
	(\$1,315.00)		
415-20-223-2149	\$1,000.00	2	This is an increase of \$1,000 to do additional scanning.
415-10-105-1905	\$156.00		This represents an increase in longevity line item as there will be an increase in December 2012, reflecting 27 years of service.
415-10-105-1920	\$81.60		
415-10-105-1921	\$64.40		These amounts are the result of changes in premiums.
415-20-226-2171	(\$7.50)		

* 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.

**CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2012 - 13**

**DEPARTMENT
DIVISION:
FUND:**

DESCRIPTION	NO. OF UNITS	UNIT COST	TOTAL COST	TRADE IN VALUE	NET COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4	5	6	7	8
TOTAL							

* 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.