



MIKE KLUG, FINANCE DIRECTOR  
(304) 234-3653

# CITY OF WHEELING



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

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Friday, January 20, 2012

## FY 2012-2013 Finance Department Budget

This year has been a busy one for the Finance Department. We have, successfully implemented the new financial reporting software, including the software for parking tickets and the parking handhelds. The parking software has streamlined the process of managing the volume of tickets and collection of them.

Included in the budget proposal is a request for painting and new window treatments for the Finance Department. Most other expenses are at the same amount as the prior year and we have included a 3% increase in wages

Respectively submitted,

A handwritten signature in blue ink, which appears to read "Michael D Klug".

Michael D Klug  
Finance Director

City of Wheeling  
 Departmental Budget Request  
 Fiscal Year 2012-2013

| Department/Division: Finance 001-4414 |                          | Department/Division Head: Michael D Klug |               |                                 |                |                       |                          |
|---------------------------------------|--------------------------|--|---------------|---------------------------------|----------------|-----------------------|--------------------------|
| Line Item Number                      | Title                    | Budget Current Year                      | Proposed Base | New Projects and Capital Outlay | Budget Request | Increases (Decreases) | Approved by City Manager |
| 10.1107                               | Fiscal Clerks            | 50,436                                   | 50,025        |                                 | 50,025         | (411)                 |                          |
| 10.1108                               | Fiscal Specialists       | 126,388                                  | 122,370       |                                 | 122,370        | (4,018)               |                          |
| 10.1116                               | Parking Officers         | 47,248                                   | 46,863        |                                 | 46,863         | (385)                 |                          |
| 10.1133                               | Parking Meter Specialist | 23,624                                   | 23,431        |                                 | 23,431         | (193)                 |                          |
| 10.1208                               | Finance Director         | 69,909                                   | 69,340        |                                 | 69,340         | (569)                 |                          |
| 10.1211                               | Tax & Fee Auditor        | 41,538                                   | 41,200        |                                 | 41,200         | (338)                 |                          |
| 10.1248                               | Asst Finance Director    | 50,403                                   | 49,992        |                                 | 49,992         | (411)                 |                          |
| 10.1280                               | Certification Pay        |  |               |                                 | 0              |                       |                          |
| 10.1523                               | Attendance Bonus         | 7,800                                    | 11,000        |                                 | 11,000         | 3,200                 |                          |
| 10.1902                               | FICA                     |  |               |                                 | 0              |                       |                          |
| 10.1903                               | Overtime                 | 1,500                                    | 1,500         |                                 | 1,500          |                       |                          |
| 10.1904                               | Temporary Personnel      | 2,000                                    | 2,000         |                                 | 2,000          |                       |                          |
| 10.1905                               | Longevity                | 12,095                                   | 8,895         |                                 | 8,895          | (3,200)               |                          |
| 10.1920                               | Eye & Dental             | 9,792                                    | 10,771        |                                 | 10,771         | 979                   |                          |
| 10.1921                               | Hospitalization          | 85,532                                   | 84,269        |                                 | 84,269         | (1,263)               |                          |
| 10.1924                               | Medicare                 | 6,206                                    | 6,006         |                                 | 6,006          | (202)                 |                          |
| 20.2108                               | Rent                     | 175,000                                  | 175,000       |                                 | 175,000        |                       |                          |
| 20.2113                               | Ambulance Billing Serv   | 67,500                                   | 67,500        |                                 | 67,500         |                       |                          |
| 20.2121                               | Dues & Subscriptions     | 1,500                                    | 1,500         |                                 | 1,500          |                       |                          |
| 20.2127                               | Unemployment Exp         | 12,000                                   | 20,000        |                                 | 20,000         | 8,000                 |                          |
| 20.2130                               | Coin Shortage            |  |               |                                 | 0              |                       |                          |
| 20.2134                               | Insurance Exp            | 82,357                                   | 30,000        |                                 | 30,000         | (52,357)              |                          |
| 20.2136                               | Legal Settlements        | 20,000                                   | 20,000        |                                 | 20,000         |                       |                          |
| 20.2144                               | Advertising Exp          | 1,500                                    | 1,000         |                                 | 1,000          | (500)                 |                          |
| 20.2145                               | Office Equip Maint       | 10,000                                   | 8,000         |                                 | 8,000          | (2,000)               |                          |

Department/Division: Finance 001-4414

Department/Division Head: Michael D Klug

| Line Item Number | Title                   | Budget Current Year | Proposed Base | New Projects and Capital Outlay | Budget Request | Increases (Decreases) | Approved by City Manager |
|------------------|-------------------------|---------------------|---------------|---------------------------------|----------------|-----------------------|--------------------------|
| 20.2149          | Technical Services      | 45,000              | 45,000        |                                 | 45,000         |                       |                          |
| 20.2150          | Telephone               | 90,000              | 102,000       |                                 | 102,000        | 12,000                |                          |
| 20.2153          | Travel                  | 3,000               | 3,000         |                                 | 3,000          |                       |                          |
| 20.2158          | Refunds                 | 15,000              | 12,000        |                                 | 12,000         | (3,000)               |                          |
| 20.2159          | Audit Expense           | 34,000              | 35,000        |                                 | 35,000         | 1,000                 |                          |
| 20.2171          | Workers Comp            | 8,563               | 8,284         |                                 | 8,284          | (279)                 |                          |
| 20.2173          | Long Distance           | 800                 | 800           |                                 | 800            |                       |                          |
| 20.2179          | Tax & Fee Collections   | 3,000               | 3,000         |                                 | 3,000          |                       |                          |
| 20.2183          | Comp Maint & Supply     | 26,000              | 26,000        |                                 | 26,000         |                       |                          |
| 20.2232          | Credit Card Transaction | 3,000               | 3,500         |                                 | 3,500          | 500                   |                          |
| 20.3146          | Postage                 | 41,000              | 41,000        |                                 | 41,000         |                       |                          |
| 20.3151          | Publish Annual St       | 9,000               | 9,000         |                                 | 9,000          |                       |                          |
| 20.5008          | Retirees COBRA          | 25,000              | 25,000        |                                 | 25,000         |                       |                          |
| 30.2198          | Comp Software Exp       | 67,507              | 60,000        |                                 | 60,000         | (7,507)               |                          |
| 30.3109          | Uniforms                | 2,000               | 2,000         |                                 | 2,000          |                       |                          |
| 30.3135          | Office Supplies         | 20,000              | 20,000        |                                 | 20,000         |                       |                          |
| 40.4151          | Capital Outlays         | 2,000               | 2,000         | 15,000                          | 17,000         | 15,000                |                          |
| 50.2174          | 457 Contributions       | 35,000              | 35,000        |                                 | 35,000         |                       |                          |
| 50.5006          | NPSCD                   | 15,000              | 15,000        |                                 | 15,000         |                       |                          |
| 50.5007          | RCIP                    |                     |               |                                 | 0              |                       |                          |
| 50.5009          | Contrib to Other Funds  |                     |               |                                 | 0              |                       |                          |
| 50.5126          | CERF                    | 20,000              | 20,000        |                                 | 20,000         |                       |                          |
| 50.5128          | Contrib Whg Parking     |                     |               |                                 | 0              |                       |                          |
| 50.5131          | WesBanco Arena          |                     |               |                                 | 0              |                       |                          |

**City of Wheeling  
 Departmental Budget Request  
 Fiscal Year 2012-2013**

| <b>Department/Division: Finance 001-4414</b> |                  | <b>Department/Division Head: Michael D Klug</b> |               |                                 |                |                       |                          |
|--|------------------|---|---------------|---------------------------------|----------------|-----------------------|--------------------------|
| Number                                       | Line Item Title  | Budget Current Year                             | Proposed Base | New Projects and Capital Outlay | Budget Request | Increases (Decreases) | Approved by City Manager |
| 50.5132                                      | Skate Park       |   |               |                                 | 0              |                       |                          |
| 50.5133                                      | Festivals/Events |   |               |                                 | 0              |                       |                          |
| 50.5134                                      | ITC Shortfall    | 93,000  | 93,000        |                                 | 93,000         |                       |                          |
| 50.5136                                      | ADC Transfer     |   |               |                                 | 0              |                       |                          |

|               |  |           |           |        |           |          |  |
|---------------|--|-----------|-----------|--------|-----------|----------|--|
| <b>Totals</b> |  | 1,462,200 | 1,411,247 | 15,000 | 1,426,247 | (35,953) |  |
|---------------|--|-----------|-----------|--------|-----------|----------|--|