



City Clerk
1500 Chapline Street
Wheeling, WV 26003
Phone: (304) 234-6401
wheelingwv.gov

Robert Herron
City Manager
1500 Chapline St.
Wheeling, WV 26003
Re: FY 2025-2026 Budget

Dear Mr. Herron:

In 2024, the office of the City Clerk has seen achievements that include:

- Updating clerk, council, mayor, board and commission webpages to provide accurate and accessible information to the public.
- Collecting requests from online input forms for residents to join commissions, traffic requests and proclamations.
- Successfully swearing in and integrating new City Council members, ensuring a smooth transition and governance continuity.
- Advancing my professional development by completing courses toward my Certified Municipal Clerk (CMC) designation, including the West Virginia Municipal League's Leadership class. I am 70% complete to the CMC designation.
- Consistently assisting other departments and community members in my role as Clerk.

To build on these accomplishments and further modernize our operations, the implementation of agenda-building software is a crucial next step. This software will:

- Streamline the creation, distribution, and approval of agendas and meeting materials.
- Improve collaboration between departments, ensuring a more organized and efficient meeting preparation process.
- Reduce manual workload, minimize errors, and enhance accessibility for both officials and the public.

I am requesting funding for the agenda-building software to improve efficiency, collaboration, and transparency in our meeting preparation process. The software will help with the complexities of managing agendas and materials across multiple departments. Implementing this software will allow us to streamline workflows, enhance interdepartmental communication, and ensure a more efficient process.

I appreciate your time and consideration of this request. Thank you for your continued support.

Thank you,


Jessica B. Zalenski
City Clerk

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2025 -2026

DEPARTMENT/DIVISION: CITY CLERK		DEPARTMENT/DIVISION HEAD: JESSICA B. ZALENSKI				
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 4415.10.1209	\$63,000			\$63,000		
Certification Pay 4415.10.1280	\$1,000			\$1,000		
Bonus & Attendance 4415.10.1523	\$2,345			\$2,345		
Social Security 4415.10.1902	\$620			\$620		
Temporary Salaries 4415.10.1904	\$18,800 7,000			\$15,600 1,000		
Eye, Dental, Life 4415.10.1920	\$2,596			\$2,596		
Longevity 4415.10.1920	\$162			\$162		
Hospitalization 4415.10.1921	\$40,000			\$40,000		
Medicare Contribution 4415.10.1924	\$1,891			\$1,891		
Advertising & Publishing 4415.20.2101	\$1,344			\$2,000	+\$656	

Dues & Sub 4415.20.2121	\$188				\$188		
Election Fund 4415.20.2112	\$12,000				\$12,000		
Insurance 001.4415.20.2134	\$5,350				\$5,350		
Office Equipment & Maintenance 4415.20.2145	\$1,053				\$1,053		
Tech Ref & Service 4415.20.2149	\$5,000				\$5,000		
Travel Expenses 4415.20.2153	\$5,000				\$5,000		
Workers Compensation 4415.20.2171	\$1,523				\$1,523		
Postage 4415.20.3146	\$265				\$265		
Office Supplies 4415.30.3135	\$1,707				\$1,707		
Telephone 4415.20.2173	\$1,833				\$1,833		
Capital Outlays 4415.40.4151	\$1,000				\$22,745.07	+\$21,745.07	

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2024 - 2025**

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

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1 Granicus Agenda Building Software (Capital Outlay Request)	\$22,745.07	3	4
Advertising & Publishing	\$656 additional to make \$2,000 total	2	One time fee to get the program software implemented and then approx. \$14,000 yearly after. This program will streamline agenda building and boards and commissions. Increase requested as I post legal ads for multiple departments.

* Number the priorities starting with 1 being the 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 2024-2025**

**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 priority, 2 the second priority and so on. There should only be one item per priority.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak - Setup & Configuration	Up Front	1 Each	\$4,900.00
Peak Online Group Training	Upon Delivery	6 Hours	\$0.00
Boards and Commissions - Setup & Configuration	Up Front	1 Each	\$4,071.25
Boards and Commissions Online Group Training	Upon Delivery	1 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Each	\$0.00
Send Agenda (Peak) Set up and Config	Up Front	4 Each	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Each	\$0.00
govDelivery for Integrations Set Up and Config	Up Front	1 Each	\$0.00
SUBTOTAL:			\$8,971.25

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Peak Agenda Management	Annual	1 Each	\$8,858.81
Boards and Commissions	Annual	1 Each	\$4,915.01
Open Platform Suite	Annual	1 Each	\$0.00
Send Agenda (Peak)	Annual	1 Each	\$0.00
Open Platform Suite	Annual	1 Each	\$0.00
govDelivery for Integrations	Annual	1 Each	\$0.00
SUBTOTAL:			\$13,773.82

*\$ 22,745.07
one time*

*approx \$14,000
yearly*

Granicus Proposal for Wheeling, WV**ORDER DETAILS**

Prepared By: Andrew Collinsworth
Phone: (940) 206-7730
Email: andrew.collinsworth@granicus.com
Order #: Q-418040
Prepared On: 03 Feb 2025
Expires On: 04 Apr 2025

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

Solution	Description
Peak - Setup & Configuration	Setup and Configuration for Peak Agenda Management includes implementation of: <ul style="list-style-type: none"> • Up to one (1) meeting body's Standard Agenda, Cover Page and Minutes report template • Up to one (1) public view page portal
Peak Online Group Training	Online Group Training for Peak Agenda Management allows clients to have up to six (6) users participate in online group sessions with a Granicus trainer and other client users to learn how to use the system. Group training includes: <ol style="list-style-type: none"> 1. 30-60 minute kick off meeting 2. 4 x 2hr group training sessions. 3. 1hr peak review call Project Manager will conduct check in's along the way.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Boards and Commissions - Setup & Configuration	Setup and Configuration for Boards and Commissions includes: <ul style="list-style-type: none"> • Configuration of up to one (1) Boards and Commissions site • Up to one (1) data import of historical legacy data from a previous system into Boards and Commissions
Boards and Commissions Online Group Training	Boards and Commissions - Online Group Training is for Group training of Boards and Commissions, which allows clients to have up to six (6) users participate in online Group sessions with a Granicus trainer and other client users, to learn how to use the system.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

Solution	Description
govDelivery for Integrations	<p>Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network.</p> <p>Note: govDelivery integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.</p>
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
 - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- **Data obtained through the Granicus Advanced Network.**
 - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
 - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
 - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-418040 dated 03 Feb 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Wheeling, WV to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-418040 dated 03 Feb 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Wheeling, WV	
Signature:	
Name:	
Title:	
Date:	

