

CITY OF WHEELING



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

Mr. Robert Herron
City Manager
City of Wheeling
1500 Chapline St.
Wheeling, WV 26003

Dear Mr. Herron:

I have removed the temporary salaries line item from my budget, and reallocated this money. I have added additional money to the travel expense and the technical reference lines; 1,000 and 400 respectively. I am working with organizations on the state and national level to earn my certification. To earn Certified Municipal Clerk status, I need to complete copious amounts of educational and experience training hours. The reallocation of funds to these line items will support online classes and conferences through the West Virginia Municipal League and International Institute of Municipal Clerks.

In addition, to personal education and growth I would like to continue to digitize historical records for ease of archiving and research. The vault houses Wheeling's rich and abundant history and I want to make every effort to preserve it. There are several local organizations and historians that are interested in helping with this project. However, before any action can be taken there needs to be an inventory conducted on all information contained within the vault. I would like to continue to work with the Ohio County Public Library and Wheeling Heritage to work on efficient and acceptable ways to preserve our city's history. I will use money from technical reference and service to continue this project.

There is also additional money added to the bonus line item. This is the pre-determined incentive for waiving the health insurance offered by the city.

Should you need any additional information or clarification, please do not hesitate to ask.

Thank you,

A handwritten signature in blue ink that reads "Brenda J. Delbert".

Brenda J. Delbert
City Clerk

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2019 B 20**

DEPARTMENT/DIVISION: CITY CLERK				DEPARTMENT/DIVISION HEAD: BRENDA J. DELBERT			
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 4415.10.1229	\$50,498			\$50,498			
Bonus & Attendance 4415.10.1523	\$325			\$1,724	+1,400		
Social Security 4415.10.1902	\$96			\$0	(96.00)		
Temporary Salaries 4415.10.1904	\$1,544			\$0	(1,544)		
Eye, Dental, Life 4415.10.1920	\$1,062			\$981	(81.00)		
Hospitalization 4415.10.1921	\$241			\$241			
Medicare Contribution 4415.10.1924	\$760			\$771	+11.00		
Advertising & Publishing 4415.20.2101	\$2,500			\$2,500			
Dues & Sub 4415.20.2121	\$235			\$235			
Election Fund 4415.20.2112	\$12,000			\$12,000			

Office Equipment & Maintenance 4415.20.2145	\$300			\$300		
Tech Ref & Service 4415.20.2149	\$3,860			\$4,360	+500	
Travel Expenses 4415.20.2153	\$2,500			\$3,500	+1,000	
Workers Compensation 4415.20.2171	\$1,284			\$1,287	+3.00	
Postage 4415.20.3146	\$350			\$350		
Office Supplies 4415.30.3135	\$2,500			\$2,500		
Capital Outlays 4415.40.4151	\$2,000			\$2,000		

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PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
1. Continuing Education 2. Vault indexing and inventory	\$2,000 online classes through IIMC \$2,000 to start process, also working on federal and local grant money to complete project	1 2	Working on achieving my certification Longevity and preservation of City's history

* 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 2019 B 20

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.