



CITY OF WHEELING- FINANCE DEPARTMENT
1500 CHAPLINE STREET, ROOM 109
WHEELING WV 26003
(304) 234 - 3654

January 24, 2019

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

Re: FY 2019-2020 Finance Department Budget

Dear Mr. Herron,

Enclosed please find the proposed FY 2019-2020 Finance Department Budget.

Over the past year, the finance department has continued to realign staff responsibilities in response to changing environments. Efforts continue to be directed to strengthening and improving financial controls, policies, and procedures. Development of an accounting and control policies and procedures manual is in progress, as is the formalization of a records management program. While unanticipated changes have brought some unforeseen challenges, those challenges are being successfully addressed, and the department is well-positioned to continue to serve its constituencies effectively and efficiently.

In addition to continued improvements in the areas mentioned above, goals and objectives for the coming year include development and implementation of an internal audit protocol, improved utilization of the department's website, and upgrades of certain hardware and equipment,

Staffing levels and most expenses for FY 2019-2020 budget are expected to be consistent with the prior year. The proposed budget includes \$10,500 for software and system security upgrades, \$5,000 for hardware upgrades, and \$6,500 for a new coin counting / sorting machine to replace the current obsolete unit. Overall, the proposed FY 2019-2020 budget reflects a net \$8,757 (0.62%) increase over FY 2018-2019 budgeted expenditures.

Respectfully,

A handwritten signature in blue ink, appearing to read "Seth D. McIntyre".

Seth D. McIntyre
Finance Director

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2019 - 20

DEPARTMENT/DIVISION:	DEPARTMENT/DIVISION HEAD:					
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER
4414.10.1000 Administrative Assttiant		32989.00		32989.00		
4414.10.1107 Fiscal Clerk	29615.00					
4414.10.1108 Fiscal Specialist	148743.00	148737.00		148737.00		
4414.10.1133 Parking Meter Specialist	26730.00	26728.00		26728.00		
4414.10.1208 Finance Director	82293.00	82293.00		82293.00		
4414.10.1211 Tax & Fees Auditor	44936.00	44936.00		44936.00		
4414.10.1523 Bonus	2600.00	2600.00		2600.00		
4414.10.1905 Longevity	4269.00	4919.00		4919.00		
4414.10.1920 Eye-Dental-Life	7492.00	7402.00		7402.00		
4414.10.1921 Hospitalization	94147.00	84932.00		84932.00		
4414.10.1924 Medicare	4918.00	4976.00		4976.00		
4414.20.2108 City-County Building	197308.00	197308.00		197308.00		
4414.20.2113 Collection Costs	63900.00	63160.00		63160.00		
4414.20.2121 Dues & Subscriptions	2315.00	2300.00		2300.00		
4414.20.2127 Unemployment	33506.00	33506.00		33506.00		
4414.20.2134 Insurance	26000.00	26000.00		26000.00		
4414.20.2136 Legal-Settle- Taxes	45300.00	45300.00		45300.00		

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FISCAL YEAR 2019 - 20**

4414.20.2144 Pub-Advertising	191.00	191.00		191.00	
4414.20.2145 Office Equip. Maint.	2525.00	2755.00		2755.00	
4414.20.2149 Tech. Ref. & Services	53422.00	66342.00		66342.00	
4414.20.2150 Telephone	73181.00	84602.00		84602.00	
4414.20.2153 Travel	2100.00	3124.00		3124.00	
4414.20.2158 Refunds	11200.00	2090.00		2090.00	
4414.20.2159 Audit	42025.00	42752.00		42752.00	
4414.20.2171 Workers Comp.	8423.00	9438.00		9438.00	
4414.20.2179 Tax & Fees Coll. Costs	1000.00	1000.00		1000.00	
4414.20.2183 Computer Maint. & Supplies	25500.00	18266.00		18266.00	
4414.20.2232 CC Transaction Fees	4815.00	5759.00		5759.00	
4414.20.3146 Postage	35217.00	36527.00		36527.00	
4414.20.3151 Publish Annual Statement	800.00	800.00		800.00	
4414.20.5008 COBRA	8395.00	8395.00		8395.00	
4414.30.2198 Computer Applications	49526.00	42386.00		42386.00	
4414.30.3135 Office Supplies	18200.00	16548.00		16548.00	
4414.40.4151 Capital Outlays	5000.00	5000.00	6500.00	11500.00	
4414.50.2174 Def. Comp. 457 Contrib.	59333.00	63121.00		63121.00	
4414.50.5006 Capital Cont. --	15000.00	15000.00		15000.00	

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NPSCD						
4414.50.5134 ITC Shortfall	139383.00	139383.00			139383.00	
4414.50.5138 Ohio Co. Health Dept.	42000.00	42000.00			42000.00	
4977.40.9089 Energy Project Lease Payment	139615.00	139615.00			139615.00	

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DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2019 - 20**

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DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2019 - 20**

**DEPARTMENT:
DIVISION:
FUND:**

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4

* 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
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2019 - 20

CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2019 - 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
Coin Counter / Sorter	1	6500.00	6500.00		6500.00	1	Replace existing unit (used for parking meter money). Unit is obsolete – parts no longer available.
Desktop PC	2	2500.00	5000.00		5000.00	2	Periodic replacement of desktop hardware at or approaching obsolescence
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.