



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

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

Dear Mr. Herron:

The pandemic has changed some of the ways we operate and most certainly how we view and interact with technology. Virtual meetings have been an asset as we navigate restrictions and social distancing. We have technology in place to allow virtual meetings in conference rooms and offices. However, Council Chambers needs a technology refresh. The current system was purchased in 2012. The advancements in technology and options, over the last 10 years, has significantly improved. We are able to stream and record meetings, but not without issues. My main goal is to increase the ease of use for virtual participants, sound quality, and voting software. If this capital expense is approved I will work with IT Director to design and elevate the technology capabilities in City Council Chambers.

This year the role of Homeless Liaison was added. I am also asking for an additional line item for expenses to support this role. Some possible expenses will be cleanup efforts, special projects, and training for community members as well as organizations. There has been expressed interest in training on how to provide proper help and care from members of the community.

My goal is by year end of 2022 to receive my Certified Municipal Clerk Status. I am approaching the credit hours needed and will have the necessary hours of training completed soon. I continue to work with organizations both national and state wide to earn my certification. I have taken advantage of the opportunities that have presented themselves using virtual platforms during this past year, and will continue to pursue certification through various education options.

Last year I implemented using online platform Laserfiche and have utilized help scanning paper records and making them searchable. This has been extremely helpful in organization of our city's vault and capturing history. I will continue to make progress this calendar year.

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 2022 -2023

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 4415.10.1209	\$60,000	\$60,000		\$60,000			
Bonus & Attendance 4415.10.1523	\$2,345			\$2,345			
Social Security 4415.10.1902	\$0			\$0			
Temporary Salaries 4415.10.1904	\$10,000			\$10,000			
Eye, Dental, Life 4415.10.1920	\$1,100			\$1,100			
Longevity 4415.10.1920	\$84	\$156		\$156	\$72		
Hospitalization 4415.10.1921	\$0			\$0			
Medicare Contribution 4415.10.1924	\$786			\$786			
Advertising & Publishing 4415.20.2101	\$1,344			\$1,344			
Dues & Sub 4415.20.2121	\$188			\$188			

Election Fund 4415.20.2112	\$12,000				\$12,000	
Office Equipment & Maintenance 4415.20.2145	\$1053				\$1,053	
Tech Ref & Service 4415.20.2149	\$3,008				\$3,008	
Travel Expenses 4415.20.2153	\$3016				\$3016	
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	\$973				\$973	
Capital Outlays 4415.40.4151	\$1,000	\$50,000			\$50,000	+\$49,000

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2022 - 23**

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

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
Line item added for Homeless Lesion expenses.	\$8,000	1	As cleanup efforts or special projects arise a line item for expenses.
Continue to scan vault contents	No additional costs needed, maintain budget costs from previous year.	2	Make city records searchable and preserve City's history.
Obtain my Certified Municipal Clerk Status by 2022-year end	No additional cost requested this year. Just maintain budget allocations from previous year.	3	Continue education and providing the best services I can.

* 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 2022-23**

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
Audio and visual updates to Council Chambers. Including new operation software						1	We have started to depend on technology. More specifically with streaming Council meetings and having a blend of virtual and in person meetings. Our current system was installed in 2013. Upgraded software and hardware will greatly reduce the uncertainty of quality our views experience online and in person experience will be enhances with intergraded voting machines and better sound quality.
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.