

February 15, 2021

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

Re: FY 2021-2022 Finance Department Budget

Dear Mr. Herron,

Enclosed please find the proposed FY 2021-2022 Finance Department Budget.

Over the past year, the finance department has continued to realign staff responsibilities in response to changing environments. With the addition of an Assistant Finance Director in late 2020, initiatives continue toward strengthening and improving efficiencies, financial controls, policies, and procedures, as well as positioning the department to meet the growing and evolving needs of our constituencies, both internal and external.

Staffing levels and most expenses for FY 2021-2022 budget are expected to be consistent with the prior year. The proposed budget includes \$4,500 for software and hardware upgrades. Additionally, service and maintenance expenses have been increased by approximately \$40,000 to accommodate increased costs associated with upgrades and enhancements to major systems, primarily a new payroll system installed in January 2021, upgraded network infrastructure, an IT managed service agreement, and a transition of our primary operating system from an on-site server to a hosted cloud-based application. Overall, the proposed FY 2021-2022 budget reflects expenditures of \$1,594,007 versus an FY 2020-2021 budget of \$1,690,192.

Respectfully,

Seth D. McIntyre
Finance Director

Department/Division: Finance		Department/Division Head: Seth McIntyre				
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 Asstistant	35,254			35,734	480	
4414.10.1107 Fiscal Clerk	12,500			12,500	-	
4414.10.1108 Fiscal Specialist	154,175			156,316	2,141	
4414.10.1133 Parking Meter Specialist	26,906			27,290	384	
4414.10.1208 Finance Director	87,766			88,961	1,195	
4414.10.1211 Tax & Fees Auditor	46,575			47,210	635	
4414.10.1248 Assistant Finance Dir.	55,888			62,130	6,242	
4414.10.1523 Bonus	1,925			2,600	675	
4414.10.1905 Longevity	5,408			5,408	-	
4414.10.1920 Eye-Dental-Life	10,700		assumes 10% inc.	6,866	(3,834)	
4414.10.1921 Hospitalization	102,314		assumes 10% inc.	112,545	10,231	
4414.10.1924 Medicare	6,045			5,985	(60)	
4414.20.2108 City-County Building	192,500			192,500	-	
4414.20.2113 Collection Costs	69,481			81,004	11,523	
4414.20.2121 Dues & Subscriptions	227			-	(227)	
4414.20.2127 Unemployment	9,588			12,000	2,412	
4414.20.2134 Insurance	26,866		assumes 3% inc.	29,550	2,684	
4414.20.2136 Legal-Settle-Taxes	12,790			2,500	(10,290)	
4414.20.2144 Pub-Advertising	1,270			-	(1,270)	
4414.20.2145 Office Equip. Maint.	1,784			1,500	(284)	
4414.20.2149 Tech. Ref. & Services	59,838			81,725	21,887	
4414.20.2150 Telephone	77,838			76,000	(1,838)	
4414.20.2153 Travel	1,459			1,200	(259)	
4414.20.2158 Refunds	4,412			3,100	(1,312)	
4414.20.2159 Audit	38,919			41,000	2,081	
4414.20.2171 Workers Comp.	11,548			11,829	281	
4414.20.2179 Tax & Fees Coll. Costs	681			500	(181)	
4414.20.2183 Computer Maint. & Supplies	27,341			10,500	(16,841)	
4414.20.2232 CC Transaction Fees	8,270			14,000	5,730	
4414.20.3146 Postage	40,378			40,000	(378)	
4414.20.3151 Publish Annual Statement	2,015			-	(2,015)	
4414.20.5008 COBRA	10,703			41,760	31,057	
4414.30.2198 Computer Applications	24,324		assumes 20% inc. assoc. with upgrades systems / platform	43,180	18,856	

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4414.30.3135 Office Supplies	15,197			17,000	1,803	
4414.40.4151 Capital Outlays	2,919		replace 3 desktop computers	4,500	1,581	
4414.50.2174 Def. Comp. 457 Contrib.	53,514			53,500	(14)	
4414.50.5006 Capital Cont. – NPSCD	14,595			15,000	405	
4414.50.5134 ITC Shortfall	254,664			75,000	(179,664)	
4414.50.5138 Ohio Co. Health Dept.	42,000			42,000	-	
4977.40.9089 Energy Project Lease Payment	139,615			139,615	-	