

CITY OF WHEELING



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

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

Dear Mr. Herron:

My operating budget request has not changed significantly since last year. However, I am requesting a part-time or temporary salaries line item to be reinstated. My predecessor had a temporary employee, that until now, I have not felt was needed. I would like the position to be reinstated and to take on scanning documents in the city's vault. This will not only archive city documents it will allow documents to become searchable.

I am approaching the credit hours need to obtain my Certified Municipal Clerk status. I continue to work with organizations on the state and national level to earn my certification. I have taken advantage of the opportunities that has presented themselves using virtual platforms during this past year, and will continue to pursue certification through education.

My two objectives this year are personal growth through education and to continue to make records transparent while modernizing local government. Our vault houses Wheeling's rich and abundant history and I want to make every effort to preserve it.

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 2020 -21

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	\$53,788			\$53,788			
Bonus & Attendance 4415.10.1523	\$325			\$325			
Social Security 4415.10.1902	\$0			\$0			
Temporary Salaries 4415.10.1904	\$10,000			\$10,000	+\$10,00		
Eye, Dental, Life 4415.10.1920	\$1,100			\$1,100			
Longevity 4415.10.1920	\$0			\$84.00			
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	\$53		+1,000 to purchase scanner	\$1,053		+\$1,000
Tech Ref & Service 4415.20.2149	\$2,508		+500 to pay for online hosting fee	\$3,008		+500
Travel Expenses 4415.20.2153	\$3016			\$3016		
Workers Compensation 4415.20.2171	\$1,490			\$1,490		
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			\$1,000		

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2020 - 21**

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

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
Scan vault contents	<ul style="list-style-type: none"> • Hire a part time position to scan and assist clerk in refiling the vault. (\$10,000) • Actual cost of scanner about \$500 one-time purchase • Software agreement to store documents "cloud based" (yearly host subscription of \$800) <p>Total to start project= \$10,300</p>	1	Make city records searchable and preserve 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 2020-21**

**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
Scanner	2	\$500	\$1,000	n/a		1	Equipment needed to scan in paper documents, making contracts, lease agreements, and all other documents housed in the clerks vault searchable
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.