

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. I am requesting an increase in advertising/publishing for legal ads. We are currently 50% through the fiscal year and I am at 68% of my budget for that line item. This is used for legal ads. Being proactive for next year I am asking for a \$500 increase. I am also asking for an increase in telephone for the same underlying reason; 50% through the fiscal year, and I have already exceeded my allotment. The addition of a city cell phone is new to this role and I believe it helps me better serve and stay engaged with citizens.

As I progress in my role, I have clarity on two undertakings I would like to see come to fruition. 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 ample amounts of educational and experience training hours. During this past year I have been able to complete a lot, but am still short on certification status. I have asked for an increase in travel expenses to attend National Municipal Clerks Conference and learn from others around the country, complementing attending West Virginia Municipal League conferences.

In addition to personal education and growth I would like to continue to make records transparent and easily available to the public. Our 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. Archivist from Ohio County Public Library, Wheeling Area Genealogy Society, and Wheeling Heritage have all expressed interest in this project and motivated for its success.

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	\$51,508			\$51,508			
Bonus & Attendance 4415.10.1523	\$325			\$325			
Social Security 4415.10.1902	\$0			\$0			
Temporary Salaries 4415.10.1904	\$0			\$0			
Eye, Dental, Life 4415.10.1920	\$1,100			\$1,100			
Longevity 4415.10.1920	\$0			\$84.00	+84.00		
Hospitalization 4415.10.1921	\$0			\$0			
Medicare Contribution 4415.10.1924	\$752			\$752			
Advertising & Publishing 4415.20.2101	\$1,235			\$1,735	+500		
Dues & Sub 4415.20.2121	\$235			\$235			

Election Fund 4415.20.2112	\$12,000				\$12,000			
Office Equipment & Maintenance 4415.20.2145	\$75				\$375	+300		
Tech Ref & Service 4415.20.2149	\$2,760				\$2,760			
Travel Expenses 4415.20.2153	\$2,100				\$3,100	+1,000		
Workers Compensation 4415.20.2171	\$1,271				\$1,271			
Postage 4415.20.3146	\$400				\$400			
Office Supplies 4415.30.3135	\$1,575				\$1,575			
Telephone 4415.20.2173	\$160				\$1,000	+840		
Capital Outlays 4415.40.4151	\$1,000				\$1,000			

CITY OF WHEELING
 DEPARTMENTAL BUDGET REQUEST
 FISCAL YEAR 2020 - 21

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
Continuing Education Indexing and Inventory of City records	\$2,000 online classes through IIMC \$10,000 to hire someone who can index historical documents	2 1	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 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
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.