

CITY OF WHEELING



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

January 13, 2014

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

Dear Mr. Herron:

As an on-going function of my department, I continue to work with Compucom to have ordinances scanned and installed on CD-Rom format. In addition, I would like to continue to work on scanning other documents so that they can be archived and more room could be made available in the vault. I would like to continue hiring temporary help so that he/she could devote their full attention toward this effort.

I continue to network with clerks throughout the state and country by attending West Virginia Municipal League Conferences and International Institute of Municipal Clerk Regional and International Conferences. As in the past, I plan on attending the Ohio-West Virginia Career Development Program with the Ohio Clerks, where I can gain hours toward my Master Municipal Clerk Certification, which I hope to complete this year. As a reminder, I have already achieved my Certified Municipal Clerk certification.

I don't have any pressing capital needs in my budget; however, I believe it is important that the temporary help line item remain in my budget as I used it a lot this year for scanning, indexing and other items that may come up from time to time.

Should you need any additional information or have questions or concerns, please do not hesitate to contact me.

Sincerely,

Janice L. Jones
City Clerk

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2014-15

DEPARTMENT/DIVISION:		CITY CLERK	DEPARTMENT/DIVISION HEAD: JANICE L. JONES				APPROVED BY CITY MANAGER
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)		
Salaries and Wages 415-10-103-1209	\$46,672.00			\$48,072.16	\$ 1,400.16		
Bonus Attendance 415-10-103-1523	325.00			325.00			
Longevity 415-10-103-1905	1,248.00			1,248.00			
Medicare 415-10-104-1924	677.00			697.04	\$20.04		
Eye, Dental & Life 415-10-105-1920	765.60			864.47	\$98.87		
Insurance 415-10-105-1921	4,546.00						
Temporary Salaries 415-10-108-1904	2,000.00			2,000.00			
Telephone 415-20-211-2173	200.00			200.00			
Printing - Elections 415-20-212-2122	12,000.00			12,000.00			
Travel 415-20-214-2153	2,500.00			2,500.00			
Equipment Maintenance 415-20-216-2145	300.00			300.00			

Postage 415-20-218-3146	350.00				350.00		
Advertising 415-20-220-2101	3,000.00				3,000.00		
Dues and Subscriptions 415-20-220-2121	200.00				200.00		
Technical References 415-20-223-2149	3,860.00				3,860.00		
Insurance 415-20-226-2134	1,760.00				1,760.00		
Insurance Worker's 215-20-226-2171	934.00				961.44	27.44	
Office Supplies 415-30-341-3135	2,500.00				2,500.00		
Capital Outlays 415-40-459-4151							