

# CITY OF WHEELING



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

January 7, 2015

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 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 a reminder, I recently completed my Master Municipal Clerk Certification (1 of 4 in the State), which I have been working on for several years. I currently serve on the West Virginia Municipal League Board of Directors and Budget and Audit Committee. The Board meets quarterly in various locations throughout the state; therefore, the need to continue my current funding in the Travel Line Item.

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



***International Institute of Municipal Clerks***  
***Professionalism in Local Government***

June 11, 2014

Dear Janice Jones, MMC:

On behalf of the Board of Directors, it is my pleasure to inform you that you have been awarded the International Institute of Municipal Clerks' designation of Master Municipal Clerk. Included in this package is your hard-earned MMC certificate, as well as your MMC lapel pin. We know you will wear it proudly.

IIMC grants the MMC designation only to those Municipal Clerks who complete demanding education requirements; and who have a record of significant contributions to their local government, their community and state.

In light of the speed and drastic nature of change these days, lifelong learning is not only desirable, it is necessary for all in local government to keep pace with growing demands and changing needs of the citizens we serve. We applaud your educational accomplishments and achievement of this milestone and congratulate you on your personal pursuit of professional excellence.

Sincerely,

Brenda Kay Young  
IIMC President

International Institute



Municipal Clerks

Hereby Confers The Designation of

**Master  
Municipal  
Clerk**

Upon

**Janice L. Jones, MMC**

In Fulfillment Of Requirements Prescribed By The  
International Institute Of Municipal Clerks.

Certified This 11 Day Of June A.D. 2014

*Bunde K. Young*

IIMC President

*Chris Shalh*

IIMC Director of Education

**CITY OF WHEELING**  
**DEPARTMENTAL BUDGET REQUEST**  
**FISCAL YEAR 2015-16**

<b>DEPARTMENT/DIVISION: CITY CLERK</b>		<b>DEPARTMENT/DIVISION HEAD: JANICE L. JONES</b>				
<b>LINE ITEM (NUMBER &amp; TITLE)</b>	<b>BUDGET CURRENT YEAR</b>	<b>PROPOSED BASE</b>	<b>NEW PROJECTS AND CAPITAL OUTLAY</b>	<b>BUDGET REQUEST</b>	<b>INCREASES (DECREASES)</b>	<b>APPROVED BY CITY MANAGER</b>
Salaries and Wages 415-10-103-1209	\$46,672.00			\$46,672.00		
Bonus Attendance 415-10-103-1523	325.00			325.00		
Longevity 415-10-103-1905	1,248.00			1,326.00	\$78.00	
Medicare 415-10-104-1924	663.00			663.00		
Eye, Dental & Life 415-10-105-1920	837.00			864.48	\$27.48	
Insurance 415-10-105-1921	4,637.00					
Temporary Salaries 415-10-108-1904	1,500.00			1,500.00		
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	2,500.00			2,500.00		
Dues and Subscriptions 415-20-220-2121	200.00			235.00	+ \$35.00	
Technical References 415-20-223-2149	3,860.00			3,860.00		
Insurance 415-20-226-2134	1,854.00			2,154.00	+ \$300.00	
Insurance Worker's 215-20-226-2171	975.00			994.50	+ \$19.50	
Office Supplies 415-30-341-3135	2,500.00			2,500.00		
Capital Outlays 415-40-459-4151						

**CITY OF WHEELING  
DEPARTMENTAL BUDGET REQUEST  
FISCAL YEAR 2015 - 16**

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

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
Longevity - 415.10.103.1905	Increase of \$78.00		In December 2015, my longevity will increase - I calculated 1/2 Year.
Eye, Dental, Life 415.10.105.1920	Increase of \$27.48		Figures provided by Human Resources Department
Dues & Subscriptions 415.20.220.2121	Increase of \$35.00		International Institute of Municipal Clerks Dues - \$200.00/Yr. WV Municipal Clerks and Recorders Dues - \$25.00/Yr.
Insurance 415.20.226.2171	Increase of \$300.00		Figures provided by the Finance Department
Insurance - Workers Compensation 215.20.226.2171	Increase of \$19.50		Figures provided by Human Resources Department