



MUNICIPAL COURT

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February 2, 2012

Robert Herron, City Manager
City of Wheeling
Office of the City Manager
City County Building
1500 Chapline Street
Wheeling, WV 26003

Re: 2012-2013 Municipal Court Budget

Dear Mr. Herron:

Pursuant to your Memorandum of December 21, 2011, this will constitute my transmittal letter regarding the proposed 2012-2013 budget for the Municipal Court Department. Enclosed is the Departmental Budget Request Form which I have completed. I did **not** complete either the Program Justification Form or the Capital Equipment Outlay Schedule as I did not feel either was applicable to my proposed budget for the coming year. If you do require any additional information with regard to the proposed Municipal Court budget, please do not hesitate to contact me.

As you will note, there is only line item for which I am requesting any increase in my budget for the next fiscal year. Specifically, I am requesting that you give consideration to increasing the salary of the Municipal Court Clerk. I believe she continues to be the lowest paid full-time employee working for the City of Wheeling. Despite that, her job responsibilities have increased in recent years. For these reasons, I am asking that you consider increasing her salary by as much as you feel you can justify.

Robert Herron, City Manager
February 2, 2012
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Otherwise, I do not anticipate any additional unusual expenditures for the coming year. Our goals will again be to fairly administer and enforce the Ordinances of the City of Wheeling. Once again, during the coming year, I would like to see the City Solicitor's office work on some revisions to the City Code. In particular, I believe jail time should be eliminated for most, if not all, of the City Ordinances as a proposed penalty. This could potentially save the City money with regard to its jail bill. It would also eliminate the need, in most cases, for the City to provide appointed counsel for would-be defendants.

I look forward to another successful year for the Municipal Court Department. Thank you once again for the privilege of allowing me to continue to serve the City of Wheeling as Municipal Court Judge.

Very truly yours,

A handwritten signature in black ink that reads "Jeffrey R. Miller". The signature is written in a cursive style with a large, stylized "J" and "M".

Jeffrey R. Miller

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JRM/slb
Enclosure

