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January 22, 2019

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

RE: 2019-2020 Municipal Court Budget

Dear Mr. Herron:

Pursuant to your Memorandum of January 2, 2019, this will constitute my transmittal letter regarding the proposed 2019-2020 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.

I do not anticipate any additional unusual expenditures for the coming year. My primary goal will be to again fairly administer and enforce the Ordinances of the City of Wheeling. In addition, given the recent consolidation of my docket with the docket formerly handled by Don Nickerson, I will be looking to streamline some of the functions of my department to hopefully allow for additional cost savings.

Otherwise, 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 its Municipal Court Judge.

Very truly yours,



Jeffrey R. Miller
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Enclosure

