



MEMORANDUM  
Preston County Commission

Date: March 8, 2024  
To: Elected Officials/Dept Heads  
From: Nate Raybeck, Administration  
Subject: FY 24-25 Budget Work Session Schedule

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Greetings all. Below is the schedule for the FY 24-25 Budget Work Sessions for Monday, March 18, 2024.

Morning Sessions

9am David H/Ext office  
9:30am Sheriff and Tax Office  
10:30am Judge Shaffer  
10:50am Circuit Clerk  
11:10am Magistrates  
11:30am Connie E/Assessor

Afternoon Sessions

1pm Linda/County Clerk  
1:30pm Jay/Prosecuting Attorney  
2pm OEM/911  
3pm County Commission

Please let me know if there are any questions or concerns about this schedule.

-Nate

**STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:**

The Preston County Commission met for a FY 2024-2025 Budget Work Session at 9:00 a.m. with Elected Officials and Department Heads March 14, 2024 in the County Commission Meeting Room.

The meeting was called to order by President Smith. The following persons were in attendance for the meeting at various time.

PRESTON COUNTY COMMISSION

Date: Monday, March 18, 2024 - 9:00 a.m.

Re: FY 24-25 Budget Work Session

Sign in for those in attendance.

Please print your name:

1. David Hartley - Extension Serv.
2. Jacob Martin - PCW&J
3. Jennifer Graham - DP
4. Mary Rodeheaver - Bookkeeper
5. Sienna Lively
6. Comm. Thomas
7. Comm. Smith
8. Comm. Stone
9. Nate Raybeck - Administrator
10. Tonya Myers
11. Sheriff Paul Pritt
12. Kisa Keishman - Circuit Clerk
13. Dave Nestor - Assessor's Off.
14. Jesse Hale - Assessor's Off.
15. Connie Ervin - by phone - Assessor
16. Linda Huggins - County Clerk
17. Roy Watkins - public
18. Jay Shay - P.A.
19. Duane Hamilton - OEM/911
20. Kerin Wiggins - Facility Mgr.

9:00 a.m. – David Hartley – Extension Office

9:30 a.m. – Sheriff and Tax Office

**Tax Office**

**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department       SHERIFF TAX OFFICE      

Please describe the special project you are requesting:

- |   |           |
|---|-----------|
| 1. Software Systems tax program, pending review of the system | \$175,000 |
| 2. CPA for Sheriff's Settlement                               | \$25,000  |
| 3. 6 Computers for the tax office                             | ?         |

Please justify the need for the request:

1. Accounting program in current system is a nightmare to navigate.
2. Outside agency to complete Sheriff's Settlement for accuracy and separation of duties
3. Computers that the tax office has now are approx. 8 years old and are routinely producing errors

**REQUEST FOR  
EMPLOYEE PAY RAISES  
2024-2025 FISCAL YEAR**

Office or Department   \_SHERIFF TAX OFFICE\_

Please describe the pay raises you are requesting:

Requesting additional 20% for salary raises for the 4 employees in the tax office.

**Court Security**

**REQUEST FOR  
EMPLOYEE PAY RAISES  
2024-2025 FISCAL YEAR**

Office or Department       Court Security

Please describe the pay raises you are requesting:

Increase starting salary of Utility Officers to \$40,000.

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department       Court Security

Please describe the additional personnel you are requesting:

2 additional persons to handle the inmates that get transported for court hearings  
1 additional person for bailiff duties

Please justify the need for the request:

With the addition of the 2<sup>nd</sup> Circuit Judge additional personnel are going to be needed.

**Sheriff's Office**

**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department     SHERIFF'S OFFICE    

Please describe the special project you are requesting:

Purchase an additional K9 officer

Please justify the need for the request:

We have 1 K9 officer that will be retiring due to age and ability. Every call we deal with is drug related. With limited personnel it is an added safety feature.

Amount requesting from county budget: \$     14,500    

Amount you are committing from your budget: \$                     

**REQUEST FOR  
EMPLOYEE PAY RAISES  
2024-2025 FISCAL YEAR**

Office or Department     SHERIFF'S OFFICE    

Please describe the pay raises you are requesting:

Pay increases and to increase starting deputy salary to \$47,000

Please justify the need for the request:

Historically, with the starting pay that we currently have we have not had any applicants to hire. Those applicants that have applied can not pass the physical agility test and/or the written test required or background checks.

Amount requesting from county budget: \$   119,000  

Amount you are committing from your budget: \$

10:50 a.m. – Lisa Leishman, Circuit Clerk

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department **CIRCUIT CLERK**

Please describe the additional personnel you are requesting:

One more Deputy Circuit Clerk.

Please justify the need for the request:

Starting January 1, 2025, Preston County will have their 2<sup>nd</sup> Circuit Court Judge. I need to have a deputy in the courtroom for that Judge. I do not have the staff to take one of my deputies out of the office. I have taken a full-time deputy out of the office to be in the courtroom with Judge Shaffer. This means I am down one full time employee to work in the Circuit Clerk office.

This will make the 4<sup>th</sup> judge that my staff works with at processing their caseload. I understand with the 2<sup>nd</sup> Circuit Court Judge things will move faster through the court system, but I have to have the deputies in order to process the caseloads for the 4 judges.

Amount requesting from county budget: \$ 28,257.52 (this includes FICA and retirement).

Amount you are committing from your budget: \$ 0.00 (I have a very small budget as it is).

**REQUEST FOR  
EMPLOYEE PAY RAISES  
2024-2025 FISCAL YEAR**

Office or Department **CIRCUIT CLERK**

Please describe the pay raises you are request:

I am requesting a \$1,000.00 raise for each one of my full-time deputies for the 2024-2025 budget year. There are 5 full-time deputies in my office.

Please justify the need for the request:

With everything going up from PEIA insurance premiums, groceries, gasoline etc. it is almost impossible to be able to make it on the salaries my staff make. I understand that the county provides insurance, paid vacation, dental and vision care, in which they are grateful for.

I don't think I am asking for an unreasonable raise for my staff. Almost every day they face people that are not happy and at times get very verbal with them. It isn't the most pleasant job to have. They are hard workers and loyal employees to the county. I would appreciate it if you would please take the time to consider this request.

Amount requesting from county budget: \$ 5,000

Amount you are committing from your budget: \$ 0.00

11:10 a.m. - Magistrates – did not attend

**REQUEST FOR  
EMPLOYEE PAY RAISES  
2024-2025 FISCAL YEAR**

Office or Department **Assessor**

Please describe the pay raises you are requesting:

**I am requesting a 7% increase in pay for all employees. Insurance costs are increasing by 14% this year and the 2% increase last year did not compensate for 9% insurance cost increase last year. This leaves nothing for a cost-of-living increase that is quite evident in everything.**

Please justify the need for the request:

**In the assessor's office, the personnel are the most valuable thing we have for assessment purposes. They use their skills to speak intelligently with all the research necessary to provide the answers to the great variety and complexity of the questions and the issues. The taxpayer and their tax dollars are important to our employees who work very hard in a high volume, at a high stress level, and of high importance to the information provided. They talk to these people on an everyday basis on your behalf that you do not have to speak with. They all need compensation for duties performed during COVID that can be appropriated from ARP funds plus acknowledgement from you to say that you value their services by preparing them for the increased cost of living that has been ignored in past years. The pay increase needs to be over and above the insurance premium increase they will see this year. Just giving them enough to cover insurance costs does nothing to account for the cost of living increase they have seen.**

**A capable employee in our office could get another job across the hall or across the street with much less work, much less stress, and higher pay. I have a good team, but an inexperienced team right now that I would like to retain. I have incorporated the Assessor's Valuation Fund to support the small increases in the past just to let them know I appreciate their work. You can see from previous budget years the employee salary allowance has not changed much from the general county fund, but the increase has been from the Assessor's Valuation Fund plus payment of all insurance costs for these employees. (See Below) The yearly percentage increases in revenue that come from the AVF to run appraisal are the exact same percentage increases the county is receiving from revenue! I am running this budget as tight as I can at this time and really need help from the county budget to compensate our employees. The training time for the basic knowledge necessary to begin to perform any of these duties with skill is two years. When one of these employees leave, the process starts all over to begin to replace the knowledge and experience that leaves. Please take the time to consider the quality of work we need to retain in this office and the knowledge, intelligence, and commitment it requires to complete the tasks.**

Amount requesting from county budget: \$18,890  
Amount you are committing from your budget: \$ 22,360

<b>2017 General County Fund Salary</b>	<b>2017 Assessor's Valuation Fund Salary</b>
<b>\$196,638</b>	<b>\$171,520</b>
<b>2024 General County Fund Salary</b>	<b>2024 Assessor's Valuation Fund Salary</b>
<b>\$231,301</b>	<b>\$273,806</b>
<b>Increase \$ 34,663</b>	<b>\$102,286</b>

**REQUEST FOR  
EMPLOYEE PAY RAISES  
2024-2025 FISCAL YEAR**

Office or Department **Assessor**

Please describe the pay raises you are requesting:

**I am requesting the part-time status for Christine Bolyard to be expanded to include retirement. She does not need insurance but has worked here for 15 years without retirement benefits. She would like to be able to work the 1040 hours necessary to be considered eligible for retirement benefits. This is only a few more hours than she has been working.**

Please justify the need for the request:

**Christine has been instrumental in the quality information we have been able to provide to taxpayers with her assistance for the past 15 years. She is now at a place where she is able to commit a few more hours and begin adding to her retirement. I don't know how to explain the importance of having her in this office and the value of the research she provides that is acknowledged and respected by attorneys. This would not require a great amount of additional budgeting, but would be very beneficial to the county. This would be an acceptable pay raise for her.**

Amount requesting from county budget: \$2,500  
Amount you are committing from your budget: \$

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department **Assessor**

Please describe the additional personnel you are requesting:

**The county needs to have commercial appraisal team that would be able to have the knowledge and do the research to know how to put a price on commercial properties and business returns. That would be a commercial appraiser and a data collector in addition to the two teams for residential appraisal.**

Please justify the need for the request:

**Block chain is a prime example of lost revenue for the county as well as other commercial returns and commercial properties. There are many businesses that do not report the correct values or do complete inventory of machinery and equipment as well as other inventories and assets of the company. Many commercial properties require more time and research than we have available with the residential appraisal teams. They are very young and inexperienced.**

Amount requesting from county budget: \$ ?

Amount you are committing from your budget: \$ \_\_\_\_\_

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department **Assessor**

Please describe the additional personnel you are requesting:

**The assessor's office needs a regular part-time employee to use at the most crucial times during the year and to keep things from getting piled up and hard to manage.**

Please justify the need for the request:

**I have a person interested in a part-time position that would include benefits. She is a former occupational therapist from South Carolina with a BS in Health Services and an MS from Duquesne University in Occupational Therapy. She left her profession to care for her dying parents. She was raised in Preston County and is back in her deceased parents' house needing some part time work with benefits to keep it going.**

**She would be in charge of the students we hire on a temporary basis in the summer to take care of mail, file and alphabetize forms, and organize processes. She would be able to assist the other teams in the office with tasks to keep the work manageable. She would be a motivator using her skills learned with occupational therapy to encourage and support employees.**

Amount requesting from county budget: \$ 18,500

Amount you are committing from your budget: \$ \_\_\_\_\_

**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department **Assessor**

Please describe the special project you are requesting:

**The county is in need of new aerial photography. What we are using is five years old. Most county citizens use this product. Some on a daily basis and others occasionally, but everyone is benefited by this service. Duane through E911 and Sheriff Pritt are on board with a contribution as well. See quote from Atlas included.**

Please justify the need for the request:

**Spring of 2025 will be five years since the last flight was done. The optimal time of renewed photography for our office would be three years because of the delay in time of field review on a rotational basis for the entire county. It is very important to see the changes that have been made in our footprints to be able to accurately design our review in order to insure proper taxation for all properties.**

Amount requesting from county budget: \$45,335

Amount you are committing from your budget: \$10,000

**Atlas**  
 Geographic Data, Inc.  
 215 Racine Drive, Suite 201  
 Wilmington, NC 28403  
 Phone: 910-256-9892  
 Fax: 910-256-9893  
 Prepared by: Tre Penegar

**QUOTE**

DATE:	2/27/2024
QUOTE #	24-01
Customer ID	Preston WV
Valid Until:	12/31/2024

**Customer**  
 Preston County, WV  
 Office of Assessor, Connie Ervin  
 106 W Main St  
 Kingwood, WV 26537  
 304-329-1220

DESCRIPTION	TAXED	AMOUNT
Preston County / 6 Inch Pixel (15 Cm) RGBN TIF Orthoimagery <b>Tasks Involved:</b> Acquire Preston County Project Area totaling 651 sq miles / minimum 30 degree sun angle / Cloud free , leaf off Imagery Run approximately 10 Ground Control Surveys Compete Aerotriangulation, Seamlines, Ortho Porcessing, QA/QC, & final Photoshop revisions Deliver 5000 X 5000 TIFF tiles along with MrSID compressed Mosaic Files Process Imagery to load into the Preston County GIS website		55,335.00

If you have any questions about this price quote please contact  
 Tre Penegar 910-256-9892  
[tpenegar@atlasgeodata.com](mailto:tpenegar@atlasgeodata.com)

Preston County Atlas Geographic Data, Inc.

Subtotal	\$ 55,335.00
Taxable	\$ -
Tax rate	0.000%
Tax due	\$ -
Other	\$ -
<b>TOTAL Due</b>	<b>\$ 55,335.00</b>

Signature _____	Signature _____
Title _____	Title _____
Date _____	Date _____

**REQUEST FOR  
 SPECIAL PROJECT  
 2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department **Assessor**

Please describe the special project you are requesting:

**The office would like to incorporate the use of drones in property review.**

**This would include the classes and licensing to operate the drone and the equipment necessary.**

Please justify the need for the request:

**We encounter many properties that remain unpraised due to locked gates or restricted access. We have found houses that have been in place for decades that have never been discovered. Some can be detected by aerial photography, but others are hidden with trees or other cover. Farming activity on a field that is inaccessible by road could be investigated to see the farm use for that property. Pictures can be taken from the air to verify findings. Many roads in the county are impassable with the county vehicles and are dangerous for our staff to drive on. Those properties are not reviewed and sometimes have some improvements that go unassessed for years. Many properties have dogs or guard animals that prevent investigation of a property. The office and the county would benefit greatly from revenue generated by this tool for investigation. I know the sheriff and e-911 use drones in their operations and could help us with information and classes to be licensed.**

Amount requesting from county budget: \$3,600

Amount you are committing from your budget: \$3,600



**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department **Assessor**

Please describe the special project you are requesting:

**The window blinds on the front window, the assessor's window, and the real estate office windows are broken. The large, front window, blinds would have to be custom made and measured for an estimate. I do not have estimates for those blinds. I do not even know where to begin. Perhaps the maintenance office would have a record or idea of how to get an estimate.**

Please justify the need for the request:

**I know we are supposed to get some window tint, but the extra added protection from glare is necessary. The blinds in the assessors are mandatory to be able to see the computer screen.**

Amount requesting from county budget: \$ ?

Amount you are committing from your budget: \$ \_\_\_\_\_

**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department **Assessor**

Please describe the special project you are requesting:

**We have requested several years for hard flooring for the office that would not trap dirt and contaminants that are affecting allergies for employees.**

Please justify the need for the request:

**The carpet in our office was installed in the 1970's. We have several tiles that cannot be repaired and are a tripping hazard. Cleaning would be much easier and complete than carpet scrubbing. Employees would have a healthier environment that may increase productivity due to less absences. You have the estimates from last year.**

Amount requesting from county budget: \$ \_\_\_\_\_

Amount you are committing from your budget: \$ \_\_\_\_\_

**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department **Assessor**

Please describe the special project you are requesting:

**The front office is requesting help with the hallway flow in July and August for all offices. The tax office, the county clerk's office, and our office are burdened with the noise and confusion resulting from many people in line. Sometimes they wait in line for an hour just to find out they need to pay their taxes next door. Then they have to go and wait in another line. The suggestion is to have a monitor in the hallway to with a loop message such as Payment of taxes is made at the Tax Office, Farm stickers and Dog tags are purchased at the Assessor's Office. Individual property returns and farm forms go to the Assessor's Office. Have your form opened and completed prior to coming into the office, etc. This would involve a computer monitor with a micro-PC mounted above head in the hallway. Wiring would have to be run for electricity to the monitor. Estimates for the PC is 750-1000. The TV would be according to the size determined to be most useful. Maybe around 500.**

**They would also like to have a QR code on the individual tax return to be read by a scanner at the counter to mark it received when it is submitted. This would require more than one scanner and the cost of the QC code.**

Please justify the need for the request:

**Last summer the tax office had a hard time hearing the people at their windows due to the large volume of people waiting in their lines and to get into our office with all the talking. We can only talk to two cases at the counter at one time to be heard and understood by the taxpayer.**

Amount requesting from county budget: \$ 2,300.00

Amount you are committing from your budget: \$ \_\_\_\_\_

After meeting with office holders for the morning session President Smith recessed until 1:00 p.m.

**RECESS**

At 1:02 p.m. the budget workshop resumed with County Clerk, Linda Huggins.

1:00 p.m. – Linda Huggins – County Clerk

**REQUEST FOR  
EMPLOYEE PAY RAISES  
2024-2025 FISCAL YEAR**

Office or Department **Preston County Clerk**

Please describe the pay raises you are requesting:

**I request 3% pay raise across the board for all my staff.**

Please justify the need for the request:

**Evidence for request for pay raise.**

The average cost of living in WV is \$49,170.00 per person.

We are the 5<sup>th</sup> from the bottom in the US.

The 2024 COLA for Soc Sec. is 3.2%

**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department **Preston County Clerk**

Please describe the special project you are requesting:

**NEW COMPUTERS- OFFICE WIDE**

1. We do have a supply of monitors that may save costs. **I am in need of 12 new desktop computer for staff.** I have replaced 2 desktop computers in my office within the past 3 months. All of our desk top computers were purchased at the same time with grant funds, 6 years ago. Our recording computers are not holding the updates. Our desktops are overheating and this was the beginning sign of my recent 2 computers failing which caused the need for immediate purchases. The computer needs are:

- 1 computer for our large format scanner(record room)
- 3 Counter recording desktop computers
- 6 Desktops that access indexing and SVRS
- 2 Payroll/ Bookkeeping computers

Amount requesting from county budget:

Approx. cost according to a recent purchase, \$17,228.16

Amount you are committing from your budget: \$ 0.0

**2024-2025 FISCAL YEAR**

Office or Department **Preston County Clerk**

Please describe the additional personnel you are requesting:

1. I'm requesting additional **\$30,000.00** to cover an additional employee in my office.

Please justify the need for the request:

I need assistance keeping up with the workload that I have to conduct every day. I have to work an average of 75 hours a week to keep up with office duties. It takes approx.. 2 years to train an employee to be left on their own without supervision. Probate gets more complicated all the time and often needs me to intervene when family dynamics are high. Law offices and abstractors are becoming more and more careless and we spend a lot of hours communicating and making sure our recorded documents are correct before recording. Often the additional work sessions, special sessions pull from duties that have to be completed in my office. We have several new employees and they need to be properly trained and managed.

I cannot review, oversee the work in my office when I'm buried in regular office duties.

Amount requesting from county budget: \$ **30,000.00**

Amount you are committing from your budget: \$ \_\_\_\_\_

**REQUEST FOR  
SPECIAL PROJECT**

**2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department **Preston County Clerk**

Please describe the special project you are requesting:

**Elections Dept. – Pollworker Pay increase**

I request an increase of **\$12,000.00** in 001-413-2-2300 (Professional Services) for poll workers pay. This is an increase from \$175.00 to \$250.00 for a 15hr day. This is an increase of \$75.00 for the day. This is a very long day and cannot be compared to only working an 8 hr work day. After 7 or 8 hours, a person begins to become very weary, then you have to work an additional 7-8 more hours. The multiple duties of a poll worker is important and we need competent people working. Once a mistake is made at the polls, it can not be taken back and corrected.

Amount requesting from county budget:

Approx. cost according to a recent purchase, \$12000.00

Amount you are committing from your budget: \$ \_\_\_\_\_ 0.0 \_\_\_\_\_

**REQUEST FOR  
SPECIAL PROJECT**

1:30 p.m. – Jay Shay – Prosecuting Atty. – Requests

- Hire one Assistant Prosecuting Attorney
- Hire one Legal Assistant
- 3% cost of living raise for employees
- New computers

2:00 p.m. – Duane Hamilton OEM/E911 – Requests

- \$1,250 annual increases in salary for full-time and irregular full-time employees
- \$625 salary increase for 3 part-time dispatchers
- Removal of old generator building and generator from Gregg’s Knob Tower
- Upgrade 911 Services to Next Generation 911 Capability Standards
- 2 – new Chevy Tahoes

3:00 p.m. – County Commission

**Animal Shelter**

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department Preston County Commission-Animal Shelter

Please describe the additional personnel you are requesting:

Part-time General Help

Please justify the need for the request:

Given both the popularity of the Animal Shelter, coupled with the miniscule size of its staff, a part-time position is needed to supplement all the existing work being done by the shelter, particularly the work being done by the volunteers.

Annual salary cost: \$14,976 (\$16.00 X 936 hours [18 hours a week X 52 weeks])  
FICA costs: \$1,146.00

Amount requesting from county budget: \$ Approximately 17,000  
Amount you are committing from your budget: \$ \_\_\_\_\_

The Commission requested pay raises for two named employees at the animal shelter.

**Maintenance Custodial**

**REQUEST FOR  
SPECIAL PROJECT  
2024-2025 FISCAL YEAR**

If you have more than one Special Project, please use a separate sheet for each request and prioritize

Office or Department Preston County Commission—Maintenance/Custodial

Please describe the special project you are requesting:

Below is the list of the special projects the Maintenance staff will be working on this Fiscal year:

- A. Meeting Room Building
  - a. Repointing the Basement outside wall: Estimate \$4,000.00
  - b. Replacing exterior doors on main level: Estimate \$8,000.00
- B. Sheriff's Office
  - a. Sealing the basement from water intrusion: Estimate \$2,000.00
  - b. Remodeling of upstairs offices: Estimate \$8,000.00
- C. Courthouse Building
  - a. Addressing outside water intrusion into probation office: Estimate at least \$100,000.00
- D. Animal Shelter (Ryan Fund)
  - a. Erecting a storage Building: Estimate: \$10,000.00
  - b. Work to finish inside walls in Animal Shelter: Estimate: \$5,000.00
  - c. Building a running track for dogs: Estimate:  $\leq$  \$25,000.00
- E. Courthouse Annex/PCC
  - a. Mowing contract for all areas except OEM/911 and Animal Shelter: Estimate: \$7,500.00
  - b. Sealing of Annex and Annex overflow parking lots: Estimate: \$16,000.00

**Custodian Maintenance**

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department Preston County Commission-Custodial/Maintenance

Please describe the additional personnel you are requesting:

Additional Custodial position

Please justify the need for the request:

With the inclusion of the Dailey building and an already stretched staff of two custodians, it becomes necessary for the commission to request the continuation of an additional custodial position to meet the cleaning demands on our campuses.

Annual

Annual salary cost: \$29,120. (\$14.00/hr)

FICA cost: \$2,228

Retirement cost: \$2,621

Amount requesting from county budget: \$ estimated 34,000 total

Amount you are committing from your budget: \$ \_\_\_\_\_

**Custodial Maintenance-cont'd**

The county commission requested pay raises for named custodial maintenance personnel.

**Data Processing (428)**

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department Preston County Commission-Data Processing (428)

Please describe the additional personnel you are requesting:  
Full-time IT Technician (Level 1)

Please justify the need for the request:

As this year has demonstrated, having an in-house IT professional is essential to the basic operations of all county offices. Therefore, this request is to hire a full-time benefits eligible level 1 IT technician to help significantly decrease the amount of the contracted IT amount while simultaneously giving us greater day-to-day access to an IT professional. Typical starting salaries for Level 1 IT technicians can vary between \$40,000ish-\$50,000ish annually, so it is recommended for the greatest draw to shoot toward the highest end of the spectrum.

NOTE: While this will allow us to greatly trim back the contracted amount for IT services, it will not allow us to complete forgo contracted services. Such services will still be needed, though, at a lesser rate.

Annual salary cost: \$52,000 (which still allows for around \$100K for contracted services)  
FICA costs: \$3,978  
Retirement costs: \$4,680

Amount requesting from county budget: \$ approximately 61,000  
Amount you are committing from your budget: \$ \_\_\_\_\_

**Preston County Commission – additional personnel**

**REQUEST FOR  
ADDITIONAL PERSONNEL  
2024-2025 FISCAL YEAR**

Office or Department Preston County Commission

Please describe the additional personnel you are requesting:  
Part-time Secretary (21 hours a week at 18.00 an hour)

Please justify the need for the request:

As the Commission seeks to take on a greater portfolio to best serve the people of Preston County, the overwhelming amount of work, specifically in terms of administrative tasks, such a portfolio generates is simply too much for the County Administrator and one Assistant. The request, then, is for a part-time secretary to help lessen the workload on the administrator and the assistant.

Annual salary cost: \$19,656.00 (\$18.00 X 1092 [21 hours a week X 52 weeks])  
FICA cost: \$1,504.00

\*There is the possibility of prorating of insurance/retirement depending on the requirements from HR and ultimate number of hours agreed upon for this position. Maximum number of hours are presented above and \$1770 will need to be added to 106 retirement line item here.

Amount requesting from county budget: \$ estimated 26,500 total  
Amount you are committing from your budget: \$ \_\_\_\_\_

At 3:50 p.m. budget deliberations were adjourned.

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

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03/14/2024

