

Town of Effingham 2022 Budget Worksheet

Please provide (on reverse or attach a separate page(s)) an explanation for each line item that differs from previous year. Also, if new equipment is requested, please provide an itemized listing of the equipment.

Department: (4191) Zoning Officer
 Contact Person: Rebecca Boyden
 Submit Budget to Town Administrator by: 9/27/2021
 Board of Selectmen Presentation Date: 9/28/2021
 2nd BOS Presentation: 10/5/21
 Budget Committee Presentation Date: 10/26/2021

4191 - Zoning Officer	2020 Actual	2021 Budget	2022 Budget Request	BOS Approved	BC Approved
Salary-ZEO	\$12,682.41	\$13,997.00	\$14,253.00		
Zoning Assistant/ Field Inspector	\$0.00	\$0.00	\$7,904.00		
Dues & Memberships	\$0.00	\$50.00	\$0.00		
Equipment	\$0.00	\$100.00	\$100.00		
Mileage	\$125.95	\$650.00	\$650.00		
Postage	\$420.72	\$525.00	\$500.00		
Printing	\$309.66	\$275.00	\$450.00		
Supplies	\$101.27	\$1.00	\$1.00		
Telephone	\$1,059.90	\$0.00	\$480.00		
Workshops & Seminars	\$0.00	\$75.00	\$140.00		
Tech Support	\$150.00	\$150.00	\$0.00		
TOTAL	\$14,849.91	\$15,823.00	\$24,478.00		

Reviewed by Effingham Board of Selectmen (date) 5 Oct 2021

CE:JML

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- 52 paid weeks, averaging 10 hours a week with a COLA of 3%. A review of the last 52 weeks shows a workload of 10 ½ hours a week. To stay within my 2021 budget, I will end up averaging 10 hours a week, since the weeks vary from lows of 6 hours a week in the winter slow periods, to a high of 19 ½ hours in mid July.
- Zoning Assistant/ Field Inspector line added at 8 hours a week at \$19 an hour. Position supports Zoning Enforcement through field verification and violation tracking.
- The mileage is based on 2021 YTD and projected for ZEO and new hire.
- The printing and postage covers the costs of the spring informational postcard, as well as general postage costs.
- The telephone increase is based on the projected cost of the ZEO cell phone service.
- Workshops and seminars increased to cover needs of new hire.
- Tech support eliminated with the assurance that Mac support can be provided by town tech support.