



TOWN OF DURHAM
8 NEWMARKET RD
DURHAM, NH 03824-2898
603/868-8064
www.ci.durham.nh.us

MEMORANDUM

TO: Todd Selig

FROM: Audrey Cline, Code Administrator

DATE: October 16, 2020

RE: 2021 Proposed Budget Narrative

Dear Todd,

I am pleased to submit a 2021 budget for the building inspection/zoning enforcement department with a reduction in discretionary spending from the 2020 budget.

2021 Town Council Approved Budget

Town of Durham

		1 2017 Expended As of Year End	2 2018 Expended As of Year End	3 2019 Expended As of Year End	4 2020 TC Approved As of December	5 2021 Dept Proposed	6 2021 Town Admin Proposed	7 2021 Council Approved
Building Inspection								
Building Inspection								
01-4240-411-01-010	F-T Wages - Bldg Inspect	93,511.52	96,234.51	101,134.06	103,800.00	106,300.00	106,300.00	106,300.00
<i>Narrative for Column # 5</i>								
Wages in this account include the Building Inspector/Code Enforcement Officer and 1/3 of the Administrative Assistant (shared with Assessing and Planning).								
01-4240-411-01-020	P-T Wages - Bldg Inspect	53,360.00	50,606.50	68,864.50	65,000.00	73,800.00	65,000.00	65,000.00
<i>Narrative for Column # 5</i>								
Part-time Plumbing Inspector, Electrical Inspector and Asst. Code Enforcement Officer.								
01-4240-411-01-030	O-T Wages - Bldg Inspect	367.09	292.60	89.04	500.00	500.00	500.00	500.00
01-4240-411-01-910	Wage Accrual - Bldg Inspect	356.00	669.23	783.08	0.00	0.00	0.00	0.00
01-4240-411-02-310	Soc Sec - Bldg Inspect	9,151.03	9,163.89	10,594.09	12,100.00	11,200.00	10,700.00	10,700.00
01-4240-411-02-320	Medicare - Bldg Inspect	2,140.24	2,143.23	2,477.72	2,800.00	2,600.00	2,500.00	2,500.00
01-4240-411-02-330	Retirement - Bldg Inspect	10,582.30	10,982.15	11,455.03	11,700.00	13,500.00	13,500.00	13,500.00
01-4240-411-03-610	Health & Dental - Bldg Inspect	13,425.18	14,167.38	14,546.28	14,600.00	15,300.00	14,700.00	14,700.00
01-4240-411-03-630	Life - Bldg Inspect	198.00	186.96	175.92	200.00	200.00	200.00	200.00
01-4240-411-03-640	STD - Bldg Inspect	706.17	601.40	566.60	600.00	700.00	700.00	700.00
01-4240-411-04-010	S.U.T.A. - Bldg Inspect	128.00	97.00	88.00	200.00	200.00	200.00	200.00
01-4240-411-04-020	Workers Comp - Bldg Inspect	3,400.00	9,000.00	9,100.00	6,200.00	4,900.00	4,700.00	4,700.00
01-4240-411-08-000	Travel & Mileage Reimb - Bldg Inspect	3,032.02	3,865.74	2,701.38	3,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 5</i>								
To include travel and mileage for Zoning Enforcement Officer and part-timers to training.								
01-4240-411-18-000	Cell Phones - Bldg Inspect	595.55	1,306.48	1,150.22	1,400.00	1,400.00	1,400.00	1,400.00
<i>Narrative for Column # 5</i>								
Includes cell phone for Zoning Enforcement Office and Code Assistant.								
01-4240-411-25-000	Office & Computer Supplies - Bldg Insp	522.21	914.43	899.49	800.00	800.00	800.00	800.00
01-4240-411-26-000	Postage - Bldg Inspect	962.17	1,515.69	1,039.73	1,500.00	1,500.00	1,500.00	1,500.00
01-4240-411-28-000	Professional / Staff Dev - Bldg Inspect	3,424.79	2,155.14	3,351.35	5,000.00	4,000.00	3,500.00	3,500.00

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<i>Narrative for Column # 5</i>								
Includes staff development for Zoning Enforcement Officer, part-time employees and Administrative Assistant.								
01-4240-411-29-000	Membership Dues - Bldg Inspect	905.00	580.00	560.00	1,000.00	1,000.00	1,000.00	1,000.00
01-4240-411-30-000	Books & Pubs - Bldg Inspect	533.35	1,302.40	1,078.55	700.00	700.00	700.00	700.00
01-4240-411-35-000	Work study (non payroll wages) - Bldg I	194.08	407.39	383.40	500.00	500.00	500.00	500.00
01-4240-411-36-000	Contracted Services - Bldg Inspect	1,860.88	4,039.10	1,998.33	20,000.00	22,000.00	22,000.00	22,000.00
<i>Narrative for Column # 5</i>								
Costs for off site storage of documents, temporary help for Administrative Assistant's vacation and any specialized outside inspections required for new Oyster River Middle School project.								
01-4240-411-36-001	Services - RiverWoods - Bldg Inspect	0.00	0.00	4,707.61	2,000.00	0.00	0.00	0.00
01-4240-411-37-000	Legal - Bldg Inspecc	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
<i>Narrative for Column # 5</i>								
Court fees with regards to Zoning and Code violations.								
01-4240-411-45-000	General Supplies - Bldg Inspect	110.00	342.64	134.24	300.00	300.00	300.00	300.00
01-4240-411-53-000	Office Equip Maint - Bldg Inspect	805.42	794.43	708.39	900.00	900.00	900.00	900.00
<i>Narrative for Column # 5</i>								
Monies for Copier lease and color copies								
01-4240-411-54-000	Vehicle Maint - Bldg Inspect	689.39	8.00	915.33	1,000.00	1,000.00	1,000.00	1,000.00
01-4240-411-56-000	Fuel / Oil For Vehicles - Bldg Inspect	637.37	737.53	616.58	800.00	800.00	800.00	800.00
01-4240-411-89-000	Miscellaneous - Bldg Inspect	293.02	734.25	148.80	200.00	200.00	200.00	200.00
01-4240-411-96-000	Capital - Bldg Inspect	0.00	0.00	1,023.62	5,000.00	0.00	0.00	0.00
Building Inspection Total		201,890.78	212,848.07	241,291.34	261,800.00	267,300.00	255,600.00	255,600.00

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Health Admin								
Health Admin								
01-4411-205-28-000	Professional / Staff Dev - Health Admin	0.00	0.00	70.00	200.00	200.00	200.00	200.00
01-4411-205-29-000	Membership Dues - Health Admin	0.00	0.00	0.00	100.00	100.00	100.00	100.00
01-4411-205-36-000	Contracted services - Health Admin	0.00	0.00	0.00	100.00	100.00	100.00	100.00
Health Admin Total		0.00	0.00	70.00	400.00	400.00	400.00	400.00

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Zoning Board								
01-4191-413-26-000	Postage - Zoning Board	1,300.48	1,368.24	1,587.92	2,000.00	2,000.00	2,000.00	2,000.00
01-4191-413-28-000	Professional / Staff Dev - Zoning Board	0.00	0.00	0.00	500.00	500.00	500.00	500.00
01-4191-413-32-000	Adv / Legal Notices - Zoning Board	1,860.73	1,903.30	2,644.30	2,000.00	3,000.00	3,000.00	3,000.00
01-4191-413-36-000	Contracted Services - Zoning Board	2,430.00	1,807.00	2,227.50	2,500.00	3,500.00	3,500.00	3,500.00
Narrative for Column # 5 Minute taker for meetings.								
Zoning Board Total		5,591.21	5,078.54	6,459.72	7,000.00	9,000.00	9,000.00	9,000.00