



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 8, 2021

RE: 2022 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.

2022 Town Council Approved Budget

Town of Durham

		1 2018 Expended As of Year End	2 2019 Expended As of Year End	3 2020 Expended As of Year End	4 2021 Council Approved	5 2022 Dept Proposed	6 2022 Town Admin Proposed	7 2022 Council Approved
Building Inspection								
Building Inspection								
01-4240-411-01-010	F-T Wages - Bldg Inspect	96,234.51	101,134.06	103,804.44	106,300.00	108,400.00	108,400.00	108,400.00
<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	50,606.50	68,864.50	44,473.75	65,000.00	65,000.00	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	292.60	89.04	137.11	500.00	500.00	500.00	500.00
01-4240-411-01-910	Wage Accrual - Bldg Inspect	669.23	783.08	1,010.86	0.00	0.00	0.00	0.00
01-4240-411-02-310	Soc Sec - Bldg Inspect	9,163.89	10,594.09	9,278.57	10,700.00	10,800.00	10,800.00	10,800.00
01-4240-411-02-320	Medicare - Bldg Inspect	2,143.23	2,477.72	2,170.09	2,500.00	2,500.00	2,500.00	2,500.00
01-4240-411-02-330	Retirement - Bldg Inspect	10,982.15	11,455.03	11,677.14	13,500.00	15,300.00	15,300.00	15,300.00
01-4240-411-03-610	Health & Dental - Bldg Inspect	14,167.38	14,546.28	14,704.74	14,700.00	15,700.00	15,600.00	15,600.00
01-4240-411-03-630	Life - Bldg Inspect	186.96	175.92	163.98	200.00	200.00	200.00	200.00
01-4240-411-03-640	STD - Bldg Inspect	601.40	566.60	598.33	700.00	600.00	600.00	600.00
01-4240-411-04-010	S.U.T.A. - Bldg Inspect	97.00	88.00	0.00	200.00	200.00	200.00	200.00
01-4240-411-04-020	Workers Comp - Bldg Inspect	9,000.00	9,100.00	6,200.00	4,700.00	5,000.00	5,000.00	5,000.00
01-4240-411-08-000	Travel & Mileage Reimb - Bldg Inspect	3,865.74	2,701.38	47.15	2,000.00	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	1,306.48	1,150.22	1,638.29	1,400.00	2,000.00	2,000.00	2,000.00
<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	914.43	899.49	814.65	800.00	800.00	800.00	800.00
01-4240-411-26-000	Postage - Bldg Inspect	1,515.69	1,039.73	800.82	1,500.00	1,500.00	1,500.00	1,500.00
01-4240-411-28-000	Professional / Staff Dev - Bldg Inspect	2,155.14	3,351.35	535.00	3,500.00	2,000.00	2,000.00	2,000.00

2022 Town Council Approved Budget

Town of Durham

		1 2018 Expended As of Year End	2 2019 Expended As of Year End	3 2020 Expended As of Year End	4 2021 Council Approved	5 2022 Dept Proposed	6 2022 Town Admin Proposed	7 2022 Council Approved
<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	580.00	560.00	938.00	1,000.00	1,000.00	1,000.00	1,000.00
01-4240-411-30-000	Books & Pubs - Bldg Inspect	1,302.40	1,078.55	542.35	700.00	500.00	500.00	500.00
01-4240-411-35-000	Work study (non payroll wages) - Bldg I	407.39	383.40	0.00	500.00	500.00	500.00	500.00
01-4240-411-36-000	Contracted Services - Bldg Inspect	4,039.10	1,998.33	4,147.77	22,000.00	10,000.00	10,000.00	10,000.00
<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	20,707.61	0.00	0.00	0.00	0.00	0.00
01-4240-411-45-000	General Supplies - Bldg Inspect	342.64	134.24	197.94	300.00	300.00	300.00	300.00
01-4240-411-53-000	Office Equip Maint - Bldg Inspect	794.43	708.39	666.78	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	8.00	915.33	113.78	1,000.00	1,000.00	1,000.00	1,000.00
01-4240-411-56-000	Fuel / Oil For Vehicles - Bldg Inspect	737.53	616.58	392.52	800.00	3,300.00	3,300.00	3,300.00
01-4240-411-89-000	Miscellaneous - Bldg Inspect	734.25	148.80	533.30	200.00	200.00	200.00	200.00
01-4240-411-96-000	Capital - Bldg Inspect	0.00	1,023.62	0.00	0.00	0.00	0.00	0.00
Building Inspection Total		212,848.07	257,291.34	205,587.36	255,600.00	250,200.00	250,100.00	250,100.00

2022 Town Council Approved Budget
Town of Durham

		1	2	3	4	5	6	7
		2018	2019	2020	2021	2022	2022	2022
		Expended	Expended	Expended	Council	Dept	Town Admin	Council
		As of Year End	As of Year End	As of Year End	Approved	Proposed	Proposed	Approved
Health Admin								
Health Admin								
01-4411-205-28-000	Professional / Staff Dev - Health Admin	0.00	70.00	0.00	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	70.00	0.00	400.00	400.00	400.00	400.00

2022 Town Council Approved Budget

Town of Durham

		1 2018 Expended As of Year End	2 2019 Expended As of Year End	3 2020 Expended As of Year End	4 2021 Council Approved	5 2022 Dept Proposed	6 2022 Town Admin Proposed	7 2022 Council Approved
Zoning Board								
01-4191-413-01-020	P-T Wages - Zoning Board	0.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00
Narrative for Column # 5 Minute taker for meetings.								
01-4191-413-01-030	O-T Wages - Zoning Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4191-413-02-310	Soc Sec - Zoning Board	0.00	0.00	0.00	0.00	200.00	200.00	200.00
01-4191-413-02-320	Medicare - Zoning Board	0.00	0.00	0.00	0.00	100.00	100.00	100.00
01-4191-413-02-330	Retirement -ZoningBoard	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4191-413-26-000	Postage - Zoning Board	1,368.24	1,587.92	1,212.05	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	1,903.30	2,644.30	2,354.32	3,000.00	3,000.00	3,000.00	3,000.00
01-4191-413-36-000	Contracted Services - Zoning Board	1,807.00	2,227.50	2,831.50	3,500.00	0.00	0.00	0.00
Zoning Board Total		5,078.54	6,459.72	6,397.87	9,000.00	8,800.00	8,800.00	8,800.00