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MEMORANDUM

TO: Todd Selig, Town Administrator
Gail Jablonski, Business Manager

FROM: Michael Behrendt, Durham Town Planner

DATE: October 14, 2025

SUBJ: **Proposed 2026 Planning Budget**

I am not proposing any significant changes in any discretionary items for the 2026 operating budget from the 2025 budget for the Durham Planning Department except for Travel and Mileage. I think that item was inadvertently reduced substantially last year. The current proposal is in line with the historical amount allocated. Thank you.

2026 TOWN COUNCIL APPROVED

Town of Durham

		1	2	3	4	5	6	7	8
		2021	2022	2023	2024	2025	2026	2026	2026
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	Dept Head	Town Admin	Town Council
						BUDGET	Proposed	Proposed	Approved
		As of Year End	As of Year End	As of Year End	As of Year End	As of December			
Planning Dept									
205	01-4191-401-01-010	F-T Wages - Planning Dept	121,515.75	127,170.87	132,506.31	144,142.10	147,200.00	153,410.00	153,410.00
		Narrative for Column # 6							
		This line includes the wages for the Planner and 1/3 of the cost of the Administrative Assistant (shared with the Assessor and Building/Code Enforcement).							
206	01-4191-401-01-020	P-T Wages - Planning Dept	0.00	0.00	0.00	0.00	0.00	6,100.00	6,100.00
		Narrative for Column # 6							
		Addition of a 16 hour per week college student to assist with administrative duties to be split between Planning, Building/Code Enforcement and Assessing.							
207	01-4191-401-01-030	O-T Wages - Planning Dept	98.96	274.02	50.67	0.00	500.00	500.00	500.00
208	01-4191-401-01-090	Ins Buy-Out (Wages)- Planning	0.00	181.35	761.22	1,091.48	700.00	1,010.00	1,050.00
209	01-4191-401-01-910	Wage Accrual - Planning Dept	522.59	116.89	476.06	1,673.26	0.00	0.00	0.00
210	01-4191-401-02-310	Soc Sec - Planning Dept	7,595.79	7,938.59	8,295.28	9,129.40	9,200.00	9,980.00	9,980.00
211	01-4191-401-02-320	Medicare - Planning Dept	1,776.37	1,856.74	1,939.98	2,135.29	2,200.00	2,330.00	2,330.00
212	01-4191-401-02-330	Retirement - Planning Dept	15,541.93	17,932.30	18,241.77	19,728.25	19,400.00	19,620.00	19,620.00
213	01-4191-401-03-610	Health & Dental - Planning Dept	26,286.18	27,487.36	27,972.62	30,093.66	32,800.00	35,040.00	36,880.00
214	01-4191-401-03-630	Life - Planning Dept	152.04	155.21	148.87	144.00	200.00	140.00	140.00
215	01-4191-401-03-640	STD - Planning Dept	672.24	711.92	680.11	714.18	800.00	910.00	910.00
216	01-4191-401-04-010	S.U.T.A. - Planning Dept	30.00	40.00	30.00	20.00	100.00	60.00	10.00
217	01-4191-401-04-020	Workers Comp - Planning Dept	163.00	200.00	187.00	300.00	300.00	300.00	300.00
218	01-4191-401-08-000	Travel & Mileage Reimb - Planning Dept	33.88	53.29	1,675.01	941.68	300.00	2,500.00	1,500.00
		Narrative for Column # 8							
		TOWN COUNCIL REDUCED BY \$1,000.							
219	01-4191-401-18-000	Cell Phones - Planning	1,083.76	631.06	507.16	422.20	1,300.00	1,300.00	1,300.00
220	01-4191-401-25-000	Office & Computer Supplies - Planning Dept	454.26	932.15	480.01	462.22	800.00	800.00	800.00
221	01-4191-401-26-000	Postage - Planning Dept	119.40	55.73	861.36	946.49	600.00	600.00	600.00
222	01-4191-401-27-000	Printing - Planning Dept	61.00	14.00	0.00	0.00	0.00	0.00	0.00
223	01-4191-401-28-000	Professional / Staff Dev - Planning Dept	915.38	970.92	1,312.92	3,077.91	1,300.00	1,300.00	1,300.00
224	01-4191-401-29-000	Membership Dues - Planning Dept	1,774.00	1,317.00	709.00	561.00	800.00	800.00	800.00
225	01-4191-401-30-000	Books & Pubs - Planning Dept	0.00	0.00	10.00	0.00	100.00	100.00	100.00
226	01-4191-401-35-000	Work study (non payroll wages) - Planning De	0.00	0.00	0.00	0.00	600.00	600.00	0.00
227	01-4191-401-36-000	Contracted Services - Planning Dept	7,934.17	1,394.37	1,537.33	2,429.42	21,500.00	5,000.00	5,000.00
		Narrative for Column # 6							
		Costs for off site storage of documents and temporary help for AA's leave (shared with Assessing/Code Enforcement). Funds previously budgeted in this line to cover specialized outside inspections has been moved to the Engineering Division.							
228	01-4191-401-39-000	Consultants - Planning Dept	500.00	0.00	200.00	0.00	0.00	0.00	0.00
229	01-4191-401-53-000	Office Equip Maint - Planning Dept	887.15	1,066.45	1,342.62	1,422.62	1,200.00	1,200.00	1,200.00
230	01-4191-401-89-000	Miscellaneous - Planning Dept	82.28	25.00	64.00	819.50	0.00	0.00	0.00

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		ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	Dept Head	Town Admin	Town Council
						BUDGET	Proposed	Proposed	Approved
		As of Year End	As of Year End	As of Year End	As of Year End	As of December			
231 01-4850-401-00-000	Use of Donations/Grants - Planning	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
Planning Dept Total		188,200.13	190,525.22	219,989.30	220,254.66	241,900.00	243,600.00	244,830.00	243,830.00