



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 Administrator Proposed Budget Town of Durham

		1	2	3	4	5	6	7	8	9	10
		2016	2017	2018	2019	2020	2020	2021	2021	\$ DIFFERENCE	% DIFFERENCE
		EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROVED	EXPENDED	DEPARTMENT	ADMINISTRATOR	2020 vs TA 2021	2020 vs TA 2021
		As of Year End	As of Year End	As of Year End	As of Year End	As of December	09/30/2020	PROPOSED	PROPOSED		
Building Inspection											
Building Inspection											
01-4240-411-01-010	F-T Wages - Bldg Inspect	88,050.13	93,511.52	96,234.51	101,134.06	103,800.00	75,657.22	106,300.00	106,300.00	2,500.00	2%
Narrative for Column # 7											
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	39,210.00	53,360.00	50,606.50	68,864.50	65,000.00	30,260.00	73,800.00	65,000.00	0.00	
Narrative for Column # 7											
Part-time Plumbing Inspector, Electrical Inspector and Asst. Code Enforcement Officer.											
01-4240-411-01-030	O-T Wages - Bldg Inspect	173.64	367.09	292.60	89.04	500.00	86.91	500.00	500.00	0.00	
01-4240-411-01-910	Wage Accrual - Bldg Inspect	-129.83	356.00	669.23	783.08	0.00	-3,752.90	0.00	0.00	0.00	
01-4240-411-02-310	Soc Sec - Bldg Inspect	9,403.16	9,151.03	9,163.89	10,594.09	12,100.00	6,353.68	11,200.00	10,700.00	-1,400.00	-12%
01-4240-411-02-320	Medicare - Bldg Inspect	2,199.12	2,140.24	2,143.23	2,477.72	2,800.00	1,486.02	2,600.00	2,500.00	-300.00	-11%
01-4240-411-02-330	Retirement - Bldg Inspect	12,398.21	10,582.30	10,982.15	11,455.03	11,700.00	8,123.41	13,500.00	13,500.00	1,800.00	15%
01-4240-411-03-610	Health & Dental - Bldg Inspect	13,668.03	13,425.18	14,167.38	14,546.28	14,600.00	12,237.98	15,300.00	14,700.00	100.00	1%
01-4240-411-03-630	Life - Bldg Inspect	198.00	198.00	186.96	175.92	200.00	138.64	200.00	200.00	0.00	
01-4240-411-03-640	STD - Bldg Inspect	670.50	706.17	601.40	566.60	600.00	505.47	700.00	700.00	100.00	17%
01-4240-411-04-010	S.U.T.A. - Bldg Inspect	103.00	128.00	97.00	88.00	200.00	0.00	200.00	200.00	0.00	
01-4240-411-04-020	Workers Comp - Bldg Inspect	4,492.00	3,400.00	9,000.00	9,100.00	6,200.00	6,200.00	4,900.00	4,700.00	-1,500.00	-24%
01-4240-411-08-000	Travel & Mileage Reimb - Bldg Inspect	2,031.06	3,032.02	3,865.74	2,701.38	3,000.00	47.15	2,000.00	2,000.00	-1,000.00	-33%
Narrative for Column # 7											
To include travel and mileage for Zoning Enforcement Officer and part-timers to training.											
01-4240-411-18-000	Cell Phones - Bldg Inspect	825.57	595.55	1,306.48	1,150.22	1,400.00	1,072.04	1,400.00	1,400.00	0.00	
Narrative for Column # 7											
Includes cell phone for Zoning Enforcement Office and Code Assistant.											
01-4240-411-25-000	Office & Computer Supplies - Bldg Inspect	769.84	522.21	914.43	899.49	800.00	403.80	800.00	800.00	0.00	
01-4240-411-26-000	Postage - Bldg Inspect	803.07	962.17	1,515.69	1,039.73	1,500.00	619.82	1,500.00	1,500.00	0.00	
01-4240-411-28-000	Professional / Staff.Dev - Bldg Inspect	1,692.10	3,424.79	2,155.14	3,351.35	5,000.00	275.00	4,000.00	3,500.00	-1,500.00	-30%
Narrative for Column # 7											
Includes staff development for Zoning Enforcement Officer, part-time employees and Administrative Assistant.											
01-4240-411-29-000	Membership Dues - Bldg Inspect	730.48	905.00	580.00	560.00	1,000.00	913.00	1,000.00	1,000.00	0.00	
01-4240-411-30-000	Books & Pubs - Bldg Inspect	1,763.89	533.35	1,302.40	1,078.55	700.00	444.65	700.00	700.00	0.00	
01-4240-411-35-000	Work study (non payroll wages) - Bldg Inspect	226.57	194.08	407.39	383.40	500.00	0.00	500.00	500.00	0.00	
01-4240-411-36-000	Contracted Services - Bldg Inspect	1,565.16	1,860.88	4,039.10	1,998.33	20,000.00	739.40	22,000.00	22,000.00	2,000.00	10%
Narrative for Column # 7											
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	0.00	4,707.61	2,000.00	0.00	0.00	0.00	-2,000.00	-100%

2021 Town Administrator Proposed Budget Town of Durham

		1 2016 EXPENDED As of Year End	2 2017 EXPENDED As of Year End	3 2018 EXPENDED As of Year End	4 2019 EXPENDED As of Year End	5 2020 APPROVED As of December	6 2020 EXPENDED 09/30/2020 As of September	7 2021 DEPARTMENT PROPOSED	8 2021 ADMINISTRATOR PROPOSED	9 \$ DIFFERENCE 2020 vx TA 2021	10 % DIFFERENCE 2020 vs TA 2021
01-4240-411-37-000	Legal - Bldg Inspec	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
	<i>Narrative for Column # 7</i>										
	Court fees with regards to Zoning and Code violations.										
01-4240-411-45-000	General Supplies - Bldg Inspect	169.47	110.00	342.64	134.24	300.00	67.95	300.00	300.00	0.00	
01-4240-411-53-000	Office Equip Maint - Bldg Inspect	706.02	805.42	794.43	708.39	900.00	491.22	900.00	900.00	0.00	
	<i>Narrative for Column # 7</i>										
	Monies for Copier lease and color copies										
01-4240-411-54-000	Vehicle Maint - Bldg Inspect	0.00	689.39	8.00	915.33	1,000.00	22.27	1,000.00	1,000.00	0.00	
01-4240-411-56-000	Fuel / Oil For Vehicles - Bldg Inspect	746.10	637.37	737.53	616.58	800.00	302.72	800.00	800.00	0.00	
01-4240-411-89-000	Miscellaneous - Bldg Inspect	59.30	293.02	734.25	148.80	200.00	487.30	200.00	200.00	0.00	
01-4240-411-96-000	Capital - Bldg Inspect	0.00	0.00	0.00	1,023.62	5,000.00	0.00	0.00	0.00	-5,000.00	-100%
Building Inspection Total		182,524.59	201,890.78	212,848.07	241,291.34	261,800.00	143,182.75	267,300.00	255,600.00	-6,200.00	-2%

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	As of Year End	As of Year End	As of Year End	As of Year End	As of December	.09/30/2020	PROPOSED	PROPOSED			
Health Admin											
Health Admin											
01-4411-205-28-000	Professional / Staff Dev - Health Admin	0.00	0.00	0.00	70.00	200.00	0.00	200.00	200.00	0.00	
01-4411-205-29-000	Membership Dues - Health Admin	0.00	0.00	0.00	0.00	100.00	0.00	100.00	100.00	0.00	
01-4411-205-36-000	Contracted services - Health Admin	0.00	0.00	0.00	0.00	100.00	0.00	100.00	100.00	0.00	
Health Admin Total		0.00	0.00	0.00	70.00	400.00	0.00	400.00	400.00	0.00	0%

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Zoning Board										
01-4191-413-26-000	Postage - Zoning Board	741.80	1,300.48	1,368.24	1,587.92	2,000.00	1,097.60	2,000.00	2,000.00	0.00
01-4191-413-28-000	Professional / Staff Dev - Zoning Board	280.00	0.00	0.00	0.00	500.00	0.00	500.00	500.00	0.00
01-4191-413-32-000	Adv / Legal Notices - Zoning Board	1,643.02	1,860.73	1,903.30	2,644.30	2,000.00	2,129.58	3,000.00	3,000.00	1,000.00 50%
01-4191-413-36-000	Contracted Services - Zoning Board	1,451.25	2,430.00	1,807.00	2,227.50	2,500.00	2,463.75	3,500.00	3,500.00	1,000.00 40%
<i>Narrative for Column # 7</i>										
Minute taker for meetings.										
Zoning Board Total		4,116.07	5,591.21	5,078.54	6,459.72	7,000.00	5,690.93	9,000.00	9,000.00	2,000.00 29%