



Administrative Assistant to the Selectmen

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Code Enforcement Budget

In consultation with the Selectmen and Code Enforcement Officer Dennis Ford, here is a brief explanation of each line of the proposed Code Enforcement budget for FY 2013.

Salary – A separate memo is attached in regard to the CEO salary.

The Deputy CEO wage proposes a modest \$20/year raise (in the 3% range).

Supplies / Printing – No change is proposed from the current year budget. About the only thing we've put in this line is the annual anti-virus update for the laptop computer. We've been able to generate most of the other material in-house.

Mileage – A \$400 drop in this cost is proposed. Much of the mileage was paid for training courses for the deputy CEO in FY 2011. The 4-year average has been \$447.80, we should be able to safely drop this to \$600.

Phone – No budget for telephone is proposed. The CEO has been making most of his phone correspondence from the town office and limiting home phones to local, non-toll calls if possible.

Legal – No change is proposed from the current year budget. We've utilized the town attorney from time to time to enforce violation notices and consent agreements. Usually the full cost is paid by the violator.

Advertising – A \$35 budget is proposed to take care of some required ads for junkyards. Generally, the fee is reimbursed by the junkyard owner through the permitting process. This gives some cushion.

Training – No change is proposed from the current year budget. This might be a place to cut back as most of the training is very inexpensive.

Miscellaneous – This is where the cost of sending certified mail for violations is booked. That's been the bulk of the expense in this line over the years.

Total CEO Budget – The proposed budget is up 1.02% or \$205.

Respectfully submitted,

Stu Marckoon, Adm. Asst.