



CITY OF MELROSE

Inspection Services

Paul E. Johnson
Director of Inspection Services
Building Commissioner

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MEMORANDUM

To: Honorable City Council

From: Paul E. Johnson, Director of Inspectional Services. *PJ*

Re: ISD FY 2023 Budget and Revolving Account #2658

Date: May 17, 2022

Please accept this memorandum in lieu of appearing in front of you tonight. Our primary goal is public safety. Through effective code enforcement we protect and ensure the safety of Melrose residents and the general public. Without effective code enforcement, there is a potential for loss of life. The staff consists of 1 full-time Director of Inspectional Services/Building Commissioner/Zoning Officer; 1 full time Assistant to the Director of Inspection Services/Assistant Zoning Officer; 1 part-time Building Inspector 28 Hr per week; 1 part-time Inspector of Wires/ Sealer of Weights and Measures 28 Hr per week and 1 part-time Inspector of Plumbing and Gas 24 Hrs per week . During FY22 I have increased the Building Inspectors and Inspector of Wires/Weights and Measures hours from 24 per week to 28 per week. As of this date ISD has issued 2,826 permits and preformed 4,104 inspections.

Over the last year, my staff and I have worked with Peoples Simplicity software to develop and offer an easy to use online permitting system to Melrose. My staff and I are excited to announce that as of April 2022, Melrose ISD has a new Online Permitting Portal. The portal is accessed through the ISD web page. This portal allows homeowner's and contractor's to create an account, apply for ISD permits, make payments and receive their permits all through the new Online Permitting System.

All salaries are paid from the ISD budget. I have stayed within the cap set forth in the revolving account and do not foresee any changes to the account.

At this time I have made a few small increases to my operation budget accounts # 534200, #530502 and #540600 totaling \$647.00. I would ask that you approve these minor changes.