



City of
Melrose
MASSACHUSETTS

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Albert Talarico

Director of Inspectional Services

Building Commissioner

MEMORANDUM

Date: May 1, 2024
To: Honorable Council Members
From: Albert Talarico – Director of Inspectional Services
Building Commissioner
Subject: Inspectional Services Budget Proposal 2025

Dear Honorable Council Members,

I am writing to propose this year's budget plan for the Inspectional Services department. We aim to present a responsible budget that will better serve our community.

Currently, our department comprises myself, one full-time administrative assistant, a part-time assistant, and three part-time inspectors (building inspector, electrical inspector, and gas/plumbing inspector). Over the past year (from 07/01/2023 to 05/01/2024), we have processed more than 2680 applications, inspected thousands of construction projects, and collected \$1,508,313.00 in annual fees.

We understand the monetary constraints that the city is facing regarding collective budgets and expenses. Therefore, we hope our department can help alleviate some of those financial constraints by minimizing this year's budget requests.

We propose to decrease our overtime budget by 5% and increase our salary budget by 2.8%. Although we may encounter emergencies after hours, typically due to fire or weather-related issues, we feel that we can manage with a slight decrease in this line item. The remaining 2.8% increase in the salary budget is the bridge funding for our part-time administrative assistant. Although the position was approved last year, the salary was only partially funded for FYI 24.

For your convenience, below are the answers to your questionnaire.

1. Have there been any noteworthy changes or events that took place during FY24 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)?

Yes. This past year, I hired Amy Scicchitani as our new part-time administrative assistant. Amy is helping with the workload and maintaining the level of service expected from this department. Her position enables us to be proactive instead of reactive and assure backup during vacations, sick time, and ascension planning.

2. Do all your department salaries come from the same budget? If not, please identify the split among multiple budgets.

Yes, all salaries come from the same budget.

3. Are there any significant changes to your FY25 budget compared to last year? Please explain.

There is a 5% decrease in overtime and a slight 2.8% salary funding.

4. Are there any events or changes you anticipate in the department for FY25?

No.

5. Summary and utilization of revolving account.

The Building Department has a yearly revolving account of \$15,000. These funds are allocated for state-mandated certificates of inspection, multifamily inspections, equipment, contracted inspectors, education, and printing.

Total spent as of date: \$6950.00.

- On-line Code subscriptions, building, electrical, plumbing, and gas.
- Part-time inspectors' fillings for vacation days and sick days
- Equipment and clothing
- printing and mailing (certified mail)
- certificate of inspections
- Certification EDU credits

Thank you for your time, and I will be available to answer any questions you may have.

Regards,

Albert Talarico, CBO
Building Commissioner / ISD Director
City Of Melrose