

Building Inspection

Agency Overview

Agency Mission

The mission of Building Inspection is to ensure the well-being of people through the safety of property. The agency seeks to maintain public trust and confidence by improving the construction and maintenance of structures and property, administering codes and ordinances, continually improving codes, procedures, and regulations, providing information to its customers, and providing quality services.

Agency Overview

The Agency is responsible for inspection, zoning and code enforcement, and consumer protection. The goal of Building Inspection is to ensure services are efficiently delivered and accessible to residents. Building Inspection will advance this goal by reviewing and updating Madison General Ordinances, proactively completing field observations of blighted areas, maximizing capacity by utilizing inspectors for less traditional roles, and standardizing processes.

2020 Budget Highlights

The 2020 Executive Budget:

- Maintains the current level of service.

Building InspectionFunction: **Planning & Development***Budget Overview*

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	4,534,746	4,731,645	4,482,644	4,754,587	4,948,414
TOTAL	\$ 4,534,746	\$ 4,731,645	\$ 4,482,644	\$ 4,754,587	\$ 4,948,414

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Inspection	2,284,539	2,050,735	2,170,855	2,026,482	2,107,364
Health & Welfare	398,882	466,835	381,923	488,120	506,981
Zoning & Signs	669,166	833,066	702,331	824,932	858,555
Consumer Protection	274,859	279,293	283,926	306,161	318,159
Systematic Code Enforcement	907,300	1,101,716	943,609	1,108,892	1,157,355
TOTAL	\$ 4,534,746	\$ 4,731,645	\$ 4,482,644	\$ 4,754,587	\$ 4,948,414

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(83,300)	(46,000)	(66,116)	(46,000)	(46,000)
Licenses & Permits	(7,912)	(10,000)	(11,154)	(10,000)	(10,000)
TOTAL	\$ (91,212)	\$ (56,000)	\$ (77,270)	\$ (56,000)	\$ (56,000)

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	3,065,049	3,282,045	3,144,820	3,230,135	3,364,810
Benefits	1,191,619	1,062,330	979,388	1,034,709	1,093,861
Supplies	65,185	68,273	68,273	71,273	71,273
Purchased Services	194,502	207,646	207,525	207,646	207,646
Inter Depart Charges	115,603	167,351	165,908	272,824	272,824
Inter Depart Billing	(6,000)	-	(6,000)	(6,000)	(6,000)
TOTAL	\$ 4,625,958	\$ 4,787,645	\$ 4,559,914	\$ 4,810,587	\$ 5,004,414

Building Inspection

Function: Planning & Development

Service Overview

Service: Consumer Protection

Citywide Element: Effective Government

Service Description

This service is responsible for inspecting packaging, weighing, and measuring devices in gas stations, grocery stores, pharmacies, bakeries, taxis, fuel trucks, etc. The goal of this service is to complete full inspection and licensure of every business and commerce operation under the City's authority in order to ensure Madison consumers receive the correct amount of product for which they pay.

Major Budget Changes

- No major budget changes from 2019 Adopted Budget.

Activities Performed by this Service

- Scanner Inspection: Annual review of scanners at the point of sale throughout Madison to ensure products are billed at the advertised price and totals calculated represent the correct amount.
- Gas Pump Inspection: Annual review of gas pumps throughout Madison to ensure pumps are delivering correct quantity of fuel and operating in proper and secure manner.
- Weighing Scale Inspection: Annual review of scales for trade throughout Madison to ensure products weighed for sale are functioning correctly and within appropriate tolerance to be used for trade.
- Packaging Inspection: Continual review of packaging methods throughout establishments in Madison verifying store packaged products on site conform to the appropriate labeling and distribution standards.
- Miscellaneous: Respond to consumer complaints regarding products purchased and method of sale business operations. Interact with state and federal bodies to ensure uniformity in code regulation and enforcement.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	274,859	279,293	283,926	306,161	318,159
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 274,859	\$ 279,293	\$ 283,926	\$ 306,161	\$ 318,159

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	256,093	258,543	268,665	276,750	288,748
Non-Personnel	6,638	8,352	4,306	8,352	8,352
Agency Charges	12,128	12,398	10,955	21,059	21,059
TOTAL	\$ 274,859	\$ 279,293	\$ 283,926	\$ 306,161	\$ 318,159

Building Inspection

Function: Planning & Development

Service Overview

Service: Health & Welfare

Citywide Element: Healthy and Safe

Service Description

This service provides assistance to residents requiring help with property maintenance to ensure a pleasant setting for City residents and visitors. Responsibilities include enforcement and education efforts regarding sidewalk snow removal, trash, junk, and debris removal, tall grass and weed mitigation, and graffiti removal. This service provides property maintenance inspection services for all buildings, including owner-occupied, rental, and commercial properties. The goal of this service is to enhance the public and private benefits resulting from safe and sanitary maintenance of properties.

Major Budget Changes

- No major changes from 2019 Adopted Budget.

Activities Performed by this Service

- Snow Enforcement: Inspect and issue tickets for violations of the snow removal ordinance, MGO 10.28. Coordinate snow and ice removal when the violation persists, resulting in the billing of the property owner.
- Tall Grass and Weeds Enforcement: Inspect and issue an official notice for violations of tall grass and noxious weeds ordinances, MGO's 27.05 (2)(f) and 23.29. Coordinate grass cutting on vacant properties when the violation persists, resulting in the billing of the property owner.
- Erosion Control Enforcement: Ensure compliance with MGO Chapter 37 and SPS 321.125 to prevent disturbed soils from leaving a construction site.
- Junk, Trash, and Debris Enforcement: Inspect and issue an official notice for violations of junk, trash, and debris ordinance, MGO's 27.05 (2)(c). Continue with enforcement actions until the violation is corrected.
- Miscellaneous: Enforce vision clearance Issues, tree concerns, graffiti, inoperable cars, and the abatement of public nuisances.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	398,882	466,835	381,923	488,120	506,981
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 398,882	\$ 466,835	\$ 381,923	\$ 488,120	\$ 506,981

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,000)	(1,000)	(800)	(1,000)	(1,000)
Personnel	363,972	406,653	337,690	413,625	432,486
Non-Personnel	17,468	29,556	13,407	29,556	29,556
Agency Charges	18,442	31,626	31,626	45,939	45,939
TOTAL	\$ 398,882	\$ 466,835	\$ 381,923	\$ 488,120	\$ 506,981

Building Inspection

Function: Planning & Development

Service Overview

Service: Inspection

Citywide Element: Effective Government

Service Description

This service ensures compliance with Madison's building and mechanical system ordinances by reviewing and inspecting construction projects, contractor licensing, permit records, sales surveys, preoccupancy inspections, and underground utilities. The process ensures buildings are constructed according to all applicable codes (zoning, building, plumbing, heating, and electrical) and the building is safe to occupy when the project is completed. This service also ensures digital copies of all building floor and elevation plans are attached to the building archives and provides access to digital plans for external customers, including home and building owners, builders, and realtors.

Major Budget Changes

- Increases billings to the Community Development Division for inspection services at Affordable Housing Development. Funding from the billing is used for non-personnel expenditures within the service (\$6,000).

Activities Performed by this Service

- Plan Review and Approval: Review proposed construction projects for compliance with building code and issue permits for work to be completed.
- Building, Electrical, Plumbing, and HVAC Component Inspection: Inspect permitted work to verify construction is in accordance with the approved plans and conforms to applicable codes.
- Contractor Training: Provide contractors the ability to obtain continuing education credits required for maintaining state issued licenses and create a forum for educating individuals about developing industry practices.
- Complaint and Public Inquiry Response: Investigate and answer public questions regarding applicable code and construction practices.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,284,539	2,050,735	2,170,855	2,026,482	2,107,364
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 2,284,539	\$ 2,050,735	\$ 2,170,855	\$ 2,026,482	\$ 2,107,364

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(90,212)	(55,000)	(76,470)	(55,000)	(55,000)
Personnel	2,151,395	1,921,225	2,007,625	1,849,129	1,936,011
Non-Personnel	192,261	135,096	196,286	138,096	138,096
Agency Charges	31,094	49,414	43,414	94,257	88,257
TOTAL	\$ 2,284,539	\$ 2,050,735	\$ 2,170,855	\$ 2,026,482	\$ 2,107,364

Building Inspection

Function: Planning & Development

Service Overview

Service: Systematic Code Enforcement

Citywide Element: Neighborhoods and Housing

Service Description

This service inspects commercial and residential properties and provides routine building services, ensuring properties and buildings are in compliance with the City's Minimum Housing and Property Maintenance Code. Inspection activities are scheduled through the Community Development Authority (CDA) using data gathered by Building Inspection staff and input from the Neighborhood Resource Teams. This service is also responsible for heating and water leakage corrections, infestation eradication, repair of broken railings, windows, and doors, and dozens of other problems associated with keeping the City's housing stock habitable. The goal of this service is to preserve public health, safety, and general welfare of all residents and to help maintain property values by eliminating blighting influences.

Major Budget Changes

- No major changes from 2019 Adopted Budget.

Activities Performed by this Service

- Tenant Complaint Response: Inspect and issue official notice after verifying violations in tenant's apartment. Follow-up after due date to ensure compliance. Process rent abatement documents when appropriate.
- General Building Condition Complaint Response: Inspect and issue official notice after verifying violations. Follow-up after due date to ensure compliance.
- Systematic Inspection: Perform systematic inspections in a specified blighted area approved by Common Council in compliance with state requirements. Issue official notices when appropriate and follow-up to ensure compliance.
- Community Team and Committee Staffing: Serve as members and leaders on various teams including Neighborhood Resource Teams.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	907,300	1,101,716	943,609	1,108,892	1,157,355
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 907,300	\$ 1,101,716	\$ 943,609	\$ 1,108,892	\$ 1,157,355

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	843,247	980,118	844,224	969,953	1,012,416
Non-Personnel	34,556	79,245	57,033	79,245	79,245
Agency Charges	29,496	42,353	42,353	59,694	65,694
TOTAL	\$ 907,300	\$ 1,101,716	\$ 943,609	\$ 1,108,892	\$ 1,157,355

Building Inspection

Function: Planning & Development

Service Overview

Service: Zoning & Signs

Citywide Element: Effective Government

Service Description

This service reviews and regulates Madison's Zoning code and street sign ordinances. The goal of the service is to provide timely resolution of land use issues for developers and the general public. This service provides inspections, investigation, and maintenance for records, zoning changes, and street sign ordinances. The process provides review and approvals prior to issuance of a permit as well as post-construction inspection services to ensure the project was completed in accordance with the approvals.

Major Budget Changes

- No major changes from 2019 Adopted Budget

Activities Performed by this Service

- Zoning Code Review for Proposed Projects: Serve as intake point for Plan Commission and Zoning Board of Appeals request. Review minor alteration requests for zoning compliance and process director approvals. Review commercial and residential building permit requests along with minor improvement not requiring permits but do require zoning compliance.
- Citywide Site Plan Review Management: Intake requests, copies, and digital plans for site plan review and process fees. Coordinate plan distribution and approval to other City agencies.
- Zoning and Sign Complaint Response: Investigate complaints, prepare and send notices of violation. Facilitate the process to resolve violations, including reinspection, citations, and legal intervention when necessary.
- Sign Application Review: Intake and process sign permit requests and review for compliance with sign code. Collect fees, issue permits, and inspect for installation compliance.
- Requests for Information Response, Records Research, and Zoning Letters: Records research for open records and similar requests, prepare zoning letters, process requests, and collect fees.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	669,166	833,066	702,331	824,932	858,555
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 669,166	\$ 833,066	\$ 702,331	\$ 824,932	\$ 858,555

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	641,960	777,836	666,004	755,387	789,010
Non-Personnel	8,764	23,670	4,767	23,670	23,670
Agency Charges	18,442	31,560	31,560	45,875	45,875
TOTAL	\$ 669,166	\$ 833,066	\$ 702,331	\$ 824,932	\$ 858,555

Building InspectionFunction: **Planning & Development***Line Item Detail*Agency Primary Fund: **General**

Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Charges for Service	(82,300)	(45,000)	(65,316)	(45,000)	(45,000)
Graffiti Removal	(1,000)	(1,000)	(800)	(1,000)	(1,000)
TOTAL	\$ (83,300)	\$ (46,000)	\$ (66,116)	\$ (46,000)	\$ (46,000)

Licenses & Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Permits	(7,912)	(10,000)	(11,154)	(10,000)	(10,000)
TOTAL	\$ (7,912)	\$ (10,000)	\$ (11,154)	\$ (10,000)	\$ (10,000)

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,989,684	3,385,394	3,082,393	3,330,484	3,465,159
Salary Savings	-	(130,000)	-	(130,000)	(130,000)
Premium Pay	554	23,096	2,288	23,096	23,096
Compensated Absence	46,061	-	26,704	-	-
Hourly Wages	-	-	5,000	-	-
Overtime Wages Permanent	27,665	3,555	27,117	6,555	6,555
Election Officials Wages	1,086	-	1,320	-	-
TOTAL	\$ 3,065,049	\$ 3,282,045	\$ 3,144,820	\$ 3,230,135	\$ 3,364,810

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	165,056	-	-	-	-
Health Insurance Benefit	551,416	540,810	504,139	525,508	552,275
Wage Insurance Benefit	13,111	13,510	12,347	12,258	12,258
WRS	203,460	221,748	202,451	218,145	233,902
FICA Medicare Benefits	227,296	253,811	226,895	244,151	260,779
Post Employment Health Plans	31,281	32,451	33,556	34,647	34,647
TOTAL	\$ 1,191,619	\$ 1,062,330	\$ 979,388	\$ 1,034,709	\$ 1,093,861

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	22	-	-
Office Supplies	4,847	11,863	9,000	13,363	13,363
Copy Printing Supplies	9,909	13,960	9,300	13,960	13,960
Furniture	-	2,500	400	2,500	2,500
Hardware Supplies	4,842	3,000	3,623	4,500	4,500
Postage	20,768	20,000	21,000	20,000	20,000
Books & Subscriptions	5,621	1,450	3,000	1,450	1,450
Work Supplies	5,063	3,500	4,000	3,500	3,500
Safety Supplies	2,242	2,000	1,558	2,000	2,000
Inventory	11,893	10,000	16,371	10,000	10,000
TOTAL	\$ 65,185	\$ 68,273	\$ 68,273	\$ 71,273	\$ 71,273

Building InspectionFunction: **Planning & Development***Line Item Detail*Agency Primary Fund: **General**

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	1,411	8,000	1,148	8,000	8,000
Cellular Telephone	6,060	7,362	6,395	7,362	7,362
Graffiti Removal	2,893	6,500	4,479	6,500	6,500
Comm Device Mntc	-	3,400	-	3,400	3,400
Equipment Mntc	245	-	490	-	-
System & Software Mntc	5,615	7,183	6,079	7,183	7,183
Recruitment	21	-	-	-	-
Mileage	132,778	128,860	132,860	128,860	128,860
Conferences & Training	2,293	6,750	6,140	6,750	6,750
Memberships	1,117	1,200	1,200	1,200	1,200
Legal Services	4,612	6,500	5,000	6,500	6,500
Storage Services	1,934	1,500	1,868	1,500	1,500
Consulting Services	-	1,221	-	1,221	1,221
Advertising Services	6,940	7,808	6,044	7,808	7,808
Parking Towing Services	512	-	3,071	-	-
Interpreters Signing Services	-	500	-	500	500
Other Services & Expenses	26,649	19,912	31,800	19,912	19,912
Permits & Licenses	1,424	950	951	950	950
TOTAL	\$ 194,502	\$ 207,646	\$ 207,525	\$ 207,646	\$ 207,646

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	62,598	113,620	113,620	113,620	113,620
ID Charge From Fleet Services	9,752	9,862	8,419	9,833	9,833
ID Charge From Traffic Eng	814	914	914	914	914
ID Charge From Insurance	8,350	11,639	11,639	124,523	124,523
ID Charge From Workers Comp	34,088	31,316	31,316	23,934	23,934
TOTAL	\$ 115,603	\$ 167,351	\$ 165,908	\$ 272,824	\$ 272,824

Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Community Dev	(6,000)	-	(6,000)	-	(6,000)
ID Billing To CDA Management	-	-	-	(6,000)	-
TOTAL	\$ (6,000)	\$ -	\$ (6,000)	\$ (6,000)	\$ (6,000)

Building Inspection

Function: Planning & Development

Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLERK	20	3.00	169,786	3.00	142,451	3.00	148,210	-	-
ADMIN SUPVSR	18	-	-	1.00	55,493	1.00	57,737	-	-
BLDG INSPECT DIV DIR	21	1.00	133,675	1.00	134,494	1.00	139,933	-	-
CODE ENFC OFF	16	13.00	978,836	13.00	980,792	13.00	1,020,453	-	-
ELEC/HEAT INSPECTOR	16	4.00	315,692	4.00	304,360	4.00	316,668	-	-
HSG INSPECTION SUPV	18	1.00	94,669	1.00	94,306	1.00	98,120	-	-
INFORMATION CLERK	20	2.00	92,213	2.00	97,413	2.00	101,351	-	-
PLAN REV & INSP SUPV	18	1.00	118,258	1.00	87,358	1.00	90,890	-	-
PLAN REVIEW SPEC	16	3.00	226,855	3.00	234,469	3.00	243,951	-	-
PLUMB/HEAT INSPECTOR	16	3.00	233,675	3.00	233,517	3.00	242,961	-	-
PROG ASST	17	1.00	54,254	-	-	-	-	-	-
PROPERTY CODE INSP	16	3.00	172,904	3.00	174,827	3.00	181,895	-	-
WGTS MEASURES INSP	16	2.80	199,284	2.80	206,997	2.80	215,367	-	-
ZONING ADMIN ASST	16	2.00	146,953	2.00	159,708	2.00	166,167	-	-
ZONING ADMINISTRATOR	18	1.00	108,821	1.00	108,905	1.00	113,309	-	-
ZONING CODE OFF	16	5.00	339,516	5.00	315,394	5.00	328,147	-	-
TOTAL		45.80	\$ 3,385,391	45.80	\$ 3,330,484	45.80	\$ 3,465,159	-	\$ -

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.