

Building Inspection

Agency Overview

Agency Mission

The mission of Building Inspection is to ensure the wellbeing of people through ensuring 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 high 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.

2021 Budget Highlights

The 2021 Executive Budget:

- Proposes \$210,000 (or 4%) in reductions to Building Inspection's budget. These reductions include:
 - Increasing seminar fees for electrical, plumbing, and construction trainings by \$50 from \$100 to \$150 (New Revenue: \$30,000).
 - Eliminating a vacant Weights and Measures Inspector position (0.8 FTE) and a vacant Zoning Code Officer position (1.0 FTE) and combines their responsibilities into one currently vacant Code Enforcement Officer position that will be a float position among Building Inspection services (Reduction: \$180,000).
- Increases assumed General Fund revenue for building permits after assuming Town of Madison inspection revenues (\$50,000) and a proposed fee increase for building permits (\$350,000).

Building Inspection**Function: Planning & Development***Budget Overview*

Agency Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	4,510,390	4,948,414	4,929,193	5,187,720	5,015,456
TOTAL	\$ 4,510,390	\$ 4,948,414	\$ 4,929,193	\$ 5,187,720	\$ 5,015,456

Agency Budget by Service

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Inspection	2,204,150	2,107,364	2,370,954	2,208,804	2,196,684
Health & Welfare	376,892	506,981	456,661	551,327	556,276
Zoning & Signs	726,094	858,555	789,509	897,958	800,088
Consumer Protection	285,759	318,159	258,503	344,056	268,175
Systematic Code Enforcement	917,495	1,157,355	1,053,567	1,185,575	1,194,233
TOTAL	\$ 4,510,390	\$ 4,948,414	\$ 4,929,193	\$ 5,187,720	\$ 5,015,456

Agency Budget by Major-Revenue

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Charges For Services	(51,205)	(46,000)	(30,135)	(46,000)	(76,000)
Licenses & Permits	(13,398)	(10,000)	(12,811)	(10,000)	(10,000)
TOTAL	\$ (64,603)	\$ (56,000)	\$ (42,946)	\$ (56,000)	\$ (86,000)

Agency Budget by Major-Expenses

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Salaries	3,158,986	3,364,810	3,368,855	3,476,465	3,333,852
Benefits	996,354	1,093,861	1,117,787	1,112,088	1,117,452
Supplies	50,176	71,273	43,386	71,273	71,273
Purchased Services	205,309	207,646	175,288	207,128	202,578
Inter Depart Charges	164,168	272,824	272,824	382,766	382,301
Inter Depart Billing	-	(6,000)	(6,000)	(6,000)	(6,000)
TOTAL	\$ 4,574,993	\$ 5,004,414	\$ 4,972,140	\$ 5,243,720	\$ 5,101,456

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

- Eliminate one Weights and Measures Inspector position (#3941) by reducing package testing and using a Code Enforcement Officer vacancy as a floating position to maintain the current level of service. The floating position will perform duties among three Building Inspection services based on the workload in a given service and the time of year (\$77,000).

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 a 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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	285,759	318,159	258,503	344,056	268,175
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 285,759	\$ 318,159	\$ 258,503	\$ 344,056	\$ 268,175

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	-	-	-	-	-
Personnel	270,425	288,748	234,942	276,407	201,117
Non-Personnel	6,174	8,352	2,503	8,329	8,203
Agency Charges	9,160	21,059	21,059	59,320	58,855
TOTAL	\$ 285,759	\$ 318,159	\$ 258,503	\$ 344,056	\$ 268,175

Building Inspection

Function: Planning & Development

Service Overview

Service: Health & Welfare

Citywide Element: Health and Safety

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

- The Executive Budget maintains the current level of service.

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	376,892	506,981	456,661	551,327	556,276
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 376,892	\$ 506,981	\$ 456,661	\$ 551,327	\$ 556,276

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	(1,400)	(1,000)	(805)	(1,000)	(1,000)
Personnel	329,682	432,486	395,899	442,044	447,442
Non-Personnel	17,125	29,556	15,627	29,501	29,052
Agency Charges	31,486	45,939	45,939	80,782	80,782
TOTAL	\$ 376,892	\$ 506,981	\$ 456,661	\$ 551,327	\$ 556,276

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 complete. 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

- Increased fees for continuing education seminars for electrical, plumbing, and general contractors from \$100 to \$150. These seminars have approximately 600 participants annually, resulting in budgeted annual revenue to increase by \$30,000 from \$46,000 to \$76,000 (65% increase).

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	2,204,150	2,107,364	2,370,954	2,208,804	2,196,684
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 2,204,150	\$ 2,107,364	\$ 2,370,954	\$ 2,208,804	\$ 2,196,684

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	(63,203)	(55,000)	(42,141)	(55,000)	(85,000)
Personnel	2,028,147	1,936,011	2,155,286	2,050,930	2,070,873
Non-Personnel	189,208	138,096	169,552	137,881	135,818
Agency Charges	49,998	88,257	88,257	74,993	74,993
TOTAL	\$ 2,204,150	\$ 2,107,364	\$ 2,370,954	\$ 2,208,804	\$ 2,196,684

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 (MGO Chapter 27). 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

- The Executive Budget maintains the current level of service.

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	917,495	1,157,355	1,053,567	1,185,575	1,194,233
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 917,495	\$ 1,157,355	\$ 1,053,567	\$ 1,185,575	\$ 1,194,233

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	-	-	-	-	-
Personnel	840,722	1,012,416	963,833	1,025,513	1,035,311
Non-Personnel	34,735	79,245	24,040	79,107	77,967
Agency Charges	42,038	65,694	65,694	80,955	80,955
TOTAL	\$ 917,495	\$ 1,157,355	\$ 1,053,567	\$ 1,185,575	\$ 1,194,233

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

- Eliminate one Zoning Code Officer position (#669) and use a Code Enforcement Officer vacancy as a floating position to maintain the current level of service. The floating position will perform duties among three Building Inspection services based on the workload in a given service and the time of year (\$103,000).

Activities Performed by this Service

- Zoning Code Review for Proposed Projects: Serve as intake point for Plan Commission and Zoning Board of Appeals requests. Review minor alteration requests for zoning compliance and process director approvals. Review commercial and residential building permit requests along with minor improvements not requiring permits but requiring 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 re-inspection, 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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	726,094	858,555	789,509	897,958	800,088
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 726,094	\$ 858,555	\$ 789,509	\$ 897,958	\$ 800,088

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	-	-	-	-	-
Personnel	686,365	789,010	736,682	793,659	696,561
Non-Personnel	8,243	23,670	6,952	23,583	22,811
Agency Charges	31,486	45,875	45,875	80,716	80,716
TOTAL	\$ 726,094	\$ 858,555	\$ 789,509	\$ 897,958	\$ 800,088

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

Charges for Service

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Misc Charges for Service	(49,805)	(45,000)	(29,330)	(45,000)	(75,000)
Graffiti Removal	(1,400)	(1,000)	(805)	(1,000)	(1,000)
TOTAL	\$ (51,205)	\$ (46,000)	\$ (30,135)	\$ (46,000)	\$ (76,000)

Licenses & Permits

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Other Permits	(13,398)	(10,000)	(12,811)	(10,000)	(10,000)
TOTAL	\$ (13,398)	\$ (10,000)	\$ (12,811)	\$ (10,000)	\$ (10,000)

Salaries

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Permanent Wages	3,113,484	3,465,159	3,324,643	3,535,194	3,392,581
Salary Savings	-	(130,000)	-	(88,380)	(88,380)
Premium Pay	1,380	23,096	457	23,096	23,096
Compensated Absence	22,852	-	22,852	-	-
Hourly Wages	-	-	1,888	-	-
Overtime Wages Permanent	20,611	6,555	16,557	6,555	6,555
Election Officials Wages	660	-	2,457	-	-
TOTAL	\$ 3,158,986	\$ 3,364,810	\$ 3,368,855	\$ 3,476,465	\$ 3,333,852

Benefits

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Comp Absence Escrow	-	-	55,802	-	-
Health Insurance Benefit	509,317	552,275	541,499	559,841	585,371
Wage Insurance Benefit	13,001	12,258	13,667	14,199	14,956
WRS	207,748	233,902	223,990	238,623	228,997
FICA Medicare Benefits	232,732	260,779	246,832	264,778	253,481
Licenses & Certifications	-	-	161	-	-
Post Employment Health Plans	33,556	34,647	35,837	34,647	34,647
TOTAL	\$ 996,354	\$ 1,093,861	\$ 1,117,787	\$ 1,112,088	\$ 1,117,452

Supplies

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Office Supplies	4,396	13,363	3,492	13,363	13,363
Copy Printing Supplies	10,529	13,960	7,533	13,960	13,960
Furniture	274	2,500	1,081	2,500	2,500
Hardware Supplies	3,249	4,500	1,452	4,500	4,500
Postage	14,770	20,000	12,559	20,000	20,000
Books & Subscriptions	735	1,450	332	1,450	1,450
Work Supplies	1,716	3,500	3,556	3,500	3,500
Safety Supplies	633	2,000	95	2,000	2,000
Inventory	13,873	10,000	13,285	10,000	10,000
TOTAL	\$ 50,176	\$ 71,273	\$ 43,386	\$ 71,273	\$ 71,273

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

Purchased Services

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Telephone	1,370	8,000	8,000	7,482	2,932
Cellular Telephone	6,524	7,362	6,812	7,362	7,362
Graffiti Removal	6,217	6,500	6,500	6,500	6,500
Comm Device Mntc	-	3,400	-	3,400	3,400
Equipment Mntc	5,835	-	-	-	-
System & Software Mntc	7,029	7,183	2,657	7,183	7,183
Recruitment	78	-	-	-	-
Mileage	124,953	128,860	106,831	128,860	128,860
Conferences & Training	7,080	6,750	3,184	6,750	6,750
Memberships	545	1,200	1,090	1,200	1,200
Legal Services	8,854	6,500	5,629	6,500	6,500
Storage Services	2,774	1,500	1,775	1,500	1,500
Consulting Services	-	1,221	-	1,221	1,221
Advertising Services	6,257	7,808	6,785	7,808	7,808
Interpreters Signing Services	-	500	-	500	500
Other Services & Expenses	26,843	19,912	25,000	19,912	19,912
Permits & Licenses	951	950	1,026	950	950
TOTAL	\$ 205,309	\$ 207,646	\$ 175,288	\$ 207,128	\$ 202,578

Inter-Departmental Charges

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
ID Charge From Engineering	113,620	113,620	113,620	113,620	113,620
ID Charge From Fleet Services	6,659	9,833	9,833	7,048	6,583
ID Charge From Traffic Eng	934	914	914	914	914
ID Charge From Insurance	11,639	124,523	124,523	233,446	233,446
ID Charge From Workers Comp	31,316	23,934	23,934	27,738	27,738
TOTAL	\$ 164,168	\$ 272,824	\$ 272,824	\$ 382,766	\$ 382,301

Inter-Departmental Billings

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
ID Billing To Community Dev	-	(6,000)	(6,000)	(6,000)	(6,000)
TOTAL	\$ -	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)

Building Inspection Division

Function: Planning & Development

Position Summary

Classification	CG	2020 Adopted Budget		2021 Budget			
		Adopted		Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLK 1-20	20	3.00	157,333	3.00	158,905	3.00	158,905
ADMIN SUPV-18	17	1.00	57,073	1.00	57,643	1.00	57,643
BLDG INSPECT DIV DIR-21	21	1.00	136,884	1.00	138,253	1.00	138,253
CODE ENFORCE OFF 3-16	16	12.00	946,556	12.00	956,015	12.00	956,015
CODE ENFORCE OFF 4-16	16	1.00	81,797	1.00	82,614	1.00	82,614
ELEC/HEAT INSPECTOR-16	16	4.00	317,542	4.00	320,715	4.00	320,715
HSG INSPECTION SUPV-18	18	1.00	90,244	1.00	91,146	1.00	91,146
INFORMATION CLERK-20	20	2.00	100,421	2.00	101,424	2.00	101,424
PLAN REV & INSP SUPV-18	18	1.00	113,846	1.00	114,984	1.00	114,984
PLAN REVIEW SPEC 2-16	16	1.00	65,650	1.00	66,306	1.00	66,306
PLAN REVIEW SPEC 3-16	16	1.00	88,150	1.00	89,031	1.00	89,031
PLAN REVIEW SPEC 4-16	16	1.00	92,591	1.00	93,516	1.00	93,516
PLUMB/HEAT INSPECTOR-16	16	3.00	245,391	3.00	247,842	3.00	247,842
PROPERTY CODE INSP 1-16	16	2.00	119,535	2.00	120,729	2.00	120,729
PROPERTY CODE INSP 3-16	16	1.00	61,761	1.00	62,378	1.00	62,378
WGTS MEASURES INSP 3-16	16	2.80	217,522	2.80	219,696	2.00	152,627
ZONING ADMIN ASST-16	16	2.00	167,565	2.00	169,239	2.00	169,239
ZONING ADMINISTRATOR-18	18	1.00	113,915	1.00	115,054	1.00	115,054
ZONING CODE OFF 1-16	16	1.00	60,390	1.00	60,993	1.00	60,993
ZONING CODE OFF 2-16	16	4.00	266,053	4.00	268,711	3.00	193,167
TOTAL		45.80	3,500,219	45.80	3,535,194	44.00	3,392,581

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.