

# Building Inspection

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## *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.

### 2019 Budget Highlights

The 2019 Executive Budget:

- Increases assumed revenue from State seals and inspector training to be consistent with recent trends (\$9,500).
- Increases hardware supplies and system and software maintenance, paid for by increase in assumed revenue (\$9,500).

**Building Inspection Division****Function: Planning & Development****Budget by Service (All Funds)**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
<b>Revenue</b>					
Inspection	(66,126)	(45,000)	(65,000)	(55,000)	(55,000)
Health & Welfare	(900)	(1,500)	(1,000)	(1,000)	(1,000)
<b>Total Revenue</b>	<b>\$ (67,026)</b>	<b>\$ (46,500)</b>	<b>\$ (66,000)</b>	<b>\$ (56,000)</b>	<b>\$ (56,000)</b>
<b>Expense</b>					
Inspection	2,141,924	2,023,011	2,393,096	2,068,245	2,105,735
Health & Welfare	414,962	460,038	456,265	460,798	467,835
Zoning & Signs	680,466	770,937	679,834	820,109	833,066
Consumer Protection	286,074	295,248	269,211	273,838	279,293
Systematic Code Enforcement	884,540	1,061,705	911,572	1,084,534	1,101,716
<b>Total Expense</b>	<b>\$ 4,407,966</b>	<b>\$ 4,610,939</b>	<b>\$ 4,709,978</b>	<b>\$ 4,707,524</b>	<b>\$ 4,787,645</b>
<b>Net General Fund</b>	<b>\$ 4,340,940</b>	<b>\$ 4,564,439</b>	<b>\$ 4,643,978</b>	<b>\$ 4,651,524</b>	<b>\$ 4,731,645</b>

**Budget by Fund & Major**

Fund: General

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
<b>Revenue</b>					
Charges for Services	(55,245)	(41,500)	(56,000)	(46,000)	(46,000)
Licenses & Permits	(11,781)	(5,000)	(10,000)	(10,000)	(10,000)
<b>Total Revenue</b>	<b>\$ (67,026)</b>	<b>\$ (46,500)</b>	<b>\$ (66,000)</b>	<b>\$ (56,000)</b>	<b>\$ (56,000)</b>
<b>Expense</b>					
Salaries	3,003,974	3,189,531	3,145,732	3,175,479	3,282,045
Benefits	1,052,089	1,036,904	1,184,413	1,088,774	1,062,330
Supplies	54,542	60,723	63,727	68,273	68,273
Purchased Services	192,457	205,696	198,122	207,646	207,646
Inter Departmental Charges	110,904	118,085	117,984	167,352	167,351
Inter Departmental Billing	(6,000)	-	-	-	-
<b>Total Expense</b>	<b>\$ 4,407,966</b>	<b>\$ 4,610,939</b>	<b>\$ 4,709,978</b>	<b>\$ 4,707,524</b>	<b>\$ 4,787,645</b>
<b>Net General Fund</b>	<b>\$ 4,340,940</b>	<b>\$ 4,564,439</b>	<b>\$ 4,643,978</b>	<b>\$ 4,651,524</b>	<b>\$ 4,731,645</b>

**Building Inspection Division****Function: Planning & Development***Service Overview***Service: Consumer Protection**

## 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.

## 2019 Planned Activities

- Review and update Madison General Ordinances, Chapter 22, governing Weights and Measures to provide greater clarity and ease of use by the businesses and public.
- Update the fee schedule for annual licensure to eliminate obsolete categories more accurately reflect costs associated with completing the required work and changes in the retail business environment.

## Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	-	-	-	-	-
Expense	286,074	295,248	269,211	273,838	279,293
<b>Net Service Budget</b>	<b>\$ 286,074</b>	<b>\$ 295,248</b>	<b>\$ 269,211</b>	<b>\$ 273,838</b>	<b>\$ 279,293</b>

**Service: Health & Welfare**

## 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.

## 2019 Planned Activities

- Identify and review major thoroughfares and blighted areas for property maintenance violations.
- Proactively complete field observations of violations in blighted areas during traditionally slower periods between seasons.

## Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(900)	(1,500)	(1,000)	(1,000)	(1,000)
Expense	414,962	460,038	456,265	460,798	467,835
<b>Net Service Budget</b>	<b>\$ 414,062</b>	<b>\$ 458,538</b>	<b>\$ 455,265</b>	<b>\$ 459,798</b>	<b>\$ 466,835</b>

# Building Inspection Division

Function: Planning & Development

## Service Overview

### Service: Inspection

#### 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.

#### 2019 Planned Activities

- Utilize Housing Inspectors to conduct minor inspections such as foot and foundations, decks, garages, and other minor projects.
- Utilize Housing Inspectors to conduct simple, but required, inspections. This will allow New Construction Inspectors to conduct more in depth, complicated inspections and lessen the use of overtime or the need to expand staff.

#### Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(66,126)	(45,000)	(65,000)	(55,000)	(55,000)
Expense	2,141,924	2,023,011	2,393,096	2,068,245	2,105,735
<b>Net Service Budget</b>	<b>\$ 2,075,798</b>	<b>\$ 1,978,011</b>	<b>\$ 2,328,096</b>	<b>\$ 2,013,245</b>	<b>\$ 2,050,735</b>

### Service: Systematic Code Enforcement

#### 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.

#### 2019 Planned Activities

- Review and re-coordinate the way systematic inspection areas are identified and completed to reflect and comply with recent changes in state law.

#### Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	-	-	-	-	-
Expense	884,540	1,061,705	911,572	1,084,534	1,101,716
<b>Net Service Budget</b>	<b>\$ 884,540</b>	<b>\$ 1,061,705</b>	<b>\$ 911,572</b>	<b>\$ 1,084,534</b>	<b>\$ 1,101,716</b>

# Building Inspection Division

Function: Planning & Development

## Service Overview

### Service: Zoning & Signs

#### 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.

#### 2019 Planned Activities

- Establish a formalized pre-application and scheduled application submittal process for the Land Use Application process (e.g., Conditional Uses, Demolitions, Rezoning requests).

#### Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	-	-	-	-	-
Expense	680,466	770,937	679,834	820,109	833,066
<b>Net Service Budget</b>	<b>\$ 680,466</b>	<b>\$ 770,937</b>	<b>\$ 679,834</b>	<b>\$ 820,109</b>	<b>\$ 833,066</b>

**Building Inspection Division**Function: **Planning & Development***Line Item Detail*Agency Primary Fund: **General****Charges for Service**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Misc Charges for Service	(54,345)	(40,000)	(55,000)	(45,000)	(45,000)
Graffiti Removal	(900)	(1,500)	(1,000)	(1,000)	(1,000)
<b>TOTAL</b>	<b>\$ (55,245)</b>	<b>\$ (41,500)</b>	<b>\$ (56,000)</b>	<b>\$ (46,000)</b>	<b>\$ (46,000)</b>

**Licenses & Permits**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Other Permits	(11,781)	(5,000)	(10,000)	(10,000)	(10,000)
<b>TOTAL</b>	<b>\$ (11,781)</b>	<b>\$ (5,000)</b>	<b>\$ (10,000)</b>	<b>\$ (10,000)</b>	<b>\$ (10,000)</b>

**Salaries**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Permanent Wages	2,953,285	3,230,880	3,046,524	3,278,828	3,385,394
Salary Savings	-	(130,000)	-	(130,000)	(130,000)
Pending Personnel	-	62,000	46,500	-	-
Premium Pay	437	23,096	442	23,096	23,096
Compensated Absence	29,507	-	29,000	-	-
Overtime Wages Permanent	19,941	3,555	22,718	3,555	3,555
Election Officials Wages	805	-	547	-	-
<b>TOTAL</b>	<b>\$ 3,003,974</b>	<b>\$ 3,189,531</b>	<b>\$ 3,145,732</b>	<b>\$ 3,175,479</b>	<b>\$ 3,282,045</b>

**Benefits**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Comp Absence Escrow	50,212	-	150,000	-	-
Health Insurance Benefit	527,307	531,612	550,778	575,855	540,810
Wage Insurance Benefit	13,587	13,690	13,439	13,510	13,510
WRS	204,254	216,470	206,450	219,683	221,748
FICA Medicare Benefits	225,145	243,703	232,466	248,297	253,811
Post Employment Health Plans	31,584	31,429	31,281	31,429	32,451
<b>TOTAL</b>	<b>\$ 1,052,089</b>	<b>\$ 1,036,904</b>	<b>\$ 1,184,413</b>	<b>\$ 1,088,774</b>	<b>\$ 1,062,330</b>

**Supplies**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Office Supplies	10,063	11,863	9,100	11,863	11,863
Copy Printing Supplies	9,806	13,960	8,100	13,960	13,960
Furniture	259	2,500	500	2,500	2,500
Hardware Supplies	3,273	1,000	4,055	3,000	3,000
Postage	20,163	20,000	20,000	20,000	20,000
Books & Subscriptions	204	900	5,801	1,450	1,450
Work Supplies	2,227	3,500	5,237	3,500	3,500
Safety Supplies	601	2,000	934	2,000	2,000
Inventory	7,947	5,000	10,000	10,000	10,000
<b>TOTAL</b>	<b>\$ 54,542</b>	<b>\$ 60,723</b>	<b>\$ 63,727</b>	<b>\$ 68,273</b>	<b>\$ 68,273</b>

**Building Inspection Division**Function: **Planning & Development***Line Item Detail*Agency Primary Fund: **General****Purchased Services**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Telephone	5,065	8,000	1,322	8,000	8,000
Cellular Telephone	6,328	7,362	6,054	7,362	7,362
Graffiti Removal	4,341	6,500	6,500	6,500	6,500
Comm Device Mntc	-	3,400	753	3,400	3,400
System & Software Mntc	1,800	4,183	6,281	7,183	7,183
Recruitment	107	-	-	-	-
Mileage	132,290	128,860	128,860	128,860	128,860
Conferences & Training	4,917	7,750	4,264	6,750	6,750
Memberships	1,927	1,200	1,200	1,200	1,200
Legal Services	2,572	7,500	4,893	6,500	6,500
Storage Services	1,748	1,500	1,458	1,500	1,500
Consulting Services	-	1,221	-	1,221	1,221
Advertising Services	6,309	7,808	7,614	7,808	7,808
Interpreters Signing Services	-	500	-	500	500
Other Services & Expenses	24,848	19,912	27,554	19,912	19,912
Permits & Licenses	204	-	1,369	950	950
<b>TOTAL</b>	<b>\$ 192,457</b>	<b>\$ 205,696</b>	<b>\$ 198,122</b>	<b>\$ 207,646</b>	<b>\$ 207,646</b>

**Inter-Departmental Charges**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Charge From Engineering	62,598	62,598	62,598	113,620	113,620
ID Charge From Fleet Services	8,812	12,134	12,134	9,862	9,862
ID Charge From Traffic Eng	840	915	814	915	914
ID Charge From Insurance	8,026	8,350	8,350	11,639	11,639
ID Charge From Workers Comp	30,628	34,088	34,088	31,316	31,316
<b>TOTAL</b>	<b>\$ 110,904</b>	<b>\$ 118,085</b>	<b>\$ 117,984</b>	<b>\$ 167,352</b>	<b>\$ 167,351</b>

**Inter-Departmental Billings**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Billing To Community Dev	(6,000)	-	-	-	-
<b>TOTAL</b>	<b>\$ (6,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Building Inspection

Function: Planning & Development

## Position Summary

	CG	2018 Budget		Request		2019 Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLERK	20	3.00	165,090	3.00	164,441	3.00	169,786
BLDG INSPECT DIV DIR	21	1.00	126,442	1.00	129,467	1.00	133,675
CODE ENFC OFF	16	13.00	928,436	13.00	948,023	13.00	978,834
ELEC/HEAT INSPECTOR	16	4.00	298,091	4.00	305,756	4.00	315,693
HSG INSPECTION SUPV	18	1.00	91,338	1.00	91,690	1.00	94,669
INFORMATION CLERK	20	2.00	98,066	2.00	89,310	2.00	92,213
PLAN REV & INSP SUPV	18	1.00	114,097	1.00	114,535	1.00	118,258
PLAN REVIEW SPEC	16	3.00	236,089	3.00	219,714	3.00	226,855
PLUMB/HEAT INSPECTOR	16	3.00	221,894	3.00	226,319	3.00	233,675
PROG ASST	17	1.00	51,106	1.00	52,546	1.00	54,254
PROPERTY CODE INSP	16	3.00	186,662	3.00	167,462	3.00	172,904
WGTS MEASURES INSP	16	2.80	200,254	2.80	193,012	2.80	199,285
ZONING ADMIN ASST	16	2.00	125,373	2.00	142,327	2.00	146,953
ZONING ADMINISTRATOR	18	1.00	103,047	1.00	105,395	1.00	108,821
ZONING CODE OFF	16	5.00	331,899	5.00	328,829	5.00	339,516
<b>TOTAL</b>		<b>45.80</b>	<b>\$ 3,277,884</b>	<b>45.80</b>	<b>\$ 3,278,828</b>	<b>45.80</b>	<b>\$ 3,385,390</b>

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.