

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.

2022 Budget Highlights

The 2022 Executive Budget:

- Includes reductions of \$149,000 (or 3%) from Building Inspection's cost-to-continue to executive budget. Changes include:
 - Holding two currently vacant Code Enforcement Officer positions (2.0 FTE) vacant for all of 2022 (One-time reduction: \$223,819).
 - Transfer of a vacant Administrative Clerk position (1.0 FTE) from the Planning Division to Building Inspection to better align the budget with service delivery (Ongoing increase: \$68,904).

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

Agency Budget by Fund

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	4,847,217	5,015,456	5,015,740	5,044,903	4,895,829
TOTAL	\$ 4,847,217	\$ 5,015,456	\$ 5,015,740	\$ 5,044,903	\$ 4,895,829

Agency Budget by Service

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Consumer Protection	259,708	268,175	267,869	273,780	273,736
Health & Welfare	442,349	556,276	450,592	485,335	486,200
Inspection	2,405,249	2,196,684	2,510,192	2,409,761	2,481,477
Systematic Code Enforcement	979,011	1,194,233	1,021,368	1,104,996	882,461
Zoning & Signs	760,900	800,088	765,719	771,031	771,955
TOTAL	\$ 4,847,217	\$ 5,015,456	\$ 5,015,740	\$ 5,044,903	\$ 4,895,829

Agency Budget by Major-Revenue

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Charges For Services	(30,430)	(76,000)	(31,930)	(76,000)	(76,000)
Licenses & Permits	(12,672)	(10,000)	(12,672)	(10,000)	(10,000)
Transfer In	(13,052)	-	-	-	-
TOTAL	\$ (56,154)	\$ (86,000)	\$ (44,602)	\$ (86,000)	\$ (86,000)

Agency Budget by Major-Expenses

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Salaries	3,322,529	3,333,852	3,322,394	3,370,915	3,207,662
Benefits	1,110,700	1,117,452	1,116,696	1,109,238	1,123,527
Supplies	43,069	71,273	50,349	71,273	71,273
Purchased Services	157,294	202,578	194,601	204,798	204,798
Inter Depart Charges	269,779	382,301	382,301	380,679	380,569
Inter Depart Billing	-	(6,000)	(6,000)	(6,000)	(6,000)
TOTAL	\$ 4,903,371	\$ 5,101,456	\$ 5,060,342	\$ 5,130,903	\$ 4,981,829

Service Overview

Service: Consumer Protection

Effective
Citywide Element: 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

- The Executive Budget maintains the current level of service.

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	259,708	268,175	267,869	273,780	273,736
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 259,708	\$ 268,175	\$ 267,869	\$ 273,780	\$ 273,736

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(8,042)	-	-	-	-
Personnel	246,548	201,117	203,486	208,061	208,127
Non-Personnel	3,122	8,203	5,528	8,486	8,486
Agency Charges	18,079	58,855	58,855	57,233	57,123
TOTAL	\$ 259,708	\$ 268,175	\$ 267,869	\$ 273,780	\$ 273,736

Service Overview

Service: Health & Welfare

Citywide Element: Health & 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 while holding two Code Enforcement Officer positions (#3772 and #4002) vacant for all of 2022. The two Code Enforcement Officer positions are partially allocated to this service (0.30 FTE).

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	442,349	556,276	450,592	485,335	486,200
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 442,349	\$ 556,276	\$ 450,592	\$ 485,335	\$ 486,200

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(1,100)	(1,000)	(2,600)	(1,000)	(1,000)
Personnel	383,585	447,442	356,217	376,323	377,188
Non-Personnel	14,066	29,052	16,192	29,230	29,230
Agency Charges	45,799	80,782	80,782	80,782	80,782
TOTAL	\$ 442,349	\$ 556,276	\$ 450,592	\$ 485,335	\$ 486,200

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

- The Executive Budget maintains the current level of service while holding two Code Enforcement Officer positions (#3772 and #4002) vacant for all of 2022. The two Code Enforcement Officer positions are partially allocated to this service (0.68 FTE). A 2021 adopted resolution transferred an administrative Clerk position (#619) from the Planning Division to this service to better align the budget with service delivery. The addition of this position explains the increase in this service's budget authority.

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	2,405,249	2,196,684	2,510,192	2,409,761	2,481,477
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 2,405,249	\$ 2,196,684	\$ 2,510,192	\$ 2,409,761	\$ 2,481,477

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(42,047)	(85,000)	(42,002)	(85,000)	(85,000)
Personnel	2,191,928	2,070,873	2,320,111	2,282,216	2,353,932
Non-Personnel	160,647	135,818	157,090	137,552	137,552
Agency Charges	94,721	74,993	74,993	74,993	74,993
TOTAL	\$ 2,405,249	\$ 2,196,684	\$ 2,510,192	\$ 2,409,761	\$ 2,481,477

Service Overview

Neighborhoods and

Service: Systematic Code Enforcement

Citywide Element: 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 while holding two Code Enforcement Officer positions (#3772 and #4002) vacant for all of 2022. The two Code Enforcement Officer positions are partially allocated to this service (1.02 FTE).

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	979,011	1,194,233	1,021,368	1,104,996	882,461
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 979,011	\$ 1,194,233	\$ 1,021,368	\$ 1,104,996	\$ 882,461

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(4,965)	-	-	-	-
Personnel	901,500	1,035,311	884,610	946,122	723,587
Non-Personnel	17,097	77,967	55,803	77,919	77,919
Agency Charges	65,379	80,955	80,955	80,955	80,955
TOTAL	\$ 979,011	\$ 1,194,233	\$ 1,021,368	\$ 1,104,996	\$ 882,461

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

- The Executive Budget maintains the current level of service.

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	760,900	800,088	765,719	771,031	771,955
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 760,900	\$ 800,088	\$ 765,719	\$ 771,031	\$ 771,955

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	-	-	-	-	-
Personnel	709,668	696,561	674,666	667,431	668,355
Non-Personnel	5,431	22,811	10,337	22,884	22,884
Agency Charges	45,801	80,716	80,716	80,716	80,716
TOTAL	\$ 760,900	\$ 800,088	\$ 765,719	\$ 771,031	\$ 771,955

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

Charges for Service

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Misc Charges for Service	(29,330)	(75,000)	(29,330)	(75,000)	(75,000)
Graffiti Removal	(1,100)	(1,000)	(2,600)	(1,000)	(1,000)
TOTAL	\$ (30,430)	\$ (76,000)	\$ (31,930)	\$ (76,000)	\$ (76,000)

Licenses & Permits

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Other Permits	(12,672)	(10,000)	(12,672)	(10,000)	(10,000)
TOTAL	\$ (12,672)	\$ (10,000)	\$ (12,672)	\$ (10,000)	\$ (10,000)

Transfer In

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Transfer In From Grants	(13,052)	-	-	-	-
TOTAL	\$ (13,052)	\$ -	\$ -	\$ -	\$ -

Salaries

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Permanent Wages	3,262,383	3,392,581	3,265,787	3,409,453	3,470,019
Salary Savings	-	(88,380)	-	(68,189)	(292,008)
Furlough Savings	-	-	(612)	-	-
Premium Pay	835	23,096	585	23,096	23,096
Compensated Absence	37,491	-	37,491	-	-
Hourly Wages	1,111	-	-	-	-
Overtime Wages Permanent	18,110	6,555	18,110	6,555	6,555
Election Officials Wages	2,599	-	1,033	-	-
TOTAL	\$ 3,322,529	\$ 3,333,852	\$ 3,322,394	\$ 3,370,915	\$ 3,207,662

Benefits

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Comp Absence Escrow	55,802	-	55,802	-	-
Health Insurance Benefit	533,096	585,371	559,842	574,658	590,978
Wage Insurance Benefit	15,323	14,956	16,838	16,834	16,834
WRS	224,294	228,997	215,181	230,135	225,550
FICA Medicare Benefits	246,212	253,481	235,293	252,964	255,518
Licenses & Certifications	136	-	-	-	-
Post Employment Health Plans	35,837	34,647	33,741	34,647	34,647
TOTAL	\$ 1,110,700	\$ 1,117,452	\$ 1,116,696	\$ 1,109,238	\$ 1,123,527

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

Supplies

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Office Supplies	2,965	13,363	2,965	13,363	13,363
Copy Printing Supplies	9,794	13,960	13,960	13,960	13,960
Furniture	537	2,500	695	2,500	2,500
Hardware Supplies	1,858	4,500	4,500	4,500	4,500
Postage	12,265	20,000	12,265	20,000	20,000
Books & Subscriptions	538	1,450	852	1,450	1,450
Work Supplies	1,855	3,500	1,855	3,500	3,500
Safety Supplies	47	2,000	47	2,000	2,000
Inventory	13,209	10,000	13,209	10,000	10,000
TOTAL	\$ 43,069	\$ 71,273	\$ 50,349	\$ 71,273	\$ 71,273

Purchased Services

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Telephone	5,168	2,932	5,168	5,152	5,152
Cellular Telephone	8,832	7,362	10,536	7,362	7,362
Graffiti Removal	6,776	6,500	11,500	6,500	6,500
Comm Device Mntc	-	3,400	-	3,400	3,400
System & Software Mntc	1,416	7,183	7,183	7,183	7,183
Recruitment	7	-	2,080	-	-
Mileage	99,489	128,860	128,860	128,860	128,860
Conferences & Training	2,153	6,750	2,153	6,750	6,750
Memberships	3,022	1,200	3,022	1,200	1,200
Legal Services	2,079	6,500	2,079	6,500	6,500
Storage Services	2,232	1,500	2,232	1,500	1,500
Consulting Services	-	1,221	-	1,221	1,221
Advertising Services	4,897	7,808	3,788	7,808	7,808
Interpreters Signing Services	-	500	-	500	500
Other Services & Expenses	20,713	19,912	16,000	19,912	19,912
Permits & Licenses	510	950	-	950	950
TOTAL	\$ 157,294	\$ 202,578	\$ 194,601	\$ 204,798	\$ 204,798

Inter-Departmental Charges

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
ID Charge From Engineering	113,620	113,620	113,620	113,620	113,620
ID Charge From Fleet Services	6,888	6,583	6,583	4,961	4,851
ID Charge From Traffic Eng	814	914	914	914	914
ID Charge From Insurance	124,523	233,446	233,446	233,446	233,446
ID Charge From Workers Comp	23,934	27,738	27,738	27,738	27,738
TOTAL	\$ 269,779	\$ 382,301	\$ 382,301	\$ 380,679	\$ 380,569

Inter-Departmental Billings

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
ID Billing To Community Dev	-	(6,000)	(6,000)	(6,000)	(6,000)
TOTAL	\$ -	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)

Position Summary

Classification	CG	2021 Budget		2022 Budget			
		Adopted		Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLK 1-20	20	3.00	158,905	4.00	212,907	5.00	273,473
ADMIN SUPV-18	17	1.00	57,643	-	-	-	-
ADMIN SUPV-18	18	-	-	1.00	62,060	1.00	62,060
BLDG INSPECT DIV DIR-21	21	1.00	138,252	1.00	142,713	1.00	142,713
CODE ENFORCE OFF 3-16	16	12.00	956,014	12.00	934,023	12.00	934,024
CODE ENFORCE OFF 4-16	16	1.00	82,614	1.00	81,985	1.00	81,985
ELEC/HEAT INSPECTOR-16	16	4.00	320,715	4.00	323,363	4.00	323,363
HSG INSPECTION SUPV-18	18	1.00	91,146	1.00	94,772	1.00	94,772
INFORMATION CLERK-20	20	2.00	101,424	1.00	54,087	1.00	54,088
PLAN REV & INSP SUPV-18	18	1.00	114,984	1.00	114,108	1.00	114,108
PLAN REVIEW SPEC 2-16	16	1.00	66,306	1.00	70,269	1.00	70,269
PLAN REVIEW SPEC 3-16	16	1.00	89,031	1.00	88,353	1.00	88,353
PLAN REVIEW SPEC 4-16	16	1.00	93,516	1.00	92,804	1.00	92,804
PLUMB/HEAT INSPECTOR-16	16	3.00	247,842	3.00	245,955	3.00	245,955
PROPERTY CODE INSP 1-16	16	2.00	120,729	2.00	125,356	2.00	125,356
PROPERTY CODE INSP 3-16	16	1.00	62,378	1.00	63,885	1.00	63,885
WGTS MEASURES INSP 3-16	16	2.00	152,627	2.00	159,526	2.00	159,526
ZONING ADMIN ASST-16	16	2.00	169,239	2.00	168,746	2.00	168,746
ZONING ADMINISTRATOR-18	18	1.00	115,054	1.00	115,235	1.00	115,235
ZONING CODE OFF 1-16	16	1.00	60,993	1.00	61,903	1.00	61,903
ZONING CODE OFF 2-16	16	3.00	193,167	3.00	197,403	3.00	197,403
TOTAL		44.00	3,392,579	44.00	3,409,453	45.00	3,470,021

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.