

# Building Inspection

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## *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.

### 2023 Budget Highlights

#### Service: Consumer Protection

- Budget maintains current level of service.

#### Service: Health and Welfare

- Budget maintains current level of service.

#### Service: Inspection

- Restores 2.0 FTE Code Enforcement Officer positions held vacant in the 2022 adopted budget. (Increase: \$174,000)

#### Service: Systematic Code Enforcement

- Budget maintains current level of service.

#### Service: Zoning and Signs

- Budget maintains current level of service.

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

## Agency Budget by Fund

<b>Fund</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
General	4,876,646	4,935,448	4,841,458	4,967,199	4,969,967
<b>Total</b>	<b>\$ 4,876,646</b>	<b>\$ 4,935,448</b>	<b>\$ 4,841,458</b>	<b>\$ 4,967,199</b>	<b>\$ 4,969,967</b>

## Agency Budget by Service

<b>Service</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
Consumer Protection	233,886	275,594	265,448	250,270	244,931
Health And Welfare	418,618	489,313	436,005	453,102	436,931
Inspection	2,644,312	2,502,192	2,451,788	2,447,766	2,517,252
Systematic Code Enforcement	918,945	890,600	1,014,474	1,080,986	1,038,183
Zoning And Signs	660,886	777,749	673,743	735,076	732,671
<b>Total</b>	<b>\$ 4,876,646</b>	<b>\$ 4,935,448</b>	<b>\$ 4,841,458</b>	<b>\$ 4,967,199</b>	<b>\$ 4,969,967</b>

## Agency Budget by Major-Revenue

<b>Major Revenue</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
Charges For Services	(25,688)	(76,000)	(74,378)	(76,000)	(76,000)
Licenses And Permits	(10,396)	(10,000)	(7,841)	(10,000)	(10,000)
Transfer In	-	-	-	(18,000)	(18,000)
<b>Total</b>	<b>\$ (36,084)</b>	<b>\$ (86,000)</b>	<b>\$ (82,219)</b>	<b>\$ (104,000)</b>	<b>\$ (104,000)</b>

## Agency Budget by Major-Expense

<b>Major Expense</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
Salaries	3,192,924	3,242,371	3,256,556	3,453,248	3,453,248
Benefits	1,142,040	1,128,437	1,105,517	1,100,355	1,136,463
Supplies	44,616	71,273	27,077	71,273	71,273
Purchased Services	149,882	204,798	159,957	203,502	203,502
Inter Depart Charges	383,269	380,569	380,569	242,822	209,481
Inter Depart Billing	-	(6,000)	(6,000)	-	-
<b>Total</b>	<b>\$ 4,912,730</b>	<b>\$ 5,021,448</b>	<b>\$ 4,923,677</b>	<b>\$ 5,071,199</b>	<b>\$ 5,073,967</b>

**Building Inspection**

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.

## 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

## Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	233,886	275,594	265,448	250,270	244,931
Other-Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$ 233,886</b>	<b>\$ 275,594</b>	<b>\$ 265,448</b>	<b>\$ 250,270</b>	<b>\$ 244,931</b>

## Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	-	-	-	-	-
Personnel	203,771	209,985	205,568	210,275	211,634
Non-Personnel	3,543	8,486	2,757	8,162	8,162
Agency Charges	26,571	57,123	57,123	31,833	25,135
<b>Total</b>	<b>\$ 233,886</b>	<b>\$ 275,594</b>	<b>\$ 265,448</b>	<b>\$ 250,270</b>	<b>\$ 244,931</b>

**Building Inspection**

Function:

**Planning & Development***Service Overview***Service:** Health And Welfare*Service Description*

This service addresses community standards in regard to property maintenance, to ensure a pleasant and safe 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 inspections for all buildings, including owner-occupied residential properties, rental residential properties, and commercial properties. The goal of this service is to enhance the public and private benefits resulting from safe and sanitary maintenance of properties.

*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, MGOs 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.
- Respond to complaints from residents and referrals from the Mayor's office, Alders, and other agencies regarding inspection and enforcement of the violations listed above; answer questions regarding violations and ordinance enforcement.

*Service Budget by Fund*

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	418,618	489,313	436,005	453,102	436,931
Other-Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$ 418,618</b>	<b>\$ 489,313</b>	<b>\$ 436,005</b>	<b>\$ 453,102</b>	<b>\$ 436,931</b>

*Service Budget by Account Type*

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	(2,900)	(1,000)	(1,920)	(1,000)	(1,000)
Personnel	348,403	380,301	339,493	372,529	363,133
Non-Personnel	12,957	29,230	17,650	28,906	28,906
Agency Charges	60,158	80,782	80,782	52,667	45,892
<b>Total</b>	<b>\$ 418,618</b>	<b>\$ 489,313</b>	<b>\$ 436,005</b>	<b>\$ 453,102</b>	<b>\$ 436,931</b>

**Building Inspection**

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, 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 copies of all building floor and elevation plans are attached to the building archives and provides access to plans for external customers, including home and building owners, builders, and realtors.

*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.

	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
General	2,644,312	2,502,192	2,451,788	2,447,766	2,517,252
Other-Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$ 2,644,312</b>	<b>\$ 2,502,192</b>	<b>\$ 2,451,788</b>	<b>\$ 2,447,766</b>	<b>\$ 2,517,252</b>

*Service Budget by Account Type*

	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
Revenue	(33,184)	(85,000)	(80,299)	(103,000)	(103,000)
Personnel	2,379,408	2,374,647	2,320,264	2,360,337	2,436,297
Non-Personnel	153,435	137,552	136,829	137,552	137,552
Agency Charges	144,654	74,993	74,993	52,877	46,403
<b>Total</b>	<b>\$ 2,644,312</b>	<b>\$ 2,502,192</b>	<b>\$ 2,451,788</b>	<b>\$ 2,447,766</b>	<b>\$ 2,517,252</b>

**Building Inspection**

Function:

**Planning & Development***Service Overview***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 (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.

*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*

	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
General	918,945	890,600	1,014,474	1,080,986	1,038,183
Other-Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$ 918,945</b>	<b>\$ 890,600</b>	<b>\$ 1,014,474</b>	<b>\$ 1,080,986</b>	<b>\$ 1,038,183</b>

*Service Budget by Account Type*

	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>
Revenue	-	-	-	-	-
Personnel	807,497	731,726	908,645	950,548	914,270
Non-Personnel	19,722	77,919	24,875	77,595	77,595
Agency Charges	91,726	80,955	80,955	52,843	46,318
<b>Total</b>	<b>\$ 918,945</b>	<b>\$ 890,600</b>	<b>\$ 1,014,474</b>	<b>\$ 1,080,986</b>	<b>\$ 1,038,183</b>

**Building Inspection**

Function:

**Planning & Development***Service Overview***Service:** Zoning And Signs*Service Description*

This service reviews and regulates Madison's Zoning and Sign Control ordinances. The goal of the service is to provide timely resolution of land use issues for developers, property owners and the general public. This service provides approvals, inspections, investigation, and maintenance of records, zoning changes, and street sign ordinance administration. The service 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.

*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*

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	660,886	777,749	673,743	735,076	732,671
Other-Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$ 660,886</b>	<b>\$ 777,749</b>	<b>\$ 673,743</b>	<b>\$ 735,076</b>	<b>\$ 732,671</b>

*Service Budget by Account Type*

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Personnel	595,885	674,149	588,104	659,914	664,378
Non-Personnel	4,841	22,884	4,923	22,560	22,560
Agency Charges	60,160	80,716	80,716	52,602	45,733
<b>Total</b>	<b>\$ 660,886</b>	<b>\$ 777,749</b>	<b>\$ 673,743</b>	<b>\$ 735,076</b>	<b>\$ 732,671</b>

**Building Inspection**

Function: **Planning & Development**

Line Item Detail

Agency Primary Fund: General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
<b>Charges For Services</b>					
Miscellaneous Chrgs For Servic	(22,788)	(75,000)	(72,458)	(75,000)	(75,000)
Graffiti Removal	(2,900)	(1,000)	(1,920)	(1,000)	(1,000)
<b>Charges For Services Total</b>	<b>\$ (25,688)</b>	<b>\$ (76,000)</b>	<b>\$ (74,378)</b>	<b>\$ (76,000)</b>	<b>\$ (76,000)</b>
<b>Licenses And Permits</b>					
Other Permits	(10,396)	(10,000)	(7,841)	(10,000)	(10,000)
<b>Licenses And Permits Total</b>	<b>\$ (10,396)</b>	<b>\$ (10,000)</b>	<b>\$ (7,841)</b>	<b>\$ (10,000)</b>	<b>\$ (10,000)</b>
<b>Transfer In</b>					
Transfer In From CDBG	-	-	-	(18,000)	(18,000)
<b>Transfer In Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (18,000)</b>	<b>\$ (18,000)</b>
<b>Salaries</b>					
Permanent Wages	3,152,155	3,504,728	3,229,986	3,491,786	3,491,786
Salary Savings	-	(292,008)	-	(68,189)	(68,189)
Pending Personnel	-	-	-	6,300	6,300
Furlough Savings	(875)	-	-	-	-
Premium Pay	445	23,096	2,382	16,796	16,796
Compensated Absence	27,454	-	14,658	-	-
Overtime Wages Permanent	12,712	6,555	7,675	6,555	6,555
Election Officials Wages	1,033	-	1,855	-	-
<b>Salaries Total</b>	<b>\$ 3,192,924</b>	<b>\$ 3,242,371</b>	<b>\$ 3,256,556</b>	<b>\$ 3,453,248</b>	<b>\$ 3,453,248</b>
<b>Benefits</b>					
Comp Absence Escrow	86,369	-	65,426	-	-
Health Insurance Benefit	552,845	590,978	537,232	561,310	588,302
Wage Insurance Benefit	16,875	16,834	16,949	16,868	16,868
WRS	215,525	227,804	210,870	226,966	237,442
FICA Medicare Benefits	236,684	258,174	240,360	260,009	258,650
Post Employment Health Plans	33,741	34,647	34,680	35,201	35,201
<b>Benefits Total</b>	<b>\$ 1,142,040</b>	<b>\$ 1,128,437</b>	<b>\$ 1,105,517</b>	<b>\$ 1,100,355</b>	<b>\$ 1,136,463</b>
<b>Supplies</b>					
Office Supplies	4,206	13,363	4,129	13,363	13,363
Copy Printing Supplies	7,641	13,960	6,335	13,960	13,960
Furniture	695	2,500	-	2,500	2,500
Hardware Supplies	4,715	4,500	-	4,500	4,500
Postage	12,120	20,000	8,309	20,000	20,000
Books & Subscriptions	1,216	1,450	2,566	1,450	1,450
Work Supplies	-	3,500	5,194	3,500	3,500
Safety Supplies	-	2,000	543	2,000	2,000
Inventory	14,023	10,000	-	10,000	10,000
<b>Supplies Total</b>	<b>\$ 44,616</b>	<b>\$ 71,273</b>	<b>\$ 27,077</b>	<b>\$ 71,273</b>	<b>\$ 71,273</b>



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

Line Item Detail

Agency Primary Fund: General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Purchased Services					
Telephone	8,129	5,152	1,102	3,856	3,856
Cellular Telephone	12,724	7,362	6,851	7,362	7,362
Graffiti Removal	11,270	6,500	6,319	6,500	6,500
Comm Device Mntc	-	3,400	-	3,400	3,400
System & Software Mntc	1,699	7,183	350	7,183	7,183
Recruitment	2,289	-	17	-	-
Mileage	94,483	128,860	96,171	128,860	128,860
Conferences & Training	855	6,750	5,523	6,750	6,750
Memberships	1,723	1,200	1,974	1,200	1,200
Legal Services	3,752	6,500	6,520	6,500	6,500
Storage Services	2,843	1,500	2,569	1,500	1,500
Consulting Services	-	1,221	-	1,221	1,221
Advertising Services	4,588	7,808	2,956	7,808	7,808
Interpreters Signing Services	-	500	-	500	500
Other Services & Expenses	5,526	19,912	29,605	19,912	19,912
Permits & Licenses	-	950	-	950	950
<b>Purchased Services Total</b>	<b>\$ 149,882</b>	<b>\$ 204,798</b>	<b>\$ 159,957</b>	<b>\$ 203,502</b>	<b>\$ 203,502</b>
Inter Depart Charges					
ID Charge From Engineering	113,620	113,620	113,620	113,620	113,620
ID Charge From Fleet Services	6,449	4,851	4,851	7,675	7,901
ID Charge From Traffic Eng	2,016	914	914	914	2,216
ID Charge From Insurance	233,446	233,446	233,446	96,180	61,311
ID Charge From Workers Comp	27,738	27,738	27,738	24,433	24,433
<b>Inter Depart Charges Total</b>	<b>\$ 383,269</b>	<b>\$ 380,569</b>	<b>\$ 380,569</b>	<b>\$ 242,822</b>	<b>\$ 209,481</b>
Inter Depart Billing					
ID Billing To Community Dev	-	(6,000)	(6,000)	-	-
<b>Inter Depart Billing Total</b>	<b>\$ -</b>	<b>\$ (6,000)</b>	<b>\$ (6,000)</b>	<b>\$ -</b>	<b>\$ -</b>

*Position Summary*

Classification	CG	2022 Budget		2023 Budget			
		Adopted		Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLK 1-20	20	5.00	276,208	5.00	270,188	5.00	270,188
ADMIN SUPV-18	18	1.00	62,681	1.00	67,390	1.00	67,390
BLDG INSPECT DIV DIR-21	21	1.00	144,140	1.00	132,020	1.00	132,020
CODE ENFORCE OFF 3-16	16	12.00	943,364	12.00	913,539	12.00	913,539
CODE ENFORCE OFF 4-16	16	1.00	82,805	1.00	83,218	1.00	83,218
ELEC/HEAT INSPECTOR-16	16	4.00	326,597	4.00	331,979	4.00	331,979
HSG INSPECTION SUPV-18	18	1.00	95,720	1.00	103,760	1.00	103,760
INFORMATION CLERK-20	20	1.00	54,629	1.00	54,902	1.00	54,902
PLAN REV & INSP SUPV-18	18	1.00	115,249	1.00	119,198	1.00	119,198
PLAN REVIEW SPEC 2-16	16	1.00	70,972	1.00	71,326	1.00	71,326
PLAN REVIEW SPEC 3-16	16	1.00	89,237	1.00	89,682	1.00	89,682
PLAN REVIEW SPEC 4-16	16	1.00	93,732	1.00	94,200	1.00	94,200
PLUMB/HEAT INSPECTOR-16	16	3.00	248,415	3.00	252,079	3.00	252,079
PROPERTY CODE INSP 1-16	16	2.00	126,609	2.00	127,241	2.00	127,241
PROPERTY CODE INSP 3-16	16	1.00	64,524	1.00	66,791	1.00	66,791
WGTS MEASURES INSP 3-16	16	2.00	161,121	2.00	161,926	2.00	161,926
ZONING ADMIN ASST-16	16	2.00	170,434	2.00	173,709	2.00	173,709
ZONING ADMINISTRATOR-18	18	1.00	116,387	1.00	97,887	1.00	97,887
ZONING CODE OFF 1-16	16	1.00	62,522	-	-	-	-
ZONING CODE OFF 2-16	16	3.00	199,377	4.00	280,750	4.00	280,750
<b>TOTAL</b>		<b>45.00</b>	<b>3,504,723</b>	<b>45.00</b>	<b>3,491,786</b>	<b>45.00</b>	<b>3,491,786</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.