

Building Inspection

Agency Budget by Fund

Fund	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
General	4,948,032	5,630,509	5,575,283	5,896,003	5,945,166	5,945,166
Total	\$ 4,948,032	\$ 5,630,509	\$ 5,575,283	\$ 5,896,003	\$ 5,945,166	\$ 5,945,166

Agency Budget by Service

Service	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Building Permits & Inspections	Service history not shown due to Results Madison service			2,857,819	2,946,641	2,946,641
Home & Property	restructure. Services listed here started January 1, 2025.			1,758,576	1,718,164	1,718,164
Weights & Measures				298,199	300,363	300,363
Zoning And Signs				981,409	979,998	979,998
Total	\$ 4,948,032	\$ 5,630,509	\$ 5,575,283	\$ 5,896,003	\$ 5,945,166	\$ 5,945,166

Agency Budget by Major-Revenue

Major Revenue	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Charges For Services	(60,766)	(46,000)	(37,940)	(46,000)	(46,000)	(46,000)
Licenses And Permits	(9,339)	(10,000)	(7,491)	(10,000)	(10,000)	(10,000)
Transfer In	-	(6,000)	-	(6,000)	(6,000)	(6,000)
Total	\$ (70,105)	\$ (62,000)	\$ (45,431)	\$ (62,000)	\$ (62,000)	\$ (62,000)

Agency Budget by Major-Expense

Major Expense	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Salaries	3,436,098	3,855,084	3,812,576	4,024,590	4,187,747	4,187,747
Benefits	1,112,683	1,249,578	1,241,886	1,336,292	1,355,019	1,355,019
Supplies	49,253	71,273	49,510	71,273	71,273	61,273
Purchased Services	213,394	203,385	210,800	203,385	203,385	213,385
Inter Depart Charges	206,708	313,190	311,941	322,463	189,742	189,742
Inter Depart Billing	-	-	(6,000)	-	-	-
Total	\$ 5,018,136	\$ 5,692,509	\$ 5,620,713	\$ 5,958,003	\$ 6,007,166	\$ 6,007,166



Building Inspection Division

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Fax (608) 266-6377
www.cityofmadison.com

TO: Mayor Rhodes-Conway
FROM: Matt Tucker, Building Inspection Division Director
DATE: July 18, 2025
SUBJECT: Building Inspection Division Operating Budget Transmittal Memo
CC: Deputy Mayors; Finance Director; Budget Manager

GOALS OF BUILDING INSPECTION DIVISION'S OPERATING BUDGET

The 2026 operating budget request for the Building Inspection Division seeks to put forth a spending plan consistent with the Mayor's directive. In our proposal, we continue to sustain the level of community service, while also demonstrating the Division's ability to seek innovative solutions, with an eye on improving our performance and controlling costs.

Our Division budget consists of four services:

Building Permits & Inspections (601): This service ensures compliance with Madison's building and mechanical system ordinances by reviewing building plans prior to construction and the issuance of permits, inspecting construction projects, maintaining permit records, performing preoccupancy inspections, and inspecting underground utilities. The process ensures buildings are constructed according to all applicable codes (building, plumbing, heating, and electrical) and the building is safe to occupy when the project is completed.

Home & Property (602): This service inspects commercial and residential properties and provides routine building services, ensuring properties and buildings maintain compliance with the City's Minimum Housing Code. This service is also responsible for heating problems, 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 and in good condition. This service also 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 preserve public health, safety, and general welfare of all residents, to help maintain property values by eliminating blighting influences and to enhance the public and private benefits resulting from safe and sanitary maintenance of properties.

Zoning and Signs (603): 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.

Weights & Measures (604): 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.

Building Inspection revenues totaled nearly \$7.05 million for 2024. Through June of 2025, revenues are down about 15% from the same time last year. This is not cause for immediate concern, as revenues tend to fluctuate thought the year. Permit requests and plan review numbers are generally consistent with last year.

The Division work plan identifies the tasks and responsibilities associated with each service. Our budget reflects the resources necessary for successful delivery of the services. We track a variety of data points to manage trends, identify areas of resource need, and shift resources accordingly to those services most in need.

99.25% BUDGET FOR GENERAL, LIBRARY, AND FLEET FUNDS

Through cautious spending and thoughtful use of resources, the Division has met its budget goals for many years. To meet the 99.25% cost-to-continue target for 2026, we look to continue to reduce spending for supplies and purchased services. We are a lead agency participating in the development review process being managed by the DPCED Director's office, and will be implementing recommendations from the study to further coordinate with reviewing agencies, expedite reviews and create long-term efficiencies. We continue to explore expanding on-line permitting and review, enhance our code enforcement utilizing field-deployed technology, find new avenues to educate about the availability of our services, and explore other efficiencies to take care of the people and property of the City that are touched by our services. All this, to provide the highest quality service for the common good of our residents and visitors.

REALLOCATIONS AND OTHER CHANGES

We propose to move \$14,973 (the 0.25% budget efficiency return) to cover overtime wages, to true-up the budget to historical actuals.

We propose to move \$10,000 from Supplies to Legal Services, to cover costs associated with Rent Abatement Program. The number of cases is an increasing trend, and the costs for the Rent Abatement Hearing Examiner also increased.

2026 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in your Common Drive Folder.

Part 1. Identifying Information

Select your Agency:

BUILDING INSPECTION

Enter your Service:

Building Permits & Inspections

Review the "Service Description" in the [2025 Adopted Budget](#). Do you have any updates?

☒ No – No change to description

☐ Yes – Description needs to be updated

If yes, enter updated Service Description here:

Click or tap here to enter text.

Review the "Activities Performed by Service" in the [2025 Adopted Budget](#). Do you have any updates?

☒ No – No change to activities

☐ Yes – Activities need to be updated

If yes, enter updated Activities Performed by Service here:

Click or tap here to enter text.

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)

Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the **Service and/or Major level**.

Examples of changes that **do** need to be detailed:

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Examples of changes that **do not** need to be detailed:

- Total changes of less than \$10,000 at the Major and Service level.
- Object level changes if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

Summary Table of Service and/or Major Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

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Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Click or tap here to enter text.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

Click or tap here to enter text.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?

- ☒ No – No allocation changes
☐ Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?

- ☒ No – No reclassifications
☐ Yes – Includes proposed reclassifications

*If yes, you must provide the position number and briefly describe the change in the text box below.
If the request involves a new classification, attach an updated position description.*

Click or tap here to enter text.

of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the [2025 Employee Compensation Calculator](#) to estimate the total costs.

Does your proposal change the total number of FTE positions for an existing classification?

☒ No – No change to # of FTEs

☐ Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Click or tap here to enter text.

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Click or tap here to enter text.

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

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2026 Operating Budget Service Budget Proposal Form

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Part 1. Identifying Information

Select your Agency:

BUILDING INSPECTION

Enter your Service:

Home & Property

Review the "Service Description" in the [2025 Adopted Budget](#). Do you have any updates?

☒ No – No change to description

☐ Yes – Description needs to be updated

If yes, enter updated Service Description here:

Click or tap here to enter text.

Review the "Activities Performed by Service" in the [2025 Adopted Budget](#). Do you have any updates?

☒ No – No change to activities

☐ Yes – Activities need to be updated

If yes, enter updated Activities Performed by Service here:

Click or tap here to enter text.

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)

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Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

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1100 - GENERAL	53 - SUPPLIES	-10000	to cover costs associated with Rent Abatement Program.
1100 - GENERAL	54 - PURCHASED SERVICES	10000	to cover costs associated with Rent Abatement Program.
Select	Select	Enter \$.	Click or tap here to enter text.
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Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

We propose to move \$10,000 from Supplies to Legal Services, to cover costs associated with Rent Abatement Program. The number of cases is an increasing trend, and the costs for the Rent Abatement Hearing Examiner also increased.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

The Rent Abatement program is a way for tenants to apply to reduce their rent after a housing provider fails to fix certain code violations. Tenants are eligible when a landlord does not fix issues by the due date listed on the Official Notice. There are specific code violations that are eligible for a rent reduction. This one program the City can provide under state law to assist tenants with their rights to code-compliant housing.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

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Part 1. Identifying Information

Select your Agency:	BUILDING INSPECTION
Enter your Service:	Weights & Measures

Review the "Service Description" in the [2025 Adopted Budget](#). Do you have any updates?

- ☒ No – No change to description
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BUILDING INSPECTION

Enter your Service:

Zoning And Signs

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