

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.

2024 Budget Highlights

Service: Consumer Protection

- Budget maintains current level of service.

Service: Health and Welfare

- Removes \$20,000 in purchased services for blight study in the Allied Drive area completed in 2023.

Service: Inspection

- Budget maintains current level of service.

Service: Systematic Code Enforcement

- Budget maintains current level of service.

Service: Zoning and Signs

- Budget maintains current level of service.

Building InspectionFunction: **Planning & Development***Budget Overview*

Agency Budget by Fund

Fund	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	4,868,278	5,116,290	4,787,509	5,541,611	5,630,509
Total	\$ 4,868,278	\$ 5,116,290	\$ 4,787,509	\$ 5,541,611	\$ 5,630,509

Agency Budget by Service

Service	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Consumer Protection	237,995	250,912	240,957	283,172	286,805
Health And Welfare	406,097	466,342	431,383	484,221	492,063
Inspection	2,530,145	2,585,334	2,407,327	2,802,094	2,847,904
Systematic Code Enforcement	1,002,011	1,062,581	963,617	1,138,798	1,157,200
Zoning And Signs	692,030	751,120	744,225	833,326	846,539
Total	\$ 4,868,278	\$ 5,116,290	\$ 4,787,509	\$ 5,541,611	\$ 5,630,509

Agency Budget by Major-Revenue

Major Revenue	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Charges For Services	(42,151)	(76,000)	(44,000)	(46,000)	(46,000)
Licenses And Permits	(8,283)	(10,000)	(8,712)	(10,000)	(10,000)
Transfer In	-	(18,000)	(6,000)	(6,000)	(6,000)
Total	\$ (50,434)	\$ (104,000)	\$ (58,712)	\$ (62,000)	\$ (62,000)

Agency Budget by Major-Expense

Major Expense	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Salaries	3,290,406	3,563,617	3,305,782	3,817,273	3,855,084
Benefits	1,194,212	1,152,416	1,090,518	1,198,516	1,249,578
Supplies	50,109	71,273	32,261	71,273	71,273
Purchased Services	169,557	223,502	208,179	203,385	203,385
Inter Depart Charges	232,428	209,481	209,481	313,164	313,190
Inter Depart Billing	(18,000)	-	-	-	-
Total	\$ 4,918,712	\$ 5,220,290	\$ 4,846,221	\$ 5,603,611	\$ 5,692,509

*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 state and federal bodies to ensure uniformity in code regulation and enforcement.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	237,995	250,912	240,957	283,172	286,805
Total	\$ 237,995	\$ 250,912	\$ 240,957	\$ 283,172	\$ 286,805

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Personnel	206,772	217,615	211,688	228,122	231,729
Non-Personnel	3,510	8,162	4,134	8,162	8,162
Agency Charges	27,713	25,135	25,135	46,888	46,914
Total	\$ 237,995	\$ 250,912	\$ 240,957	\$ 283,172	\$ 286,805

*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

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	406,097	466,342	431,383	484,221	492,063
Total	\$ 406,097	\$ 466,342	\$ 431,383	\$ 484,221	\$ 492,063

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Revenue	(2,000)	(1,000)	(2,000)	(2,000)	(2,000)
Personnel	338,743	372,544	347,725	391,058	398,899
Non-Personnel	23,615	48,906	39,766	28,789	28,789
Agency Charges	45,739	45,892	45,892	66,374	66,375
Total	\$ 406,097	\$ 466,342	\$ 431,383	\$ 484,221	\$ 492,063

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.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	2,530,145	2,585,334	2,407,327	2,802,094	2,847,904
Total	\$ 2,530,145	\$ 2,585,334	\$ 2,407,327	\$ 2,802,094	\$ 2,847,904

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Revenue	(48,434)	(103,000)	(56,712)	(60,000)	(60,000)
Personnel	2,379,182	2,504,379	2,261,196	2,657,655	2,703,465
Non-Personnel	157,797	137,552	156,439	137,552	137,552
Agency Charges	41,599	46,403	46,403	66,887	66,887
Total	\$ 2,530,145	\$ 2,585,334	\$ 2,407,327	\$ 2,802,094	\$ 2,847,904

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

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	1,002,011	1,062,581	963,617	1,138,798	1,157,200
Total	\$ 1,002,011	\$ 1,062,581	\$ 963,617	\$ 1,138,798	\$ 1,157,200

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Personnel	919,222	938,668	884,395	994,403	1,012,806
Non-Personnel	29,154	77,595	32,905	77,595	77,595
Agency Charges	53,635	46,318	46,318	66,800	66,799
Total	\$ 1,002,011	\$ 1,062,581	\$ 963,617	\$ 1,138,798	\$ 1,157,200

*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

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	692,030	751,120	744,225	833,326	846,539
Total	\$ 692,030	\$ 751,120	\$ 744,225	\$ 833,326	\$ 846,539

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Personnel	640,698	682,827	691,296	744,551	757,764
Non-Personnel	5,590	22,560	7,196	22,560	22,560
Agency Charges	45,741	45,733	45,733	66,215	66,215
Total	\$ 692,030	\$ 751,120	\$ 744,225	\$ 833,326	\$ 846,539

Building Inspection

Function: Planning & Development

Line Item Detail

Agency Primary Fund: General

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Charges For Services					
Miscellaneous Chrgs For Servic	(40,151)	(75,000)	(42,000)	(44,000)	(44,000)
Graffiti Removal	(2,000)	(1,000)	(2,000)	(2,000)	(2,000)
Charges For Services Total	\$ (42,151)	\$ (76,000)	\$ (44,000)	\$ (46,000)	\$ (46,000)
Licenses And Permits					
Other Permits	(8,283)	(10,000)	(8,712)	(10,000)	(10,000)
Licenses And Permits Total	\$ (8,283)	\$ (10,000)	\$ (8,712)	\$ (10,000)	\$ (10,000)
Transfer In					
Transfer In From CDBG	-	(18,000)	(6,000)	(6,000)	(6,000)
Transfer In Total	\$ -	\$ (18,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)
Salaries					
Permanent Wages	3,225,862	3,602,155	3,248,840	3,839,093	3,876,312
Salary Savings	-	(68,189)	-	(19,195)	(19,195)
Pending Personnel	-	6,300	-	-	592
Premium Pay	1,988	16,796	2,344	16,796	16,796
Compensated Absence	28,542	-	30,000	30,000	30,000
Overtime Wages Permanent	32,132	6,555	22,873	6,555	6,555
Election Officials Wages	1,881	-	1,725	-	-
Budget Efficiencies	-	-	-	(55,976)	(55,976)
Salaries Total	\$ 3,290,406	\$ 3,563,617	\$ 3,305,782	\$ 3,817,273	\$ 3,855,084
Benefits					
Comp Absence Escrow	141,065	-	-	-	-
Health Insurance Benefit	545,569	588,302	576,020	599,887	644,290
Wage Insurance Benefit	16,464	16,868	15,507	15,450	15,450
WRS	214,029	244,948	223,232	261,059	267,466
FICA Medicare Benefits	242,324	267,097	241,004	285,628	285,879
Licenses & Certifications	82	-	-	-	-
Post Employment Health Plans	34,680	35,201	34,755	36,493	36,493
Benefits Total	\$ 1,194,212	\$ 1,152,416	\$ 1,090,518	\$ 1,198,516	\$ 1,249,578
Supplies					
Office Supplies	8,913	13,363	4,463	13,363	13,363
Copy Printing Supplies	9,072	13,960	5,078	13,960	13,960
Furniture	-	2,500	-	2,500	2,500
Hardware Supplies	4,772	4,500	-	4,500	4,500
Postage	14,738	20,000	15,647	20,000	20,000
Books & Subscriptions	1,377	1,450	607	1,450	1,450
Work Supplies	3,962	3,500	1,000	3,500	3,500
Safety Supplies	670	2,000	700	2,000	2,000
Inventory	6,605	10,000	4,766	10,000	10,000
Supplies Total	\$ 50,109	\$ 71,273	\$ 32,261	\$ 71,273	\$ 71,273

Building InspectionFunction: **Planning & Development**

Line Item Detail

Agency Primary Fund: General

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Purchased Services					
Telephone	1,367	3,856	1,239	3,856	3,856
Cellular Telephone	6,332	7,362	9,377	7,362	7,362
Graffiti Removal	8,733	6,500	4,455	6,500	6,500
Comm Device Mntc	-	3,400	-	3,400	3,400
System & Software Mntc	1,749	7,183	-	7,183	7,183
Recruitment	21	-	118	-	-
Mileage	112,448	128,860	107,077	128,860	128,860
Conferences & Training	3,166	6,750	3,007	6,750	6,750
Memberships	4,038	1,200	1,608	1,200	1,200
Legal Services	5,787	6,500	7,680	6,500	6,500
Storage Services	2,141	1,500	-	1,500	1,500
Consulting Services	-	1,221	1,221	1,221	1,221
Advertising Services	4,860	7,808	5,000	7,808	7,808
Interpreters Signing Services	-	500	-	500	500
Other Services & Expenses	18,916	39,912	66,447	19,795	19,795
Permits & Licenses	-	950	950	950	950
Purchased Services Total	\$ 169,557	\$ 223,502	\$ 208,179	\$ 203,385	\$ 203,385
Inter Depart Charges					
ID Charge From Engineering	113,620	113,620	113,620	113,620	113,620
ID Charge From Fleet Services	10,377	7,901	7,901	9,172	9,199
ID Charge From Traffic Eng	2,016	2,216	2,216	2,216	2,216
ID Charge From Insurance	80,095	61,311	61,311	161,380	161,380
ID Charge From Workers Comp	26,321	24,433	24,433	26,775	26,775
Inter Depart Charges Total	\$ 232,428	\$ 209,481	\$ 209,481	\$ 313,164	\$ 313,190
Inter Depart Billing					
ID Billing To Community Dev	(18,000)	-	-	-	-
Inter Depart Billing Total	\$ (18,000)	\$ -	\$ -	\$ -	\$ -

Building Inspection

Function: Planning & Development

Position Summary

Classification	CG	2023 Budget Adopted		2024 Budget			
		FTEs	Amount	Request		Executive	
				FTEs	Amount	FTEs	Amount
ADMIN CLK 1-20	20	5.00	278,728	5.00	297,172	5.00	300,052
ADMIN SUPV-18	18	1.00	69,520	1.00	74,212	1.00	74,932
BLDG INSPECT DIV DIR-21	21	1.00	136,193	1.00	145,386	1.00	146,796
CODE ENFORCE OFF 3-16	16	12.00	942,414	12.00	1,018,517	12.00	1,028,391
CODE ENFORCE OFF 4-16	16	1.00	85,849	1.00	91,644	1.00	92,533
ELEC/HEAT INSPECTOR-16	16	4.00	342,473	4.00	351,192	4.00	354,596
HSG INSPECTION SUPV-18	18	1.00	107,040	1.00	114,265	1.00	115,373
INFORMATION CLERK-20	20	1.00	56,637	1.00	60,460	1.00	61,047
PLAN REV & INSP SUPV-18	18	1.00	122,966	1.00	131,267	1.00	132,539
PLAN REVIEW SPEC 2-16	16	1.00	73,580	1.00	67,760	1.00	68,416
PLAN REVIEW SPEC 3-16	16	1.00	92,517	1.00	98,762	1.00	99,719
PLAN REVIEW SPEC 4-16	16	1.00	97,177	1.00	83,802	1.00	84,614
PLUMB/HEAT INSPECTOR-16	16	3.00	260,047	3.00	280,270	3.00	282,988
PROPERTY CODE INSP 1-16	16	2.00	131,263	2.00	140,782	2.00	142,147
PROPERTY CODE INSP 3-16	16	1.00	68,902	1.00	73,553	1.00	74,266
WGTS MEASURES INSP 3-16	16	2.00	167,044	2.00	178,319	2.00	180,048
ZONING ADMIN ASST-16	16	2.00	179,199	2.00	192,185	2.00	194,049
ZONING ADMINISTRATOR-18	18	1.00	100,981	1.00	112,754	1.00	113,847
ZONING CODE OFF 2-16	16	4.00	289,624	4.00	326,791	4.00	329,959
		45.00	\$3,602,155	45.00	\$3,839,093	45.00	\$3,876,312

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.