

Building Inspection

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. To achieve this goal, the Agency will introduce a Bilingual Inspector Program and examine electronic plan review.

2018 Budget Highlights

The 2018 Adopted Budget includes funding for:

- Reduced budgeted salary savings based on prior year vacancy trends (\$45,000).
- Creation of a Zoning Administrative position to assist with the development review process (\$62,000).
- Increase in assumed revenue from Building Permits by increasing the Zoning Review Fee and initiating an Early Start Permit Fee; revenue from these fees are budgeted as General Fund revenue and were added by Finance Committee Operating Budget Amendment #1 (\$103,000).

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

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue						
Health & Welfare	(2,100)	(1,500)	(600)	(1,500)	(1,500)	(1,500)
Inspection	(66,167)	(45,000)	(66,200)	(45,000)	(45,000)	(45,000)
Total Revenue	\$ (68,267)	\$ (46,500)	\$ (66,800)	\$ (46,500)	\$ (46,500)	\$ (46,500)
Expense						
Consumer Protection	269,203	276,940	276,482	294,864	295,248	295,248
Health & Welfare	463,578	493,914	419,952	459,570	460,038	460,038
Inspection	2,136,222	1,898,206	2,131,705	1,975,638	2,023,011	2,023,011
Systematic Code Enforcement	932,028	1,046,161	876,084	1,059,872	1,061,705	1,061,705
Zoning & Signs	626,105	689,106	669,970	708,458	708,937	770,937
Total Expense	\$ 4,427,135	\$ 4,404,327	\$ 4,374,192	\$ 4,498,402	\$ 4,548,939	\$ 4,610,939
Net General Fund	\$ 4,358,868	\$ 4,357,827	\$ 4,307,392	\$ 4,451,902	\$ 4,502,439	\$ 4,564,439

Budget by Fund & Major

Fund: General

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue						
Charges for Services	(56,882)	(41,500)	(55,382)	(41,500)	(41,500)	(41,500)
Licenses & Permits	(11,385)	(5,000)	(11,418)	(5,000)	(5,000)	(5,000)
Total Revenue	\$ (68,267)	\$ (46,500)	\$ (66,800)	\$ (46,500)	\$ (46,500)	\$ (46,500)
Expense						
Salaries	3,033,114	3,024,179	2,973,273	3,082,601	3,127,531	3,189,531
Benefits	1,049,131	1,007,123	1,027,060	1,035,081	1,036,904	1,036,904
Supplies	56,182	59,523	49,196	60,723	60,723	60,723
Purchased Services	181,589	205,696	185,533	205,696	205,696	205,696
Inter Departmental Charges	107,119	107,806	139,130	114,301	118,085	118,085
Total Expense	\$ 4,427,135	\$ 4,404,327	\$ 4,374,192	\$ 4,498,402	\$ 4,548,939	\$ 4,610,939
Net General Fund	\$ 4,358,868	\$ 4,357,827	\$ 4,307,392	\$ 4,451,902	\$ 4,502,439	\$ 4,564,439

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 ensure Madison consumers receive the correct amount of product for which they pay.

2018 Planned Activities

- Study the Weights and Measures services currently being provided to the Town of Madison to determine if the City's Building Inspection Division could provide a better service at a lower cost than the current provider (i.e., State of Wisconsin).

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	-	-	-	-	-	-
Expense	269,203	276,940	276,482	294,864	295,248	295,248
Net Service Budget	\$ 269,203	\$ 276,940	\$ 276,482	\$ 294,864	\$ 295,248	\$ 295,248

Service: Health & Welfare

Service Description

This service provides assistance to thousands of citizens who need help with property maintenance, ensuring 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.

2018 Planned Activities

- Work with the City's IT Department to provide instant notification to property owners when a case regarding property maintenance violations are entered into Building Inspection's case tracking system.
- Begin voluntary email collection from property owners wishing to receive timely notification of pending enforcement actions.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	(2,100)	(1,500)	(600)	(1,500)	(1,500)	(1,500)
Expense	463,578	493,914	419,952	459,570	460,038	460,038
Net Service Budget	\$ 461,478	\$ 492,414	\$ 419,352	\$ 458,070	\$ 458,538	\$ 458,538

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, pre-occupancy 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.

2018 Planned Activities

- Pursue an ordinance amendment allowing electronic submission of floor and elevator plans to improve the storage of their imaging files.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	(66,167)	(45,000)	(66,200)	(45,000)	(45,000)	(45,000)
Expense	2,136,222	1,898,206	2,131,705	1,975,638	2,023,011	2,023,011
Net Service Budget	\$ 2,070,055	\$ 1,853,206	\$ 2,065,505	\$ 1,930,638	\$ 1,978,011	\$ 1,978,011

Building Inspection Division

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. 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 section 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 help maintain property values by eliminating blighting influences.

2018 Planned Activities

- Provide read-only access to case tracking software, allowing Alders fulltime access to all enforcement information, including inspection results/notes, official notices, extension letters and other miscellaneous correspondences.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	-	-	-	-	-	-
Expense	932,028	1,046,161	876,084	1,059,872	1,061,705	1,061,705
Net Service Budget	\$ 932,028	\$ 1,046,161	\$ 876,084	\$ 1,059,872	\$ 1,061,705	\$ 1,061,705

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 inspection services post-construction to ensure the project was completed in accordance with the approvals.

2018 Planned Activities

- Upload archived documents to the City's data portal.
- Provide access through the City's data portal to a limited number of archived documents, including ones that are the subject of many open records requests. Documents that contain personal information will remain restricted.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	-	-	-	-	-	-
Expense	626,105	689,106	669,970	708,458	708,937	770,937
Net Service Budget	\$ 626,105	\$ 689,106	\$ 669,970	\$ 708,458	\$ 708,937	\$ 770,937

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

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Misc Charges for Service	(54,782)	(40,000)	(54,782)	(40,000)	(40,000)	(40,000)
Graffiti Removal	(2,100)	(1,500)	(600)	(1,500)	(1,500)	(1,500)
TOTAL	\$ (56,882)	\$ (41,500)	\$ (55,382)	\$ (41,500)	\$ (41,500)	\$ (41,500)

Licenses & Permits

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Other Permits	(11,385)	(5,000)	(11,418)	(5,000)	(5,000)	(5,000)
TOTAL	\$ (11,385)	\$ (5,000)	\$ (11,418)	\$ (5,000)	\$ (5,000)	\$ (5,000)

Salaries

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Permanent Wages	2,988,464	3,172,458	2,954,493	3,230,880	3,230,880	3,230,880
Salary Savings	-	(174,930)	-	(174,930)	(130,000)	(130,000)
Premium Pay	357	23,096	544	23,096	23,096	23,096
Workers Compensation Wages	1,283	-	-	-	-	-
Compensated Absence	29,102	-	1,514	-	-	-
Overtime Wages Permanent	12,882	3,555	15,917	3,555	3,555	3,555
Election Officials Wages	1,027	-	805	-	-	-
TOTAL	\$ 3,033,114	\$ 3,024,179	\$ 2,973,273	\$ 3,082,601	\$ 3,127,531	\$ 3,189,531

Benefits

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Comp Absence Escrow	120,269	-	36,910	-	-	-
Health Insurance Benefit	493,558	505,601	519,640	525,446	531,612	531,612
Wage Insurance Benefit	12,521	12,041	13,661	13,690	13,690	13,690
WRS	198,647	215,727	202,453	219,698	216,470	216,470
FICA Medicare Benefits	224,136	239,866	223,400	244,818	243,703	243,703
Licenses & Certifications	-	-	31	-	-	-
Post Employment Health Plans	-	33,888	30,965	31,429	31,429	31,429
TOTAL	\$ 1,049,131	\$ 1,007,123	\$ 1,027,060	\$ 1,035,081	\$ 1,036,904	\$ 1,036,904

Supplies

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Purchasing Card Unallocated	-	-	2,269	-	-	-
Office Supplies	11,367	10,663	9,776	11,863	11,863	11,863
Copy Printing Supplies	8,318	13,960	5,121	13,960	13,960	13,960
Furniture	518	2,500	518	2,500	2,500	2,500
Hardware Supplies	-	1,000	1,000	1,000	1,000	1,000
Postage	21,165	20,000	21,165	20,000	20,000	20,000
Books & Subscriptions	2,541	900	150	900	900	900
Work Supplies	4,642	3,500	2,814	3,500	3,500	3,500
Safety Supplies	680	2,000	422	2,000	2,000	2,000
Inventory	6,951	5,000	5,962	5,000	5,000	5,000
TOTAL	\$ 56,182	\$ 59,523	\$ 49,196	\$ 60,723	\$ 60,723	\$ 60,723

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

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Telephone	5,206	8,000	8,397	8,000	8,000	8,000
Cellular Telephone	6,398	7,362	5,179	7,362	7,362	7,362
Graffiti Removal	6,204	6,500	5,412	6,500	6,500	6,500
Comm Device Mntc	259	3,400	-	3,400	3,400	3,400
System & Software Mntc	2,095	4,183	3,000	4,183	4,183	4,183
Mileage	119,544	128,860	119,544	128,860	128,860	128,860
Conferences & Training	4,056	7,750	3,710	7,750	7,750	7,750
Memberships	1,432	1,200	1,342	1,200	1,200	1,200
Legal Services	6,415	7,500	7,500	7,500	7,500	7,500
Storage Services	1,301	1,500	1,698	1,500	1,500	1,500
Consulting Services	-	1,221	1,221	1,221	1,221	1,221
Advertising Services	6,636	7,808	3,200	7,808	7,808	7,808
Interpreters Signing Services	-	500	-	500	500	500
Other Services & Expenses	22,044	19,912	25,330	19,912	19,912	19,912
TOTAL	\$ 181,589	\$ 205,696	\$ 185,533	\$ 205,696	\$ 205,696	\$ 205,696

Inter-Departmental Charges

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
ID Charge From Engineering	62,598	62,598	62,598	62,598	62,598	62,598
ID Charge From Fleet Services	6,694	4,439	3,798	12,134	12,134	12,134
ID Charge From Traffic Eng	2,057	2,115	34,081	915	915	915
ID Charge From Insurance	8,331	8,026	8,026	8,026	8,350	8,350
ID Charge From Workers Comp	27,439	30,628	30,628	30,628	34,088	34,088
TOTAL	\$ 107,119	\$ 107,806	\$ 139,130	\$ 114,301	\$ 118,085	\$ 118,085

Building Inspection

Function: Planning & Development

Position Summary

	CG	2017 Budget		Request		2018 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	20	3.00	153,941	3.00	165,090	3.00	165,090	3.00	165,090
BLDG INSPECT DIV DIR	21	1.00	126,258	1.00	126,442	1.00	126,442	1.00	126,442
CODE ENFC OFF	16	13.00	938,006	13.00	928,436	13.00	928,436	13.00	928,436
ELEC/HEAT INSPECTOR	16	4.00	287,555	4.00	298,091	4.00	298,091	4.00	298,091
HSG INSPECTION SUPV	18	1.00	89,550	1.00	91,338	1.00	91,338	1.00	91,338
INFORMATION CLERK	20	2.00	96,157	2.00	98,066	2.00	98,066	2.00	98,066
PLAN REV & INSP SUPV	18	1.00	111,862	1.00	114,097	1.00	114,097	1.00	114,097
PLAN REVIEW SPEC	16	3.00	230,440	3.00	236,089	3.00	236,089	3.00	236,089
PLUMB/HEAT INSPECTOR	16	3.00	212,492	3.00	221,894	3.00	221,894	3.00	221,894
PROG ASST	17	1.00	51,381	1.00	51,106	1.00	51,106	1.00	51,106
PROPERTY CODE INSP	16	3.00	182,317	3.00	186,662	3.00	186,662	3.00	186,662
WGTS MEASURES INSP	16	3.00	193,880	3.00	200,254	3.00	200,254	3.00	200,254
ZONING ADMIN ASST	16	1.00	76,075	1.00	78,373	1.00	78,373	2.00	125,373
ZONING ADMINISTRATOR	18	1.00	101,029	1.00	103,047	1.00	103,047	1.00	103,047
ZONING CODE OFF	16	5.00	321,522	5.00	331,899	5.00	331,899	5.00	331,899
TOTAL		45.00	\$ 3,172,465	45.00	\$ 3,230,884	45.00	\$ 3,230,884	46.00	\$ 3,277,884

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.