

CITY OF MADISON

2018 OPERATING BUDGET

Agency Request

Agency: 60 - BUILDING INSPECTION

Budget by Service (All Funds)

	2017 Budget	2018 Request	Change
Revenue			
INSPECTION	(45,000)	(45,000)	-
HEALTH AND WELFARE	(1,500)	(1,500)	-
Total Revenue	(46,500)	(46,500)	-
Expense			
INSPECTION	1,898,206	1,975,638	77,432
HEALTH AND WELFARE	493,914	459,570	(34,344)
ZONING AND SIGNS	689,106	708,458	19,352
CONSUMER PROTECTION	276,940	294,864	17,924
SYSTEMATIC CODE ENFORCEMENT	1,046,161	1,059,872	13,711
Total Expense	4,404,327	4,498,402	94,075
Net GF Budget	\$ 4,357,827	\$ 4,451,902	\$ 94,075

Fund: 1100 - GENERAL

	2017 Budget	2018 Request	Change
Revenue			
CHARGES FOR SERVICES	(41,500)	(41,500)	-
LICENSES AND PERMITS	(5,000)	(5,000)	-
Total Revenue	(46,500)	(46,500)	-
Expense			
SALARIES	3,024,179	3,082,601	58,422
BENEFITS	1,007,123	1,035,081	27,958
SUPPLIES	59,523	60,723	1,200
PURCHASED SERVICES	205,696	205,696	-
INTER DEPART CHARGES	107,806	114,301	6,495
Total Expense	4,404,327	4,498,402	94,075
Net GF Budget	\$ 4,357,827	\$ 4,451,902	\$ 94,075

Position Summary by FTE

	2017 Budget	2018 Request	Change
CODE ENFORC OFF 3	12.00	12.00	-
CODE ENFORC OFF 4	1.00	1.00	-
ELEC/HEAT INSPECTOR	4.00	4.00	-
PLAN REVIEW SPEC 2	1.00	1.00	-
PLAN REVIEW SPEC 3	1.00	1.00	-
PLAN REVIEW SPEC 4	1.00	1.00	-
PLUMB/HEAT INSPECTOR	3.00	3.00	-
PROPERTY CODE INSP 1	2.00	2.00	-
WGTS MEASURE INSP 2	1.00	1.00	-
WGTS MEASURE INSP 3	2.00	2.00	-
ZONING ADMIN ASST	1.00	1.00	-
ZONING CODE OFF 1	2.00	2.00	-
ZONING CODE OFF 2	3.00	3.00	-
PROPERTY CODE INSP 3	1.00	1.00	-
PROGRAM ASST 3 - CG17	1.00	1.00	-
HSG INSPECTION SUPV	1.00	1.00	-
PLAN REV & INSP SUPV	1.00	1.00	-
ZONING ADMIN	1.00	1.00	-
ADMIN CLK 1 - CG20	3.00	3.00	-
INFORMATION CLERK	2.00	2.00	-
BLDG INSPECT DIV DIR	1.00	1.00	-
TOTAL	45.00	45.00	-



Department of Planning & Community & Economic Development

Building Inspection Division

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DATE: July 13, 2017

TO: Mayor Paul Soglin

FROM: George C. Hank, Director
Building Inspection Division

A handwritten signature in black ink, appearing to read "G. Hank".

SUBJECT: 2018 Operating Budget

The Building Inspection Division is a City operation wherein 94% of the Operating Budget is comprised of labor costs and other employee required expenses. Rent, Workers Compensation, Postage, Inter-Agency billings and other fixed costs account for another 5% of the Operating Budget. That leaves 1% of the Budget that can truly be considered discretionary spending. We continually adjust individual expense accounts to accurately reflect actual expenses.

We are submitting a Budget that meets our target of \$4,451,902. Flat costs and full funding based on the previous year have allowed us to reach our target without any personnel reductions.

The requirement from Previous Budget Memos directing us to supply a list of reductions totaling 2.5 percent has been removed. While we have never lost a position I always felt compelled to let a employee know that their position could possibly be eliminated. I am grateful the stress this caused in prior years will not take place.

For our service proposal, I am recommending that we amend City Ordinances to require building permit applicants to submit electronic copies of their plans in addition to the required paper copies. Currently, only paper copies are submitted for review. The paper copies are stored for three years and then are permanently destroyed. Our customers, both internal and external, are always shocked to find out that our building plans are no longer available. Builders, home owners, realtors along with multiple city agencies will have access to the plans to aid them in their work. This will have little impact on our customers seeking permits because most submittals are currently produced using a computer program and can easily be exported to an acceptable document format.

The 2017 Operating Budget, as in previous years, was established with much thought and consideration to meet our target, while still maintaining the quality service that is expected by our customers.

cc: Natalie Erdman
Brent Sloat

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Building Inspection

SELECT YOUR AGENCY'S SERVICE:

Consumer Protection

SERVICE DESCRIPTION:

This service ensures that Madison's consumers receive the correct amount of product for which they pay by inspecting the packaging, weighing, and measuring devices in gas stations, grocery stores, pharmacies, bakeries, taxis, fuel trucks, etc.

SERVICE GOALS

What community need does the service address?

This service provides Weight and Measure license issuance and inspections services for all measuring devices used in retail operations such as gas pumps, grocery scales, retail scanners, to ensure the customer receives the correct quantity of their desired purchase.

Who are the recipients of the service?

This service is focused mainly on our licensed holders but also provides assurances to their customers that they are receiving what they paid for.

What outcomes will be produced at the proposed funding level?

OUTCOME 1: Provide Weights and Measures licensing and inspection services for the Town of Madison.

The service will study the feasibility of providing the Weights and Measure licensing and inspections services for the Town of Madison.

What strategies are planned for 2018 to advance the stated outcomes?

The remaining portions of the Town of Madison will be dissolved and annexed by the Cities of Madison and Fitchburg in 2022 if not sooner. Weights and Measures inspection services are currently provided by the State of Wisconsin for a fee. We currently have some excess capacity where we could absorb this service now in advance of 2022. We will study what Weights and Measures services are currently being provided in the Town to see if we can provide a better service at a reduced cost.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Building Inspection

SELECT YOUR AGENCY'S SERVICE:

Health and Welfare

SERVICE DESCRIPTION:

This service provides assistance to thousands of citizens who need help taking care of environmental and related problems. Responsibilities include enforcement and education efforts regarding sidewalk snow removal, trash, junk, and debris removal, and graffiti removal.

SERVICE GOALS

What community need does the service address?

This service provides property maintenance inspections services for all buildings including owner occupied and rental properties as well as commercial properties. The service ensure properties are maintained for items such as tall grass and weeds, inoperable cars, graffiti and snow covered sidewalks.

Who are the recipients of the service?

This service is focused mainly on our external customers and helps provide a pleasant setting for our all residents and visitors to the city.

What outcomes will be produced at the proposed funding level?

OUTCOME 1: Provide almost instant notification to a property owner when a case regarding property maintenance violations are entered into our case tracking system.

An email to an owner or agent will automatically be generated when an enforcement case is entered in to our case tracking system. This will allow responsible owners the ability to respond and take corrective steps prior to a visit by inspection staff.

What strategies are planned for 2018 to advance the stated outcomes?

This service will work with the IT Department to enable our case tracking software to generate and email to the owner or responsible party for a given address. We will voluntarily collect email addresses from property owners wishing to receive timely notification of pending enforcement actions. This service will be published widely on city web pages and also included in our mailings and emails.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Building Inspection

SELECT YOUR AGENCY'S 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, preoccupancy inspections, and underground utilities.

SERVICE GOALS

What community need does the service address?

This service provides building approval and inspections services from concept to the issuance of the Certificate of Occupancy which entitles the occupants to occupy the building. 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.

Who are the recipients of the service?

While this service is focused mainly on our external customers, builders, mechanical contractor and building owners, this service also provides information and support for our internal customers including multiple city agencies such as Fire, Engineering, Assessor and Planning.

What outcomes will be produced at the proposed funding level?

OUTCOME 1: Ensure digital copies of all building floor and elevation plans are permanently attached to our building archives.

The service will provide access to the digital floor and elevations to applicable City agencies to aid in their required work. Paper copies are currently kept for only three years (one year on site) due to storage constraints and record retention laws. City staff that want to review the plans must request that the records be pulled from the State storage facility and then travel to our office for the review. Ensuring the records are returned to their proper storage location is also an issue.

OUTCOME 2: Provide access of our digital plans to our external customers including home and building owners, builders and realtors. This will assist our external customers in their current and future projects.

The service will make it easier for our external customers to design and build their projects and assist future owners when improvements are sought.

What strategies are planned for 2018 to advance the stated outcomes?

Most of our customers, both external and internal, are surprised to learn that building plans have not been retained and are destroyed after three years. The sheer volume of this over time would have required multiple large warehouses and significant time and resources to store and retrieve the desired plans. To achieve the proposed outcomes, Building Inspection will seek an Ordinance amendment that will require the submission of building floor and elevation plans in a PDF document format to allow easy storage in our imaging files. This will be in addition to the paper copies currently required under City Ordinance.

The vast majority of our customers seeking permits have had their plans prepared using some sort of a computer design program. Providing the plans in the requested format is a simple, cost effective process. We will provide scanning services on the rare occasion that a customer is still drawing by hand provided the submittal is on a 11 by 17 sheet of paper.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Building Inspection

SELECT YOUR AGENCY'S SERVICE:

Systematic Code Enforcement

SERVICE DESCRIPTION:

This service inspects commercial and residential properties in areas of the City showing signs of blight. Activities are coordinated with rehabilitation and property improvement programs. 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.

SERVICE GOALS

What community need does the service address?

This service provides routine building services to ensure properties and all building are in compliance with the City's Minimum Housing and Property and Maintenance Code.

Who are the recipients of the service?

This service enhancement will be focused on City Alders who currently receive a monthly report showing all open enforcement cases in their districts. This report provide a brief glimpse of the case but is lacking in detail.

What outcomes will be produced at the proposed funding level?

OUTCOME 1: Provide read-only access to our case tracking software.

This will allow Alders fulltime access to all of our enforcement information including inspections results/notes, official notices, extension letters and other miscellaneous correspondences.

What strategies are planned for 2018 to advance the stated outcomes?

Building Inspection will request the IT Department provide read-only access to Accela, our case tracking software. This can be done for little or no cost.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Building Inspection

SELECT YOUR AGENCY'S SERVICE:

Zoning and 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. The service provides inspections, investigation, and maintenance for the records zoning changes and street sign ordinances.

SERVICE GOALS

What community need does the service address?

This service provides review and approvals prior to the issuance of a permit as well as and inspections services post construction to ensure the project was completed in accordance with the approvals.

Who are the recipients of the service?

This service is focused mainly on our external customers; builders, mechanical contractor and building owners.

What outcomes will be produced at the proposed funding level?

OUTCOME 1: Ensure limited historical files are available online through the City data portal.

The service will provide online access to a limited number of our historical records. These records are a frequent subject of open records requests and are currently available only at a kiosk in our reception area.

What strategies are planned for 2018 to advance the stated outcomes?

Building Inspection will work Information Services to provide access through the City's Data Portal to a limited number a archived documents including ones that are the subject of many open records requests. Documents that contain personal information will remain restricted.