

Building Inspection

Agency Budget by Fund

Fund	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
General	4,868,278	5,116,290	4,948,032	5,630,509	5,871,766	5,840,168
Total	\$ 4,868,278	\$ 5,116,290	\$ 4,948,032	\$ 5,630,509	\$ 5,871,766	\$ 5,840,168

Agency Budget by Service

Service	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
Building Permits & Inspections						2,831,808
	<i>Service history not shown due to Results Madison service restructure.</i>					
Home & Property						1,738,650
	<i>Services listed here will take effect January 1, 2025.</i>					
Weights & Measures						296,572
Zoning And Signs						973,138
Total	\$ 4,868,278	\$ 5,116,290	\$ 4,948,032	\$ 5,630,509	\$ 5,871,766	\$ 5,840,168

Agency Budget by Major-Revenue

Major Revenue	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
Charges For Services	(42,151)	(76,000)	(60,766)	(46,000)	(46,000)	(46,000)
Licenses And Permits	(8,283)	(10,000)	(9,339)	(10,000)	(10,000)	(10,000)
Transfer In	-	(18,000)	-	(6,000)	(6,000)	(6,000)
Total	\$ (50,434)	\$ (104,000)	\$ (70,105)	\$ (62,000)	\$ (62,000)	\$ (62,000)

Agency Budget by Major-Expense

Major Expense	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
Salaries	3,290,406	3,563,617	3,436,098	3,855,084	4,056,188	4,024,590
Benefits	1,194,212	1,152,416	1,112,683	1,249,578	1,280,168	1,280,168
Supplies	50,109	71,273	49,253	71,273	71,273	71,273
Purchased Services	169,557	223,502	213,394	203,385	203,385	203,385
Inter Depart Charges	232,428	209,481	206,708	313,190	322,751	322,751
Inter Depart Billing	(18,000)	-	-	-	-	-
Total	\$ 4,918,712	\$ 5,220,290	\$ 5,018,136	\$ 5,692,509	\$ 5,933,766	\$ 5,902,168

TO: Mayor Satya Rhodes-Conway
FROM: Matt Tucker, Building Inspection Division Director
DATE: July 19, 2024
SUBJECT: 2025 Operating Budget Transmittal Memo
CC: Deputy Mayors; Finance Director, Budget & Program Evaluation Staff

Goals of Agency's Operating Budget

The 2025 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:

- Weights & Measures: 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.
- Home & Property: 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.
- Building Permits & Inspections: This service ensures compliance with Madison's building and mechanical system ordinances by reviewing building plans prior to construction and inspecting construction projects, permit records, preoccupancy inspections, and 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.
- Zoning and Signs: 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.

Building Inspection revenues totaled nearly \$6.15 million for 2023. Through June of 2024, revenues are up 12% from the same time 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% 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% cost-to continue target for 2025, 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. We would consider holding the Code Enforcement officer in Home & Property service open to meet further reductions. All this, to provide the highest quality service for the common good of our residents and visitors. We also propose some revenue increases where we believe the cost for service delivery should be adjusted to meet the expense of the program.

Lower Priority Service Activity Identification for General, Library, Transit, Public Health, and Fleet Funds

The Building Inspection Division is a City operation wherein 79% the entirety of the Operating Budget is comprised of salary and benefits, not including other required employee costs, such as parking and mileage reimbursement. That leaves a small amount of the budget that can truly be considered discretionary spending. The Inspection Division is limited where cuts can be made that do not have significant impact on our ability to provide quality service. Other than the \$6500 in the Graffiti Co-Payment Removal Program we do not have programs available for reduction or elimination. That leaves staff reductions as the only option. The Building Permits & Inspections and Weights & Measures services are a *service for a fee* mandated under State Statute and local Ordinance. The customers pay for the service by license and permit fees and we are obligated to provide the inspections. The Home & Property service has only eleven staff members and does not have the bandwidth to absorb any cuts. Finally, the Zoning and Sign service is already struggling to meet reasonable deadlines in the development review process, and absorbed a loss of one position in a recent previous budget.

The Building Inspection Division proposes to meet the 5% reduction target through a combination of eliminating positions, establishing a new fee and increasing two existing fees.

Position reductions:

- Eliminate Code Enforcement Officer position (vacant) in the Home & Property Service

- *Annually, these inspectors respond to thousands of requests for service across 9 FTEs. One fewer inspector to share the load will impact the other staff workloads. Eliminating the position may result in slower response to requests for inspections or complaints about condition of housing by renters.*
- Eliminate Code Enforcement Officer position (filled) either in Home & Property Service or Building Permits & Inspections Service (TBD)
 - *The elimination of this position will result in reduced response time to request for inspections. Fewer staff resources covering inspections will result in less time spent inspecting each property, which can result in matters being overlooked missed or otherwise not checked; slower processing for issuing permits for new housing and commercial buildings; longer delays for building plan review (currently at 3 weeks) as process will be longer if position is eliminated; potential lost revenue to state for plan review if customers choose state plan review instead of City plan review because of time delays; operational risk to department functionality, as some services are mandated by the state; lost back-up staff for other services; slower response to nuisance and quality-of-life related complaints, loss of a back-up person for the Weights and Measures Service.*
- Eliminate Information Clerk position (filled, LTE) in Building Permits & Inspections Service
 - *The elimination of this position will result in an increase to the time associated with customer service-related responses and will have some impact on other department processes with administrative steps, as other staff will need to assist with customer service.*

New Fee:

- \$25 application fee for sign permits.
 - *The Zoning and Sign Service processes about 700 sign permits a year. Sign permit application fee covers partial cost of application/permit review and ensures a more complete application, as a significant amount of time is spent revising permit applications to obtain required information.*

Increase existing fee:

- Tourist Rooming House (TRH) application fee increase, \$100 to \$300.
 - *The City established a permit for TRH in 2020. The processing of applications has proven to require a significant amount of staff time and resources.*
- First Certificate of Occupancy, Increase fee from \$10 to \$50.
 - *Fee increase covers cost of delivering service*

Delivering occupiable buildings, and more directly delivering housing, is the highest priority for the Division. The staff cuts will affect the ability of the division to deliver housing as quickly, safely and completely as we can.

We realize the proposed reductions are to be considered permanent. This reduction is not sustainable in a city with a rapidly growing, financially struggling diverse population and a housing shortage that will continue for years.

2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Building Inspection
Enter your Service:	Building Permits & Inspections (Former service name = Inspections)

Please provide an updated Service Description below.

If this is an existing service, please see the “Service Description” in the [2024 Adopted Budget](#). Write “No change needed,” if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency’s Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed.

Please provide updated Activities Performed by Service.

If this is an existing service, please see the “Activities Performed by Service” in the [2024 Adopted Budget](#). Write “No change needed,” if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency’s Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by Service:

No change needed.

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 **Major level**.

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

- Moving \$10,000+ from one Major to another Major

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

- Total changes of less than \$10,000 at the Major level.
- Object level changes do not need additional justification 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 the proposed changes are a technical correction to the agency's base budget, simply state that the change is a correction/adjustment in the narrative questions below.

Summary Table of *Major* Changes of \$10,000 or More

Complete the table below to detail changes at the Major level and answer the narrative questions to describe your changes. **If there are no significant changes, skip this section**

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Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2024-2025 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

Part 3. Personnel Changes

All proposed personnel changes must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. **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, provide the position number and briefly describe the change:

Click or tap here to enter text.

of FTEs: Does your proposal change the total number of FTE positions?

- No – No change to # of FTEs
- Yes – Includes proposed change to # of FTEs

Note: If “Yes,” the proposed change must be net neutral to the target budget, and salary **and benefits must be considered when computing the cost of the change.*

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2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Building Inspection
Enter your Service:	Home & Property (new service for 2025, merge of Systematic Code Enforcement and Health & Welfare)

Please provide an updated Service Description below.

If this is an existing service, please see the “Service Description” in the [2024 Adopted Budget](#). Write “No change needed,” if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency’s Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated 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 Codes. 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 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.

Please provide updated Activities Performed by Service.

If this is an existing service, please see the “Activities Performed by Service” in the [2024 Adopted Budget](#). Write “No change needed,” if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency’s Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by 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 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.
- 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.

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2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Building Inspection
Enter your Service:	Weights & Measures (Former service name = Consumer Protection)

Please provide an updated Service Description below.

If this is an existing service, please see the “Service Description” in the [2024 Adopted Budget](#). Write “No change needed,” if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency’s Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed.

Please provide updated Activities Performed by Service.

If this is an existing service, please see the “Activities Performed by Service” in the [2024 Adopted Budget](#). Write “No change needed,” if applicable. Otherwise, please provide a complete updated list of activities.

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2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Building Inspection
Enter your Service:	Zoning And Signs

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Service Identification Form

Each agency funded by the General, Library, and Fleet funds was required to submit a list of lower priority service activities equal to at least 5% of the agency's 2025 cost to continue budget while preserving core service activities. Metro Transit and Public Health were required to submit a list of activities equal to 5% of the General Fund subsidy to those agencies.

Agencies were allowed to propose fee or charge increases on service activities as a way to meet the 5% target. Budget guidance dictated that these proposals be on service activities primarily provided to those with the ability to pay.

Agency	Building Inspection
5% Minimum Target	292,008
Total Amount Identified	314,647

Service (Choose from drop-down list)	Activity (Narrative Description)	Recipients of the Service Activity (List)	Implication if Activity is Reduced/Fee is Increased (Narrative Description)	FTE Impact (#)	Total Amount (\$)
601 - BUILDING PERMITS & INSPECTIONS	Eliminate a Code enforcement officer 3 position from either Building Permits and Inspection Service or Home & Property service	This service impacts construction, inspection, housing, property maintenance, weights and measures (backup) and zoning (backup).	Reduced response time to request for inspections; less staff covering more inspections will result in less time spent inspecting each property which can result in matters being overlooked missed or otherwise not checked; longer delays for building plan review (currently at 3 weeks) as process will be longer if position is eliminated; potential lost revenue to state for plan review if customers choose state plan review instead of city plan review because of time delays; operational risk to department functionality, as some services are mandated by the state; lost back-up staff for other services; potentially slower response to nuisance and quality-of-life related complaints	1	101,685

5% Minimum Target

292,008

Total Amount Identified

314,647

Service (Choose from drop-down list)	Activity (Narrative Description)	Recipients of the Service Activity (List)	Implication if Activity is Reduced/Fee is Increased (Narrative Description)	FTE Impact (#)	Total Amount (\$)
602 - HOME & PROPERTY	Eliminate vacant Housing Inspector position	This service impacts dwelling units occupied by renters and property owners required to maintain the exterior of their property and improvements.	Annually, these inspectors respond to thousands of requests for service across 9 FTE. One less inspector to share the load will impact the other staff workloads. Eliminating the position may result in slower response to requests for inspections or complaints about condition of housing by renters. However, the position is currently vacant and we are able to handle the load.	1	101,685
601 - BUILDING PERMITS & INSPECTIONS	Eliminate Information Clerk (LTE) position	This service impacts customers visiting the department for appointments, customers calling into schedule appointments and obtain information from the department, and the internal procedures associates with the running of the department	Customer service related responses will be reduced	1	61,277
603 - ZONING & SIGNS	\$25 application fee for sign permits	Businesses and institutions, who apply for sign permits to display signage	Sign permit application fee covers partial cost of permit review and ensures a more complete application, as a significant amount of time is spent revising permit applications to obtain required information.	0	17,500

5% Minimum Target

292,008

Total Amount Identified

314,647

Service (Choose from drop-down list)	Activity (Narrative Description)	Recipients of the Service Activity (List)	Implication if Activity is Reduced/Fee is Increased (Narrative Description)	FTE Impact (#)	Total Amount (\$)
603 - ZONING & SIGNS	Fee increase for tourist rooming house application (\$100 to \$300) 15±	Potential operators of short-term rental (tourist rooming hosue) accomodations.	fees cover cost of delivering service		4,500
601 - BUILDING PERMITS & INSPECTIONS	Fee increase for first Certificate of Occupancy. Curent \$10. increase to \$50. 700± CO's issued annually	Building customers who obtain a Certificate of Occupancy for their dwellings, businesses or similar establishments.	fees cover cost of delivering service		28,000