

# 2023 Adopted Budget: Safety and Inspections

The Department of Safety and Inspections (DSI) is a proactive, multi-disciplinary agency that builds and maintains a livable Saint Paul community through strong leadership, creative partnerships, teamwork, and effective regulatory strategies. DSI's responsibilities include: 1) Animal Services, 2) Construction Inspections, 3) Code Enforcement, 4) Fire Safety Inspections, 5) Information and Complaint, 6) Business Licensing, 7) Construction Plan Review, 8) Site Plan Review, 9) Project Facilitation for new businesses and expansions, 10) Vacant Buildings, 11) Zoning, 12) Unsheltered Homeless Response, 13) Rent Stabilization, and 14) Truth in Sale of Housing program administration.

**Learn More:** [stpaul.gov/departments/safety-inspections](http://stpaul.gov/departments/safety-inspections)



## Department Facts

<b>Total General Fund Budget:</b>	\$23,334,949
<b>Total Special Fund Budget:</b>	\$878,778
<b>Total FTEs:</b>	156.50

## Recent Accomplishments

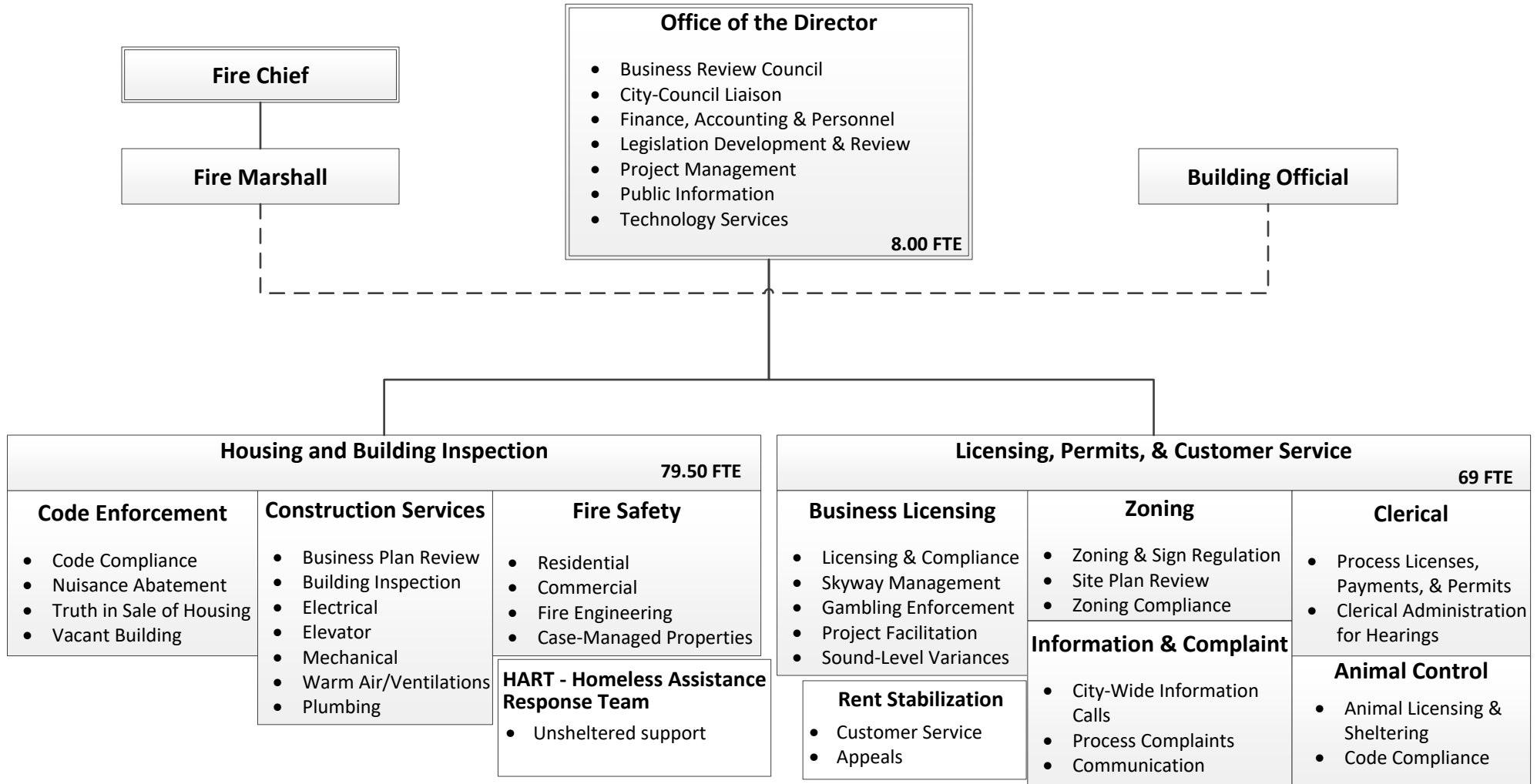
- In 2022 DSI (% increase/decrease over 2021 values):
  - Administered 40,015 total construction permits (20%↑) of this, 14,531 were building permits for a total valuation of \$834,005,001
  - Conducted 61,275 construction inspections (8% ↑)
  - Issued 3,050 business licenses (8.8% ↑)
  - Conducted 12,411 Fire C of O inspections (3% ↓), issued 3,712 certificates (1% ↑)
  - Conducted 32,877 code (6.2% ↑) and 11,910 vacant building inspections (1.5% ↑)
  - Processed 206 Rent Increase Stabilization requests, while handling 376 inquiries and 106 complaints
  - Responded to 3,296 animal related complaints (3.8% ↓)
  - Managed an estimated 61,000 calls to our Information & Complaint line (3.6% ↓)
- DSI's current project to replace the department's data systems will improve the reliability and accuracy of these performance numbers.
- Leader in the City's post-pandemic communication and outreach to businesses and residents. DSI's PIO led and coordinated press releases, press conferences, GovDelivery messages, and development of communications.
- Continued to support businesses through post-pandemic recovery, including developing an outdoor seating assistance program.

## Department Goals

- Prevent life and property loss.
  - Promote neighborhood safety and livability.
  - Engage communities in effective communication, customer service and education.
  - Promote sustainable and innovative solutions.
  - Ensure equity in the delivery of our programs/services.
  - Provide seamless services to help individuals operate businesses.
- 
- Completed multi-year effort to amend city ordinance and implement a more timely and equitable business licensing process that starts with the community.
  - Despite staff shortages, Animal Control continued to achieve a more than 94% live release rate for shelter animals.
  - Implemented FirstNet for Essential Staff allowing interoperability and improved communication between DSI and SPFD response personnel.
  - Identified and utilized new funding sources to greatly enhance the response to the unsheltered homeless crisis, including the creation of additional shelter space and a DSI outreach team to support unsheltered individuals.
  - Coordinated with other divisions and stakeholders to expedite the opening of temporary shelters and warming houses for our unsheltered population.
  - Facilitated 20 move ins from homelessness to housing since July.
  - Completed 7 large encampment closings resulting in 50+ unsheltered individuals successfully connecting with services, supports and/or housing.
  - Completion of the Settled Community under pilot ordinance that combines a campground with 6 small trailer style small homes in an urban environment to assist in the housing unsheltered residents in stable managed housing.
  - Implemented the new Rent Stabilization Ordinance which included creating the rules and procedures needed to clarify how the Ordinance would be carried out and enforced.
  - Coordinated City's Habitat for Humanity participation.

# Department of Safety and Inspections

*Mission: To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all.*



**Total 156.50 FTE**

**2023 Adopted Budget  
SAFETY AND INSPECTION**

**Fiscal Summary**

	<b>FY 2020 Actuals</b>	<b>FY 2021 Actuals</b>	<b>FY 2022 Adopted Budget</b>	<b>FY 2023 Adopted Budget</b>	<b>Change From Prior Year</b>	<b>FY 2022 Adopted Budget FTE</b>	<b>FY 2023 Adopted Budget FTE</b>
<b>Spending</b>							
100: CITY GENERAL FUND	19,782,865	19,551,462	21,107,116	23,334,949	2,227,833	146.00	153.50
215: ASSESSMENT FINANCING	102,256	95,869	490,000	489,342	-658	0.00	0.00
228: CHARITABLE GAMBLING	218,977	256,386	292,816	389,436	96,620	2.00	3.00
<b>Total</b>	<b>20,104,098</b>	<b>19,903,717</b>	<b>21,889,932</b>	<b>24,213,727</b>	<b>2,323,795</b>	<b>148.00</b>	<b>156.50</b>
<b>Financing</b>							
100: CITY GENERAL FUND	16,782,476	18,286,540	17,678,073	18,994,585	1,316,512		
215: ASSESSMENT FINANCING	68,343	48,225	490,000	489,342	-658		
228: CHARITABLE GAMBLING	280,235	368,381	292,816	389,436	96,620		
<b>Total</b>	<b>17,131,054</b>	<b>18,703,145</b>	<b>18,460,889</b>	<b>19,873,363</b>	<b>1,412,474</b>		

**Budget Changes Summary**

The 2023 Department of Safety and Inspections (DSI) adopted budget features the addition of 8.5 FTEs, 7.5 of which are through the General Fund. This includes a shift of 3 FTEs from ARP funding for the City's Homeless Assistance Response Team as well as 2 FTEs to support the implementation of the City's Residential Rent Stabilization Ordinance, a division that was added mid-year 2022. A Building Inspector, Assistant Building Official, and 0.5 Sheet Metal Inspector were also added to the budget to improve service delivery for code compliance, sustainably built environments, and increased construction development.

Non-personnel General Fund changes include a \$110,000 increase for Homeless Assistance Response Team camp clean-ups, supplies, and team training. An additional \$80,000 was included to relieve the Animal Services & Fire Safety Inspection call backlog. There is a net increase in other current service level adjustments, including salary and benefit costs.

The revenue budget includes changes to DSI fees. An increase of eight percent was applied to all permit and licensing fees and is expected to raise \$1.32 million. In addition, increases to vacant building fees, Fire Certificate of Occupancy fees, and other miscellaneous fees are expected to raise \$184,787. Updated projections for DSI General Fund revenues are also incorporated into the 2023 budget. Separate from the fee increase, the budget for vacant building registration fees is reduced by \$100,000 due to an anticipated decline in revenue.

Special fund changes reflect current service level adjustments and the addition of 1 FTE Accounting Technician II in the DSI Charitable Gambling Fund. This position will be funded by preexisting revenue sources.

**100: General Fund**

**Department of Safety and Inspections**

**Change from 2022 Adopted**

Spending                      Financing                      FTE

**Current Service Level Adjustments**

Current service level adjustments reflect inflationary increases due to salary and benefit costs, and adjustments of line-item budgets to track with recent spending trends.

Current service level adjustments	1,131,804	-	-
Shift 3 FTE from ARP funding to General Fund for HART (Homeless Assistance Reponse Team)	338,163	-	3.00
Shift 2 FTE from ARP funding to General Fund for Rent Stabilization	353,821	-	2.00
Subtotal:	<u>1,823,788</u>	<u>-</u>	<u>5.00</u>

**Mayor's Proposed Changes**

**Staffing Changes**

Added positions include a Building Inspector, Assistant Building Official, and 0.5 Sheet Metal Inspector to improve service delivery for code compliance, sustainably built environments, and increased construction development.

Add Assistant Building Official	147,360	-	1.00
Add Building Inspector	157,111	-	1.00
Add Sheet Metal Inspector	84,574	-	0.50
Attrition savings	(175,000)	-	-
Subtotal:	<u>214,045</u>	<u>-</u>	<u>2.50</u>

**Increase in Materials and Contracted Services**

HART (Homeless Assistance Response Team) camp clean-ups, supplies, and training  
Animal Service & Fire Safety relief for call backlog

HART (Homeless Assistance Response Team) camp clean-ups, supplies, and training	110,000	-	-
Animal Service & Fire Safety relief for call backlog	80,000	-	-
Subtotal:	<u>190,000</u>	<u>-</u>	<u>-</u>

**Revenue adjustments**

The revenue budget includes changes to DSI fees. An increase of eight percent was applied to all permit and licensing fees and is expected to raise \$1.32 million. In addition, increases to vacant building fees, Fire Certificate of Occupancy fees, and other miscellaneous fees are expected to raise \$184,787. Updated projections for DSI General Fund revenues are also incorporated into the 2023 budget. Separate from the fee increase, the budget for vacant building registration fees is reduced by \$100,000 due to an anticipated decline in revenue.

Permit and licensing fee increase of 8%	-	1,232,725	-
Fire Certificate of Occupancy fee increase 4%	-	20,725	-
Fire Certificate of Occupancy fee on large & commercial buildings increase 4%	-	50,662	-
Sound level variance fee increase	-	4,900	-
Gas station license fee increase	-	3,700	-
Dance hall rental fee increase	-	3,800	-
Subtotal:	<u>-</u>	<u>1,316,512</u>	<u>-</u>

**Fund 100 Budget Changes Total**

<u>2,227,833</u>	<u>1,316,512</u>	<u>7.50</u>
------------------	------------------	-------------

**215: Assessment Financing****Department of Safety and Inspections**

The Assessment fund includes revenues and expenditures for vacant building demolitions.

		<u>Change from 2022 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Current Service Level Adjustments</u></b>				
	Current service level adjustments	(658)	(658)	-
	Subtotal:	<u>(658)</u>	<u>(658)</u>	<u>-</u>
<b>Fund 215 Budget Changes Total</b>		<u><u>(658)</u></u>	<u><u>(658)</u></u>	<u><u>-</u></u>

**228: Charitable Gambling****Department of Safety and Inspections**

The Charitable Gambling fund includes DSI's gambling enforcement activities and revenues.

		<u>Change from 2022 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Current Service Level Adjustments</u></b>				
	Current service level adjustments	8,257	8,257	-
	Subtotal:	<u>8,257</u>	<u>8,257</u>	<u>-</u>
<b><u>Mayor's Proposed Changes</u></b>				
<b><u>Staffing Additions</u></b>				
	Addition of 1 FTE Accounting Technician II in the DSI Charitable Gambling Fund.	88,363	88,363	1.00
	Subtotal:	<u>88,363</u>	<u>88,363</u>	<u>-</u>
<b>Fund 228 Budget Changes Total</b>		<u><u>96,620</u></u>	<u><u>96,620</u></u>	<u><u>1.00</u></u>

# **Safety and Inspections Spending Reports**

**CITY OF SAINT PAUL**  
**Spending Plan by Department**

**Department: SAFETY AND INSPECTION**  
**Fund: CITY GENERAL FUND**

**Budget Year: 2023**

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Change From Prior Year
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	16,876,254	17,040,170	18,464,821	20,444,779	1,979,958
SERVICES	2,673,013	2,325,272	2,348,111	2,571,878	223,767
MATERIALS AND SUPPLIES	184,310	163,192	224,343	248,202	23,859
ADDITIONAL EXPENSES	0	188	250	250	0
CAPITAL OUTLAY	24,958	0	45,000	45,000	0
DEBT SERVICE	19	77	50	100	50
OTHER FINANCING USES	24,311	22,563	24,541	24,740	199
<b>Total Spending by Major Account</b>	<b>19,782,865</b>	<b>19,551,462</b>	<b>21,107,116</b>	<b>23,334,949</b>	<b>2,227,833</b>
<b>Spending by Accounting Unit</b>					
10024100 - DSI ADMINISTRATION	1,238,021	859,847	848,875	830,791	-18,084
10024200 - PROPERTY CODE ENFORCEMENT	1,457,942	1,377,529	1,454,523	1,485,096	30,573
10024205 - VACANT BLDG CODE ENFORCEMENT	681,858	713,245	722,362	746,115	23,753
10024210 - SUMMARY NUISANCE ABATEMENT	1,007,049	905,845	913,745	914,245	500
10024215 - TRUTH IN SALE OF HOUSING	116,660	124,013	123,914	127,807	3,893
10024225 - DSI UNSHELTERED	0	0	0	443,882	443,882
10024230 - RENT STABILIZATION	0	0	0	350,524	350,524
10024300 - CONSTRUCTION SVCS AND PERMITS	7,607,924	8,039,839	8,816,819	9,876,530	1,059,711
10024400 - FIRE CERTIFICATE OF OCCUPANCY	2,887,675	2,858,007	3,006,469	3,299,036	292,567
10024500 - BUSINESS AND TRADE LICENSE	1,327,438	1,320,889	1,210,200	1,478,672	268,472
10024505 - ZONING	917,480	917,278	1,152,511	1,034,865	-117,646
10024510 - ANIMAL AND PEST CONTROL	1,001,772	901,181	1,016,427	1,119,316	102,889
10024520 - INFORMATION & COMPLAINT	658,080	693,323	867,399	734,549	-132,850
10024525 - DSI CLERICAL SUPPORT	880,966	840,465	973,872	893,521	-80,351
<b>Total Spending by Major Account</b>	<b>19,782,865</b>	<b>19,551,462</b>	<b>21,107,116</b>	<b>23,334,949</b>	<b>2,227,833</b>

**CITY OF SAINT PAUL**  
**Spending Plan by Department**

**Department: SAFETY AND INSPECTION**

**Fund: ASSESSMENT FINANCING**

**Budget Year: 2023**

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Change From Prior Year
<b>Spending by Major Account</b>					
SERVICES	102,256	95,869	490,000	489,342	-658
<b>Total Spending by Major Account</b>	<b>102,256</b>	<b>95,869</b>	<b>490,000</b>	<b>489,342</b>	<b>-658</b>
<b>Spending by Accounting Unit</b>					
21524250 - NUISANCE BUILDINGS ABATEMENT	102,256	95,869	490,000	489,342	-658
<b>Total Spending by Major Account</b>	<b>102,256</b>	<b>95,869</b>	<b>490,000</b>	<b>489,342</b>	<b>-658</b>



**CITY OF SAINT PAUL**  
**Spending Plan by Department**

**Department: SAFETY AND INSPECTION**

**Fund: CHARITABLE GAMBLING**

**Budget Year: 2023**

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Change From Prior Year
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	185,948	220,677	227,320	324,763	97,443
SERVICES	23,018	25,511	55,405	54,579	-826
MATERIALS AND SUPPLIES	11	0	0	0	0
OTHER FINANCING USES	10,000	10,198	10,091	10,094	3
<b>Total Spending by Major Account</b>	<b>218,977</b>	<b>256,386</b>	<b>292,816</b>	<b>389,436</b>	<b>96,620</b>
<b>Spending by Accounting Unit</b>					
22824550 - GAMBLING ENFORCEMENT	218,977	256,386	292,816	389,436	96,620
<b>Total Spending by Major Account</b>	<b>218,977</b>	<b>256,386</b>	<b>292,816</b>	<b>389,436</b>	<b>96,620</b>

# **Safety and Inspections Financing Reports**

**CITY OF SAINT PAUL**  
**Financing Plan by Department**

**Department: SAFETY AND INSPECTION**  
**Fund: CITY GENERAL FUND**

**Budget Year: 2023**

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Change From Prior Year
<b>Financing by Major Account</b>					
LICENSE AND PERMIT	9,146,623	10,952,539	9,682,913	10,369,946	687,033
INTERGOVERNMENTAL REVENUE	0	47,073	35,000	35,000	0
CHARGES FOR SERVICES	5,137,679	5,725,468	5,726,139	6,355,618	629,479
FINE AND FORFEITURE	134,612	84,003	57,000	57,000	0
ASSESSMENTS	80,213	0	26,700	26,700	0
MISCELLANEOUS REVENUE	1,198	26,387	22,000	22,000	0
OTHER FINANCING SOURCES	2,282,151	1,451,071	2,128,321	2,128,321	0
<b>Total Financing by Major Account</b>	<b>16,782,476</b>	<b>18,286,540</b>	<b>17,678,073</b>	<b>18,994,585</b>	<b>1,316,512</b>
<b>Financing by Accounting Unit</b>					
10024100 - DSI ADMINISTRATION	149,135	151,397	145,525	151,925	6,400
10024200 - PROPERTY CODE ENFORCEMENT	13,664	76,947	83,000	84,840	1,840
10024205 - VACANT BLDG CODE ENFORCEMENT	462,338	357,259	580,810	727,275	146,465
10024210 - SUMMARY NUISANCE ABATEMENT	2,034,043	1,104,116	1,848,700	1,848,700	0
10024215 - TRUTH IN SALE OF HOUSING	180,553	193,025	144,500	156,060	11,560
10024300 - CONSTRUCTION SVCS AND PERMITS	11,107,150	13,167,760	11,860,236	12,705,855	845,619
10024400 - FIRE CERTIFICATE OF OCCUPANCY	1,315,345	1,370,725	1,361,402	1,541,701	180,299
10024500 - BUSINESS AND TRADE LICENSE	726,276	1,062,927	969,585	1,056,992	87,407
10024505 - ZONING	466,904	453,013	369,519	393,465	23,946
10024510 - ANIMAL AND PEST CONTROL	314,322	336,626	302,050	315,026	12,976
10024520 - INFORMATION & COMPLAINT	12,746	12,746	12,746	12,746	0
<b>Total Financing by Accounting Unit</b>	<b>16,782,476</b>	<b>18,286,540</b>	<b>17,678,073</b>	<b>18,994,585</b>	<b>1,316,512</b>

**CITY OF SAINT PAUL**  
**Financing Plan by Department**

**Department: SAFETY AND INSPECTION**  
**Fund: ASSESSMENT FINANCING**

**Budget Year: 2023**

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Change From Prior Year
<b>Financing by Major Account</b>					
OTHER FINANCING SOURCES	68,343	48,225	490,000	489,342	-658
<b>Total Financing by Major Account</b>	<b>68,343</b>	<b>48,225</b>	<b>490,000</b>	<b>489,342</b>	<b>-658</b>
<b>Financing by Accounting Unit</b>					
21524250 - NUISANCE BUILDINGS ABATEMENT	68,343	48,225	490,000	489,342	-658
<b>Total Financing by Accounting Unit</b>	<b>68,343</b>	<b>48,225</b>	<b>490,000</b>	<b>489,342</b>	<b>-658</b>

**CITY OF SAINT PAUL**  
**Financing Plan by Department**

**Department: SAFETY AND INSPECTION**  
**Fund: CHARITABLE GAMBLING**

**Budget Year: 2023**

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Change From Prior Year
<b>Financing by Major Account</b>					
TAXES	280,235	368,381	292,816	389,436	96,620
<b>Total Financing by Major Account</b>	<b>280,235</b>	<b>368,381</b>	<b>292,816</b>	<b>389,436</b>	<b>96,620</b>
<b>Financing by Accounting Unit</b>					
22824550 - GAMBLING ENFORCEMENT	280,235	368,381	292,816	389,436	96,620
<b>Total Financing by Accounting Unit</b>	<b>280,235</b>	<b>368,381</b>	<b>292,816</b>	<b>389,436</b>	<b>96,620</b>