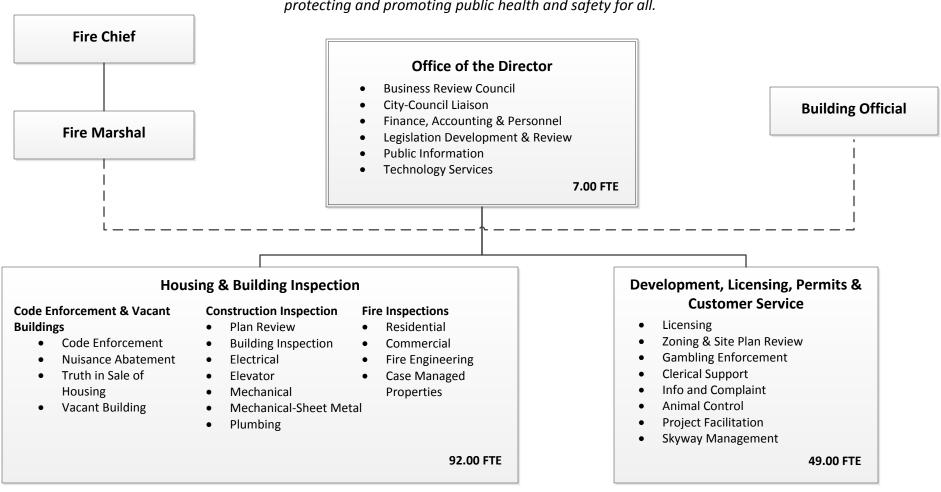
Safety and Inspections

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



(Total 148.00 FTE) 12/28/16

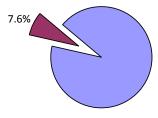
2017 Adopted Budget

Department of Safety and Inspections

Department Description:

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 Control, 2) Construction Inspection, 3) Code Enforcement, 4) Fire 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, and 11) Zoning.

Safety & Inspections' Portion of General Fund Spending



Department Facts

• Total General Fund Budget: \$19,134,293

• Total Special Fund Budget: \$739,732

• Total FTEs: 148.00

In 2015 DSI (% increase/decrease over 2014 values):

- Administered 29,475 construction permits (1% ↑), total valuation \$747,615,022(17%↑).
- Conducted 60,707 construction inspections (5% ↑).
- Issued 4,118 business licenses (3% \downarrow).
- Conducted 11,784 Fire C of O inspections (14% ↑) and issued 4,343 certificates (12% ↑).
- Conducted 36,092 code (27% ↑) and 19,607 vacant building inspections (0% change).
- Responded to 4,607 animal related complaints (8% ↑).
- Managed 76,894 calls to our Information & Complaint line in 2015 (6% \downarrow).

Department Goals

- Ensure safety in our built environment.
- Prevent life and property loss.
- Promote safe neighborhoods.
- Continue to integrate and streamline workflow throughout the City.
- Make it easy to open or expand a business in Saint Paul.
- Improve citizen education and communication.

Recent Accomplishments

- Changed Charter and ordinance laws to allow for increased on-sale liquor licenses for restaurants.
- Collaborated with OTC to implement new software that allows inspectors to complete data entry and printing while in the field, increasing productivity.
- Implemented new reduced state building permit surcharge rate which provides DSI customers annual savings of approximately \$60,000.
- Implemented an additional residential C of O classification to help ensure most challenged residential rental properties are inspected more frequently.
- Improved the opportunity to hire people of color by increasing available entry level positions and partnering with the community to ensure job opportunities are reaching people of color. Hired first DSI Trainee in January 2016.
- Developed succession planning strategy to ensure anticipated vacancies align with the department's needs. Converted two mid-level Code Enforcement positions into three entry level positions and strategically repurposed clerical positions.

2017 Adopted Budget

Department of Safety and Inspections

Fiscal Summary

	2015 Actual	2016 Adopted	2017 Adopted	Change	% Change	2016 Adopted FTE	2017 Adopted FTE
Spending							
100: General Fund	17,160,525	18,510,696	19,134,293	623,597	3.4%	144.12	147.12
215: Assessment Financing	181,571	400,000	472,798	72,798.89	18.2%	-	-
228: Charitable Gambling	127,260	145,515	266,933	121,419	83.4%	0.88	0.88
Total	17,469,355	19,056,210	19,874,024	817,814	4.3%	145.00	148.00
Financing							
100: General Fund	(18,586,615)	(17,280,800)	(17,900,497)	(619,697)	3.6%		
215: Assessment Financing	(158,005)	(400,000)	(472,798)	(72,798)	18.2%		
228: Charitable Gambling	(159,725)	(145,515)	(266,933)	(121,418)	83.4%		
Total	(18,904,346)	(17,826,315)	(18,640,228)	(813,913)	4.6%		

Budget Changes Summary

The 2017 adopted budget for the Department of Safety and Inspection (DSI) includes staffing changes to meet increasing demand in the zoning division. The increase of 3.00 FTE in DSI are offset by new revenue generated through a combination of volume increases in building permits and site plan reviews, as well as fee increases. There is also one-time resource to help fund the replacement of DSI's licensing data system and provide an improved customer experience in applying for and obtaining license and permits. Other changes in the 2017 budget for DSI are largely due to current service level adjustments.

Department of Safety and Inspections

		Chang	ed	
		Spending	<u>Financing</u>	FTE
rrent Service Level Adjustments		623,597	-	
	Subtotal:	623,597		
ayor's Proposed Changes				
Staffing Adjustments Within Existing Resources				
The 2017 adopted budget includes cost neutral staffing changes in order to provide extra assist neutral staffing adjustments includes the hiring of two additional Plan Examiners in order to kee construction site plan reviews in St. Paul, as well as repurposing two vacant DSI Inspector III poswhich allows DSI to ensure timely review of application. These cost neutral changes within DSI's	ep up with growing demand sitions into three DSI Inspect	for or I position		
Plan Examiner		-	-	2.0
DSI Inspector I		-	-	1.0
DSI Revenues	Subtotal:	-	-	3.0
The 2017 adopted budget includes adjustments to DSI revenues to reflect actual trends in considerable for the 2017 adopted budget includes adjustments to DSI fees including, building permits, business licenses, fire inspection, and vacant buildings.	truction services and a 2% in	crease to all		
Volume-based adjustments		_	163,595	-
2% increase in fees		-	306,102	-
	Subtotal:		469,697	-
lopted Changes				
Fire Certificate of Occupancy Revenue				
The 2017 adopted budget includes a volume based adjustment in Fire Certificate of Occupancy	revenue to reflect current tr	ends.		
Volume-based adjustments		-	150,000	-
	Subtotal:		150,000	-
nd 100 Budget Changes Total		623,597	619,697	3.

		Change from 2016 Adopted		
		Spending	<u>Financing</u>	FT
Current Service Level Adjustments		-	-	
	Subtotal:	-	-	
Adopted Changes				
Community Development Block Grant (CDBG) Balances				
The 2017 adopted budget includes unused CDBG balances for vacant building demolitions.				
CDBG balances		72,798	72,798	
	Subtotal:	72,798	72,798	
Fund 215 Budget Changes Total		72,798	72,798	

: Charitable Gambling		Departme	ent of Safety and	Insped
Charitable Gambling fund includes DSI's gambling enforcement activities and revenue	ies.			
		Change	e from 2016 Adopt	ed
	•	Spending	Financing	<u>F1</u>
Current Service Level Adjustments		-	-	
	Subtotal:	-	-	
Mayor's Proposed Changes				
Technology Enhancements				
The 2017 hudget includes one time recourses to help fund the replacement of DCIIs like				
The 2017 budget includes one-time resources to help fund the replacement of DSI's lice allow for any modifications or upgrades. A new licensing system will allow for a more coand obtaining licenses and permits.				
allow for any modifications or upgrades. A new licensing system will allow for a more co			121,418	
allow for any modifications or upgrades. A new licensing system will allow for a more coand obtaining licenses and permits.		of applying for	121,418	
allow for any modifications or upgrades. A new licensing system will allow for a more coand obtaining licenses and permits.	nvenient and easier online process o	of applying for 121,418	<u></u> .	

Spending Reports

CITY OF SAINT PAUL

Department Budget Summary (Spending and Financing)

Department: SAFETY AND INSPECTION

	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Spending by Fund					
CITY GENERAL FUND	15,778,886	17,160,525	18,510,696	19,134,293	623,597
ASSESSMENT FINANCING	416,826	181,571	400,000	472,798	72,799
CHARITABLE GAMBLING	117,523	127,260	145,515	266,933	121,419
TOTAL SPENDING BY FUND	16,313,235	17,469,355	19,056,210	19,874,024	817,814
Spending by Major Account					
EMPLOYEE EXPENSE	13,376,775	14,456,612	15,354,040	15,947,628	593,588
SERVICES	2,601,694	2,651,969	3,172,896	3,450,652	277,757
MATERIALS AND SUPPLIES	202,848	191,950	329,744	258,744	(71,000)
ADDITIONAL EXPENSES	1,397		1,500	1,500	
CAPITAL OUTLAY		19,306	37,531	45,000	7,469
DEBT SERVICE	20	19			
OTHER FINANCING USES	130,500	149,500	160,499	170,499	10,000
TOTAL SPENDING BY MAJOR ACCOUNT	16,313,235	17,469,355	19,056,210	19,874,024	817,814
Financing by Major Account					
TAXES	134,024	156,503	145,515	145,515	
LICENSE AND PERMIT	10,815,726	9,487,597	8,413,805	8,689,055	275,250
CHARGES FOR SERVICES	4,993,786	5,862,106	5,622,275	5,966,722	344,447
FINE AND FORFEITURE	71,019	76,336	67,000	67,000	
ASSESSMENTS	177,108	236,376			
INVESTMENT EARNINGS	6,631	3,222			
MISCELLANEOUS REVENUE	2,659	2,522			
OTHER FINANCING SOURCES	2,659,296	3,079,683	3,577,720	3,771,936	194,216
TOTAL FINANCING BY MAJOR ACCOUNT	18,860,248	18,904,346	17,826,315	18,640,228	813,913

CITY OF SAINT PAUL Spending Plan by Department

Department: SAFETY AND INSPECTION Fund: CITY GENERAL FUND

		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Spending by	Major Account					
EMPLOYEE E	EXPENSE	13,294,672	14,356,540	15,242,207	15,864,271	622,064
SERVICES		2,160,404	2,454,793	2,759,433	2,814,653	55,220
MATERIALS /	AND SUPPLIES	193,582	191,950	321,204	250,204	(71,000)
ADDITIONAL	EXPENSES	1,397	•	1,500	1,500	, ,
CAPITAL OUT	ΓLAY		19,306	37,531	45,000	7,469
DEBT SERVIO	CE	20	19			
OTHER FINAL	NCING USES	128,810	137,918	148,821	158,665	9,844
	Total Spending by Major Account	15,778,886	17,160,525	18,510,696	19,134,293	623,597
Spending by	Accounting Unit					
10024100	DSI ADMINISTRATION	717,441	1,010,845	1,019,402	993,024	(26,378)
10024200	PROPERTY CODE ENFOREMENT	1,480,384	1,278,194	1,348,710	1,314,232	(34,478)
10024205	VACANT BLDG CODE ENFORCEMENT	698,198	940,032	956,971	1,111,180	154,209
10024210	SUMMARY NUISANCE ABATEMENT	1,063,608	1,107,065	1,299,801	1,200,000	(99,801)
10024215	TRUTH IN SALE OF HOUSING	104,389	58,087	114,867	136,668	21,801
10024220	PERFORMANCE DEPOSIT PROJECTS	19	19			
10024300	CONSTRUCTION SVCS AND PERMITS	4,859,930	5,676,682	6,270,844	6,552,868	282,025
10024400	FIRE CERTIFICATE OF OCCUPANCY	2,345,960	2,597,249	2,802,371	2,856,985	54,614
10024500	BUSINESS AND TRADE LICENSE	2,633,856	2,713,013	2,754,615	1,258,836	(1,495,779)
10024505	ZONING	834,910	909,028	992,914	1,020,902	27,988
10024510	ANIMAL AND PEST CONTROL	928,345	870,310	950,202	1,017,943	67,741
10024515	ENVIRONMENTAL HEALTH	111,846				
10024520	INFORMATION & COMPLAINT				404,085	404,085
10024525	DSI CLERICAL SUPPORT				1,267,570	1,267,570
	Total Spending by Accounting Unit	15,778,886	17,160,525	18,510,696	19,134,293	623,597

CITY OF SAINT PAUL Spending Plan by Department

Department: SAFETY AND INSPECTION Fund: ASSESSMENT FINANCING

Fund: ASSESSMENT FINANCING Budget Year: 2017

		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Spending by Major	Account					
EMPLOYEE EXPENS	E	(83)	1,981	7,970	8,335	366
SERVICES		416,279	179,590	392,030	464,463	72,433
MATERIALS AND SU	PPLIES	630				
ר	Total Spending by Major Account	416,826	181,571	400,000	472,798	72,799
Spending by Accou	ınting Unit					
21524250 NUIS	SANCE BUILDINGS ABATEMENT	416,826	181,571	400,000	472,798	72,799
Tota	al Spending by Accounting Unit	416,826	181,571	400,000	472,798	72,799

CITY OF SAINT PAUL Spending Plan by Department

Department: SAFETY AND INSPECTION Fund: CHARITABLE GAMBLING

		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Spending by	Major Account					
EMPLOYEE I	EXPENSE	82,186	98,092	103,864	75,022	(28,841)
SERVICES		25,011	17,586	21,433	171,537	150,104
MATERIALS .	AND SUPPLIES	8,636		8,540	8,540	
OTHER FINA	NCING USES	1,690	11,582	11,678	11,834	156
	Total Spending by Major Account	117,523	127,260	145,515	266,933	121,419
Spending by	y Accounting Unit					
22824550	GAMBLING ENFORCEMENT	117,523	127,260	145,515	266,933	121,419
	Total Spending by Accounting Unit	117,523	127,260	145,515	266,933	121,419

Budget Year: 2017

CITY OF SAINT PAUL Spending Plan by Department

Department: SAFETY AND INSPECTION Fund: CITY CAPITAL PROJECTS

Change From 2016 2017 2016 2014 2015 Adopted Adopted Adopted **Actuals Actuals Spending by Major Account** CAPITAL OUTLAY 47,450 **Total Spending by Major Account** 47,450 **Spending by Accounting Unit** 40024950 SAFETY INSPECT CAPITAL MAINT 47,450 **Total Spending by Accounting Unit** 47,450

Financing Reports

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION
Fund: CITY GENERAL FUND

					Change From	
	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted	
Account Account Description			•	·		
42105-0 BUSINESS LICENSE	2,033,048	507,476	957,744	1,004,199	46,455	
42205-0 TRADE OCCUPATION LICENSE	257,661	257,334	240,000	240,000		
42210-0 TRUTH IN HOUSING EVALUATOR	6,240	4,600	4,500	4,500		
42220-0 ANIMAL LICENSE	106,617	111,956	110,000	112,200	2,200	
42505-0 BUILDING PERMIT	8,412,160	8,606,232	7,101,561	7,328,156	226,595	
OTAL FOR LICENSE AND PERMIT	10,815,726	9,487,597	8,413,805	8,689,055	275,250	
44190-0 MISCELLANEOUS FEES						
44215-0 COPIES						
44225-0 MAPS PUBLICATION REPORT HISTOR	180	448				
44505-0 ADMINISTRATION OUTSIDE	34,272	25,838	25,000	25,000		
44590-0 MISCELLANEOUS SERVICES	6,411	2,896				
45105-0 PARAMEDIC SERVICE	477					
45110-0 FIRE SAFETY SERVICES RMS	222,176	300,901	250,000	250,000		
45130-0 FIRE WATCH STANDBY	13,851	11,270	10,000	10,000		
46105-0 PLAN REVIEW	2,197,879	2,597,641	2,266,000	2,325,600	59,600	
46110-0 VACANT BUILDING REGISTRATION	560,745	602,945	729,134	729,134		
46115-0 ZONING FEES AND LETTERS	82,100	100,282	52,500	53,550	1,050	
46120-0 DSI SAC ADMINISTRATION	16,032	38,865	25,000	25,000		
46125-0 TRUTH IN SALE OF HOUSING	150,444	158,048	150,000	150,000		
46130-0 ZONING SITE PLAN	116,267	139,486	240,950	245,769	4,819	
46135-0 CERTIFICATE OF COMPETENCY	237,739	231,976	220,000	220,000		
46140-0 EXAMINATION FEES	34,820	30,305	30,000	30,000		
46145-0 CODE COMPLIANCE INSPECTION	192,450	203,038	251,800	251,800		
46150-0 EXCESSIVE CONSUMPTION	22,920	25,440	23,000	23,000		
46155-0 RCTFL ANNUAL FEE		19,245				
46205-0 CERT OF OCC COMMERCIAL	464,738	450,010	492,920	594,865	101,945	
46210-0 CERT OF OCC PROVISIONAL	133,453	184,490	206,676	249,421	42,745	
46215-0 CERT OF OCC RESID 1 AND 2 UNIT	369,750	493,401	442,619	534,162	91,543	

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION
Fund: CITY GENERAL FUND

					Change From
	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
Account Description					
46220-0 CERT OF OCC RESID 3 OR MORE	137,082	245,581	206,676	249,421	42,745
TOTAL FOR CHARGES FOR SERVICES	4,993,786	5,862,106	5,622,275	5,966,722	344,447
53105-0 PENALTY AND FINE	56,019	66,336	67,000	67,000	
53305-0 FORFEITURES	15,000	10,000			
TOTAL FOR FINE AND FORFEITURE	71,019	76,336	67,000	67,000	
54115-0 TAX FORFEITED PROPERTY	71,200	236,376			
TOTAL FOR ASSESSMENTS	71,200	236,376			
55520-0 OTHER AGENCY SHARE OF COST		752			
55740-0 AUTOMOBILE CLAIMS	517				
55845-0 JURY DUTY PAY		25			
55850-0 SUBPOENA WITNESS	157	210			
55905-0 CASH OVER OR SHORT	992	301			
55915-0 OTHER MISC REVENUE	993	1,234			
TOTAL FOR MISCELLANEOUS REVENUE	2,659	2,522			
56225-0 TRANSFER FR SPECIAL REVENUE FU	502,893	272,525	262,525	262,525	
56240-0 TRANSFER FR ENTERPRISE FUND	200,303	207,131	210,050	210,050	
56305-0 TRANSFER ABATEMENT ASMTS	893,090	883,567	1,296,500	1,296,500	
56310-0 TRANSFER EXCESSIVE CONSUMP ASMTS	116,607	142,783	135,000	135,000	
56315-0 TRANSFER VEHICLE TOWING ASMTS	15,863	30,810	45,000	45,000	
56320-0 TRANSFER TRASH HAULING ASMTS	57,530	59,410	128,000	128,000	
56325-0 TRANSFER GRAFFITI ASMTS	9,624	12,549	23,000	23,000	
56330-0 TRANSFER BOARD UP ASMTS	88,150	127,505	205,000	205,000	
56340-0 TRANSFER CERT OF OCCUPANCY ASMTS	46,066	267,249	123,424	123,424	
56345-0 TRANSFER VACANT BUILDINGS ASMTS	353,270	917,141	749,221	749,221	
58101-0 SALE OF CAPITAL ASSET		1,009			
TOTAL FOR OTHER FINANCING SOURCES	2,283,395	2,921,678	3,177,720	3,177,720	
TOTAL FOR CITY GENERAL FUND	18,237,784	18,586,615	17,280,800	17,900,497	619,697

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION

Fund: ASSESSMENT FINANCING Budget Year: 2017

					Change From
Account Account Description	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
54115-0 TAX FORFEITED PROPERTY	105,908				
TOTAL FOR ASSESSMENTS	105,908				
56250-0 TRANSFER FR CDBG	375,901	158,005	400,000	472,798	72,798
TOTAL FOR OTHER FINANCING SOURCES	375,901	158,005	400,000	472,798	72,798
TOTAL FOR ASSESSMENT FINANCING	481,809	158,005	400,000	472,798	72,798

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION

Fund: CHARITABLE GAMBLING Budget Year: 2017

					Change From
Account Account Description	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
40710-0 GAMBLING TAX	134,024	156,503	145,515	145,515	
TOTAL FOR TAXES	134,024	156,503	145,515	145,515	
54505-0 INTEREST INTERNAL POOL	4,472	4,575			
54506-0 INTEREST ACCRUED REVENUE	719	(201)			
54510-0 INCR OR DECR IN FV INVESTMENTS	1,440	(1,151)			
TOTAL FOR INVESTMENT EARNINGS	6,631	3,222			
59910-0 USE OF FUND EQUITY				121,418	121,418
TOTAL FOR OTHER FINANCING SOURCES				121,418	121,418
TOTAL FOR CHARITABLE GAMBLING	140,655	159,725	145,515	266,933	121,418
TOTAL FOR SAFETY AND INSPECTION	18,860,248	18,904,346	17,826,315	18,640,228	813,913

CITY OF SAINT PAUL Financing Plan by Department

Department: SAFETY AND INSPECTION Fund: CITY GENERAL FUND

Fund: CITY GENERAL FUND Budget Year: 2017

					Change From	
		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
inancing by	y Major Account					
LICENSE AND PERMIT		10,815,726	9,487,597	8,413,805	8,689,055	275,250
CHARGES FOR SERVICES		4,993,786	5,862,106	5,622,275	5.966.722	344,447
FINE AND FORFEITURE		71,019	76,336	67,000	67,000	
ASSESSMENTS		71,200	236,376		21,000	
MISCELLANEOUS REVENUE		2,659	2,522			
OTHER FINANCING SOURCES		2,283,395	2,921,678	3,177,720	3,177,720	
	Total Financing by Major Account	18,237,784	18,586,615	17,280,800	17,900,497	619,697
inancing by	y Accounting Unit					
10024100	DSI ADMINISTRATION	1,656,145	2,323,829	2,825,670	2,825,670	
10024200	PROPERTY CODE ENFOREMENT	204,920	202,440	190,000	190,000	
10024205	VACANT BLDG CODE ENFORCEMENT	1,168,925	1,288,025	980,934	980,934	
10024215	TRUTH IN SALE OF HOUSING	156,684	162,648	154,500	154,500	
10024300	CONSTRUCTION SVCS AND PERMITS	10,871,183	11,457,938	9,627,561	9,913,756	286,195
10024400	FIRE CERTIFICATE OF OCCUPANCY	1,389,212	1,915,344	1,608,891	1,887,869	278,978
10024500	BUSINESS AND TRADE LICENSE	2,439,356	841,266	1,279,744	1,326,199	46,455
10024505	ZONING	204,949	242,464	363,650	369,519	5,869
10024510	ANIMAL AND PEST CONTROL	129,233	134,256	249,850	252,050	2,200
10024515	ENVIRONMENTAL HEALTH	17,177	18,404			
	Total Financing by Accounting Unit	18,237,784	18,586,615	17,280,800	17,900,497	619,697

CITY OF SAINT PAUL Financing Plan by Department

Department: SAFETY AND INSPECTION Fund: ASSESSMENT FINANCING

Change From 2014 2015 2016 2017 2016 **Adopted Actuals Actuals** Adopted Adopted **Financing by Major Account ASSESSMENTS** 105,908 OTHER FINANCING SOURCES 375,901 158,005 72,798 400,000 472,798 400,000 472,798 158,005 72,798 **Total Financing by Major Account** 481,809 **Financing by Accounting Unit** NUISANCE BUILDINGS ABATEMENT 21524250 481,809 158,005 400,000 472,798 72,798 481,809 158,005 400,000 472,798 72,798 **Total Financing by Accounting Unit**

CITY OF SAINT PAUL Financing Plan by Department

Department: SAFETY AND INSPECTION Fund: CHARITABLE GAMBLING

Fund: CHARITABLE GAMBLING Budget Year: 2017

		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Financing by	y Major Account					
TAXES		134,024	156,503	145,515	145,515	
INVESTMENT EARNINGS		6,631	3,222		·	
OTHER FINANCING SOURCES					121,418	121,418
	Total Financing by Major Account	140,655	159,725	145,515	266,933	121,418
Financing by	y Accounting Unit					
22824550	GAMBLING ENFORCEMENT	140,655	159,725	145,515	266,933	121,418
	Total Financing by Accounting Unit	140,655	159,725	145,515	266,933	121,418