# **2025 Proposed Budget: Safety and Inspections**

**Department Mission:** To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all. Learn More: <u>stpaul.gov/DSI</u>

## **Department Facts**

- Total General Fund Budget: \$26,164,106
- Total Special Fund Budget: \$2,078,986
- Total FTEs: 165.0

## **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.

## **Recent Accomplishments**

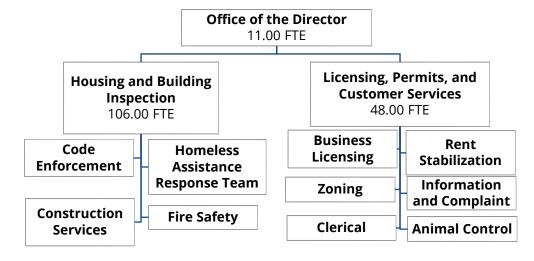
- Administered 40,015 total construction permits (20%↑), 14,531 of which were building permits for a total valuation of \$834,005,001.
- Conducted 61,275 construction inspections (8% ↑).
- Issued 3,050 business licenses (8.8% ↑).
- Conducted 12,411 Fire Certificate of Occupancy inspections (3% ↓), issued 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%  $\downarrow$ ).
- Managed an estimated 61,000 calls to our Information & Complaint line (3.6%  $\downarrow$ ).
- 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 Public Information Officer 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.
- 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.





## **Safety and Inspections Organizational Chart**



#### Total FTE 165.00

## **Department Division Descriptions**

The Department of Safety and Inspections is managed by the Director department support staff. It includes the following divisions:

- Housing and Building Inspection: The Housing and Building Inspection division is made up of four main services:
  - o Code Enforcement, which handles code compliance, nuisance abatement, Truth in Sale of Housing, and vacant buildings.
  - o Homeless Assistant Response Team, which connects people experiencing homelessness with resources.
  - Construction Services, which handles business plan review, building inspections, and issues relating to electrical, elevator, mechanical, warm air and ventilations, plumbing, and energy compliance.
  - Fire Safety works with resident, commercial, and case managed properties, in addition to fire engineering issues.
- Licensing, Permits, and Customer Service: The Licensing, Permits, and Customer Service division is made up of six main services:
  - Business Licensing, which handles licensing and compliance, skyway management, gambling enforcement, project facilitation, and sound level variances.
  - Rent Stabilization, which handles process appeals and exemptions and customer service.
  - o Zoning, which handles zoning and sign regulation, site plan review, zoning compliance.
  - o Information and complaint, which handles city-wide information calls, process complaints, and communication.
  - o Clerical, which handles processing licenses, payments, and permits and provides clerical administration for hearings.
  - o Animal Control, which handles animal licensing and sheltering, along with code compliance.

#### 2025 Proposed Budget SAFETY AND INSPECTION

#### **Fiscal Summary**

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year	FY 2024 Adopted Budget FTE	FY 2025 Proposed Budget FTE
Spending							
100: CITY GENERAL FUND	18,313,733	23,334,949	24,398,624	26,164,106	1,765,482	160.00	165.00
200: CITY GRANTS	-	-	268,850	-	(268,850)	-	-
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	1,590,000	1,590,000	-	-
215: ASSESSMENT FINANCING	195,093	489,342	489,029	488,985	(44)	-	-
228: CHARITABLE GAMBLING	167,362	389,436	-	-	-	-	-
Total	18,676,189	24,213,727	25,156,503	28,243,092	3,086,588	160.00	165.00
Financing							
100: CITY GENERAL FUND	19,383,455	18,994,585	19,051,848	22,099,635	3,047,787		
200: CITY GRANTS	-	-	268,850	-	(268,850)		
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	1,590,000	1,590,000		
215: ASSESSMENT FINANCING	141,376	489,342	489,029	488,985	(44)		
228: CHARITABLE GAMBLING	445,267	389,436	-	-	-		
Total	19,970,097	19,873,363	19,809,727	24,178,620	4,368,893		

#### **Budget Changes Summary**

The 2025 Department of Safety and Inspections General Fund budget invests in 5 FTEs for state energy code adoption. A new 2024 state law increases regulatory requirements for Minnesota Commercial Energy Code with a goal to reduce energy consumption 80 percent by 2036. For commercial plan reviews with a project value over \$50,000, a new Energy Plan Check fee would be charged at 0.2 percent valuation of the project. The 2025 budget reflects changes in anticipated revenues. Assessment revenue has been trending down to the budget in recent years, while building permit revenue has seen steady growth. There is a 10 percent fee increase to vacant building fees, while other fee revenues are expected to increase in volume only. The 2025 budget includes an attrition adjustment to account for yearly vacancy savings that occur due to standard staff turnover.

The 2025 Mayor's Proposed Budget includes one-time investments focused on Downtown Saint Paul. The investments include improvements to sidewalks and parks, activation of public spaces, and public safety enhancements. These one-time investments were made possible by the American Rescue Plan, which alleviated pressure on the City's General Fund and allowed the City to make these important improvements. The Department of Safety and Inspections special fund budget reflects funding for an office to housing conversion fee waiver to support development and added capacity to streamline and accelerate the permit review process.

Due to changes in the American Rescue Plan State and Local Fiscal Recovery Funds guidance around obligating funds, the City made the decision in 2024 to change the funding source for several projects formerly supported with ARP. To ensure that the projects and initiatives included in the Global Agreement between Mayor and Council on the use of ARP funds are completed as planned, the City created a new Special Fund for each former ARP project included in this change. These funds will continue to be spent according to the uses that were included in the Global Agreement, and all funds must be spent by 2026 in alignment with the original ARP guidelines. City staff will continue to collect quarterly and annual reporting from each project and provide corresponding reports to Council. The Department of Safety and Inspections special fund budget includes the SAC Financial Assistance project.

## 100: General Fund

## Safety and Inspections

urrent Service Level Adjustments	Change f	rom 2024 Adopte	ed .
	Spending	- Financing	FT
Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services, telephone monthly charges, and other revenue and expense adjustments.			
Current service level adjustments	1,115,325	-	-
Subtotal:	1,115,325	-	-
ayor's Proposed Changes	Change f	rom 2024 Adopte	d
	Spending	Financing	FT
State Energy Code Adoption			-
A new 2024 state law increases regulatory requirements for MN Commercial Energy Code (2019 ASHRAE Standard 90.1). The goal of this statewide policy is to reduce energy consumption by 80% by 2036. The Department of Safety and Inspections will hire 5 new FTEs to comply with this new state law. For commercial plan reviews with a project value over \$50,000, a new Energy Plan Check fee would be charged at .2% valuation of the project.			
Increased fees for commercial plan review	-	1,194,800	-
Mechanical Engineer	201,968	-	1.0
Development Coordinators	227,121	-	2.0
Building Inspector	159,593	-	1.0
Plan Examiner II	128,175	-	1.0
Subtotal:	716,857	1,194,800	5.0
DSI Revenues			
The 2025 Safety and Inspections budget reflects changes in anticipated revenues. Assessment revenue has been trending down to the budget in recent years, while building permit revenue has seen steady growth. There is a 10% fee increase to vacant building fees, while other fee revenues are expected to increase in volume only.			
Vacant Building fee increase by 10%	-	41,800	-
Building Permit fee volume increase by 12.8%	-	1,324,654	-
Fire Certificate of Occupancy volume increase by 10%	-	131,490	-
Business License volume increase by 8%	-	55,043	-
Plan Review revenue volume increase by 13.7%	-	500,000	-
Assessment revenue decrease	-	(200,000)	-
Subtotal:	_	1,852,987	_

Attrition Adjustment	(66,700)		-
Subtotal:	(66,700)	-	-

200: City Grants	Safety and Inspections
Budgets for grants administered by the department of Safety and Inspection are included in the City Grants Fund.	

rrent Service Level Adjustments		Change from 2024 Adopted		
	Spending	Financing	FTE	
Current service level adjustments reflect changes in spending and revenue pa	atterns and the removal of one-time carryforward			
for the Federal Emergency Management Agency (FEMA) - Building Resilient In	frastructure & Communities grant.			
	Current service level adjustments	(268,850)	(268,850)	_
		(========)	(=======)	
	Subtotal:	(268,850)	(268,850)	-
	· · · · · · · · · · · · · · · · · · ·			-

## 211: General Government Special Projects

The DSI Special Projects Fund includes funding for downtown investments and the SAC Financial Assistance Program

ayor's Proposed Changes	Change f	rom 2024 Adopte	d
Downtown Investments The 2025 Mayor's Proposed Budget includes one-time investments focused on Downtown Saint Paul. The investments include	Spending	Financing	F
improvements to sidewalks and parks, activation of public spaces, and public safety enhancements. These one-time investments were made possible by the American Rescue Plan, which alleviated pressure on the City's General Fund and allowed the City to			
make these important improvements. The DSI special fund budget reflects funding for an office to housing conversion fee waiver to support development and added capacity to streamline and accelerate the permit review process.			
Office to housing conversion fee waiver	1,000,000	1,000,000	
Improved permit review process	440,000	440,000	
SAC Financial Assistance Project	.,	.,	
Due to changes in the American Rescue Plan State and Local Fiscal Recovery Funds guidance around obligating funds, the City made the decision in 2024 to change the funding source for several projects formerly supported with ARP. To ensure that the projects and initiatives included in the Global Agreement between Mayor and Council on the use of ARP funds are completed as planned, the City created a new Special Fund for each former ARP project included in this change. These funds will continue to be			
spent according to the uses that were included in the Global Agreement, and all funds must be spent by 2026 in alignment with the original ARP guidelines. City staff will continue to collect quarterly and annual reporting from each project and provide corresponding reports to Council. The DSI special fund budget includes the SAC Financial Assistance project.			
SAC Financial Assistance project	150,000	150,000	
Subtotal:	150,000	150,000	

Fund 211 Budget Changes Total

1,590,000 1,590,000

## 215: Assessment Fund

The Assessment Fund includes revenues from abatement activities.

rent Service Level Adjustments			Change from 2024 Adopted		
Current service level adjustments reflect changes in spending and revenue patterns.		Spending	Financing	FTE	
	Current service level adjustments	(44)	(44)	_	
	Subtotal:	(44)	(44)	-	
Fund 215 Budget Changes Total		(44)	(44)	-	
228: Charitable Gambling Fund		Safe	ety and Inspe	ections	
The Charitable Campling Fund was discontinued in 2024 Adopted Budget			<u> </u>		

The Charitable Gambling Fund was discontinued in 2024 Adopted Budget.

**Safety and Inspections Spending Reports** 

#### Department: SAFETY AND INSPECTION

Fund: CITY GENERAL FUND

Fund. CITT GENERAL FOND				Du	dget Year: 2023
	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	15,721,532	20,444,779	21,506,707	23,271,981	1,765,274
SERVICES	2,342,942	2,571,878	2,573,529	2,591,273	17,744
MATERIALS AND SUPPLIES	219,161	248,202	248,202	248,002	(200)
ADDITIONAL EXPENSES	500	250	250	250	-
CAPITAL OUTLAY	5,000	45,000	45,000	45,000	-
DEBT SERVICE	57	100	100	100	-
OTHER FINANCING USES	24,541	24,740	24,836	7,500	(17,336)
Total Spending by Major Account	18,313,733	23,334,949	24,398,624	26,164,106	1,765,482
Spending by Accounting Unit					
10024100 - DSI ADMINISTRATION	771,997	830,791	832,538	1,981,256	1,148,718
10024200 - PROPERTY CODE ENFOREMENT	1,325,148	1,485,096	1,378,647	944,419	(434,227)
10024205 - VACANT BLDG CODE ENFORCEMENT	480,301	746,115	785,607	779,748	(5,859)
10024210 - SUMMARY NUISANCE ABATEMENT	976,942	914,245	914,245	914,245	-
10024215 - TRUTH IN SALE OF HOUSING	123,959	127,807	136,736	129,686	(7,050)
10024225 - DSI UNSHELTERED	952	443,882	419,060	689,888	270,828
10024230 - RENT STABILIZATION	139,059	350,524	368,766	380,563	11,797
10024300 - CONSTRUCTION SERVICES AND PERMITS	8,152,157	9,876,530	10,219,926	11,190,251	970,324
10024400 - FIRE CERTIFICATE OF OCCUPANCY	2,135,183	3,299,036	3,249,528	3,225,527	(24,000)
10024500 - BUSINESS AND TRADE LICENSE	1,108,341	1,478,672	1,837,979	1,499,336	(338,643)
10024505 - ZONING	1,014,002	1,034,865	1,127,412	1,195,077	67,666
10024510 - ANIMAL AND PEST CONTROL	861,106	1,119,316	1,336,754	1,291,488	(45,266)
10024520 - INFORMATION & COMPLAINT	502,143	734,549	717,268	899,582	182,314
10024525 - DSI CLERICAL SUPPORT	722,443	893,521	1,074,160	1,043,040	(31,120)
Total Spending by Accounting Unit	18,313,733	23,334,949	24,398,624	26,164,106	1,765,482

Budget Year: 2025

Fund:	CITY GRANTS				Bu	dget Year: 2025
		FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by	Major Account					
SERVICES		-	-	268,850	-	(268,850)
	Total Spending by Major Account	-	-	268,850	-	(268,850)
Spending by	Accounting Unit					
20024800 - [	DSI GRANTS	-	-	268,850	-	(268,850)
	Total Spending by Accounting Unit	-	-	268,850	-	(268,850)

Budget Year: 2025

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	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account		<u>12</u>	<u>18</u>	<u>18</u>	
EMPLOYEE EXPENSE	-	-	-	440,000	440,000
SERVICES	-	-	-	150,000	150,000
ADDITIONAL EXPENSES	-	-	-	1,000,000	1,000,000
Total Spending by Major Account	-	-	-	1,590,000	1,590,000
Spending by Accounting Unit					
21124100 - DSI SPECIAL PROJECTS	-	-	-	1,440,000	1,440,000
21124820 - DSI SAC FINANCIAL ASSISTANCE	-	-	-	150,000	150,000
Total Spending by Accounting Unit	-	-	-	1,590,000	1,590,000

Fund:	ASSESSMENT FINANCING				Bue	dget Year: 2025
		FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by	Major Account					
SERVICES		195,093	489,342	489,029	488,985	(44)
	Total Spending by Major Account	195,093	489,342	489,029	488,985	(44)
Spending by	Accounting Unit					
21524250 - N	NUISANCE BUILDINGS ABATEMENT	195,093	489,342	489,029	488,985	(44)
	Total Spending by Accounting Unit	195,093	489,342	489,029	488,985	(44)

Fund:	CHARITABLE GAMBLING				Bu	dget Year: 2025
		FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by	Major Account					
EMPLOYEE	EXPENSE	133,861	324,763	-	-	-
SERVICES		23,266	54,579	-	-	-
OTHER FINA	ANCING USES	10,235	10,094	-	-	-
	Total Spending by Major Account	167,362	389,436	-	-	-
Spending by	Accounting Unit					
22824550 -	GAMBLING ENFORCEMENT	167,362	389,436	-	-	-
	Total Spending by Accounting Unit	167,362	389,436	-	-	-

**Safety and Inspections Financing Reports** 

#### Department: SAFETY AND INSPECTION

Fund: CITY GENERAL FUND

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account			Daagot	Daagot	
LICENSE AND PERMIT	12,298,063	10,369,946	10,969,946	12,349,643	1,379,697
INTERGOVERNMENTAL REVENUE	-	35,000	35,000	35,000	-
CHARGES FOR SERVICES	5,142,220	6,355,618	5,812,881	7,680,971	1,868,090
FINE AND FORFEITURE	41,282	57,000	57,000	57,000	-
ASSESSMENTS	9,136	26,700	26,700	26,700	-
MISCELLANEOUS REVENUE	44,749	22,000	22,000	22,000	-
OTHER FINANCING SOURCES	1,848,005	2,128,321	2,128,321	1,928,321	(200,000)
Total Financing by Major Account	19,383,455	18,994,585	19,051,848	22,099,635	3,047,787
Financing by Accounting Unit					
10024100 - DSI ADMINISTRATION	133,348	151,925	151,925	151,925	-
10024200 - PROPERTY CODE ENFOREMENT	13,982	84,840	84,840	84,840	-
10024205 - VACANT BLDG CODE ENFORCEMENT	290,628	727,275	414,275	456,075	41,800
10024210 - SUMMARY NUISANCE ABATEMENT	1,531,234	1,848,700	1,848,700	1,648,700	(200,000)
10024215 - TRUTH IN SALE OF HOUSING	156,940	156,060	156,060	156,060	-
10024300 - CONSTRUCTION SERVICES AND PERMITS	14,342,338	12,705,855	13,071,918	16,091,372	3,019,454
10024400 - FIRE CERTIFICATE OF OCCUPANCY	1,467,387	1,541,701	1,545,901	1,677,391	131,490
10024500 - BUSINESS AND TRADE LICENSE	753,034	1,056,992	1,056,992	1,112,035	55,043
10024505 - ZONING	327,682	393,465	393,465	393,465	-
10024510 - ANIMAL AND PEST CONTROL	354,135	315,026	315,026	315,026	-
10024520 - INFORMATION & COMPLAINT	12,746	12,746	12,746	12,746	-
Total Financing by Accounting Unit	19,383,455	18,994,585	19,051,848	22,099,635	3,047,787

#### Budget Year: 2025

Fund:	CITY GRANTS				Bu	dget Year: 2025
		FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by	y Major Account					
INTERGOVE	ERNMENTAL REVENUE	-	-	268,850	-	(268,850)
	Total Financing by Major Account	-	-	268,850	-	(268,850)
Financing by	y Accounting Unit					
20024800 -	DSI GRANTS	-	-	268,850	-	(268,850)
	Total Financing by Accounting Unit	-	-	268,850	-	(268,850)

#### Department: SAFETY AND INSPECTION Fund: GENERAL GOVT SPECIAL PROJECTS

Fund: GENERAL GOVT SPECIAL PRO	GENERAL GOVT SPECIAL PROJECTS				
	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
OTHER FINANCING SOURCES	-	-	-	1,590,000	1,590,000
Total Financing by Major Account	-	-	-	1,590,000	1,590,000
Financing by Accounting Unit					
21124100 - DSI SPECIAL PROJECTS	-	-	-	1,440,000	1,440,000
21124820 - DSI SAC FINANCIAL ASSISTANCE	-	-	-	150,000	150,000
Total Financing by Accounting Unit	-	-	-	1,590,000	1,590,000

## Department:SAFETY AND INSPECTIONFund:ASSESSMENT FINANCING

Budget	Year:	2025
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	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
OTHER FINANCING SOURCES	141,376	489,342	489,029	488,985	(44)
Total Financing by Major Account	141,376	489,342	489,029	488,985	(44)
Financing by Accounting Unit					
21524250 - NUISANCE BUILDINGS ABATEMENT	141,376	489,342	489,029	488,985	(44)
Total Financing by Accounting Unit	141,376	489,342	489,029	488,985	(44)

Fund:	CHARITABLE GAMBLING				Bu	dget Year: 2025
		FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by	y Major Account		-	-		
TAXES		445,267	389,436	-	-	-
	Total Financing by Major Account	445,267	389,436	-	-	-
Financing by	y Accounting Unit					
22824550 -	GAMBLING ENFORCEMENT	445,267	389,436	-	-	-
	Total Financing by Accounting Unit	445,267	389,436	-	-	-