



2025 Adopted 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:** stpaul.gov/DSI

Department Facts

- **Total General Fund Budget:** \$25,800,516
- **Total Special Fund Budget:** \$2,078,985
- **Total FTEs:** 165.00

Department Goals

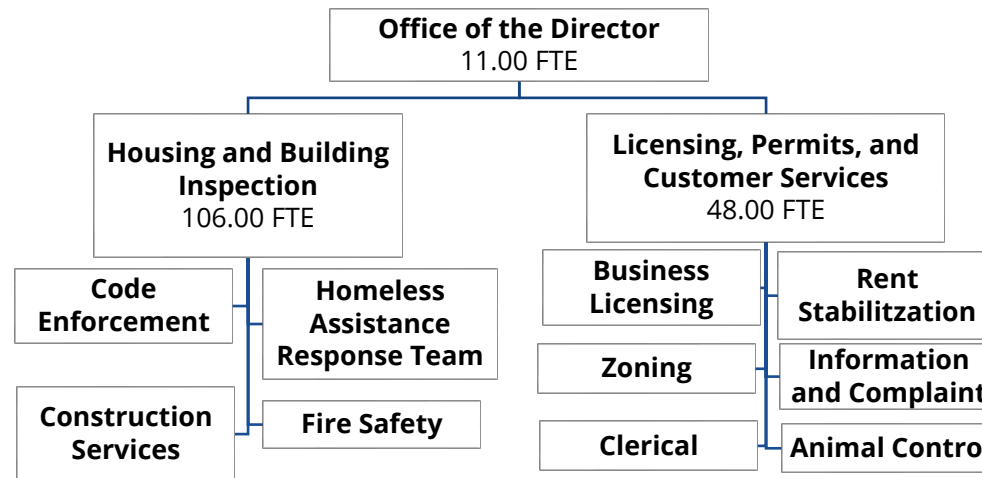
- Prevent life and property loss.
- Promote neighborhood safety and livability.
- Engage communities in effective communication, customer service, and education.
- Promote sustainable and innovative solutions.
- Ensure equity in the delivery of our programs/services.
- Provide seamless services to help 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% ↓).
- 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 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 and 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:
 - Code Enforcement, which handles code compliance, nuisance abatement, Truth in Sale of Housing, and vacant buildings.
 - 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.
 - Zoning, which handles zoning and sign regulation, site plan review, zoning compliance.
 - Information and complaint, which handles city-wide information calls, process complaints, and communication.
 - Clerical, which handles processing licenses, payments, and permits and provides clerical administration for hearings.
 - Animal Control, which handles animal licensing and sheltering, along with code compliance.

**2025 Adopted Budget
SAFETY AND INSPECTION**

Fiscal Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted Budget	Change From Prior Year	FY 2024 Adopted Budget FTE	FY 2025 Adopted Budget FTE
Spending							
100: CITY GENERAL FUND	18,259,455	23,334,949	24,398,624	25,800,516	1,401,892	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	169,124	389,436	-	-	-	-	-
Total	18,623,672	24,213,727	25,156,503	27,879,502	2,722,998	160.00	165.00
Financing							
100: CITY GENERAL FUND	19,358,185	18,994,585	19,051,848	22,064,635	3,012,787		
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	19,944,827	19,873,363	19,809,727	24,143,620	4,333,893		

Budget Changes Summary

The Department of Safety and Inspections (DSI) 2025 General Fund budget invests in 5.0 FTEs for compliance with state energy code. A new 2024 state law increases regulatory requirements for MN Commercial Energy Code with a goal to reduce energy consumption 80% by 2036. 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. The 2025 budget reflects changes in anticipated revenues. Assessment revenue has been trending down 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. Unrealized Ramsey County revenue was removed from the budget. The 2025 budget includes an attrition adjustment to account for vacancy savings due to standard staff turnover, as well as additional attrition adjustments made during the Council phase of the budget process.

The 2025 adopted budget includes one-time investments focused on Downtown Saint Paul. These investments were made possible by the American Rescue Plan, which alleviated pressure on the City's General Fund, allowing 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.

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 (Sewer Availability Charge) Financial Assistance project.

100: General Fund

Safety and Inspections

Current Service Level Adjustments

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.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Current service level adjustments	1,115,325	-	-
Subtotal:	1,115,325	-	-

Mayor's Proposed Changes

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.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Increased fees for commercial plan review	-	1,194,800	-
Mechanical Engineer	201,968	-	1.00
Development Coordinators	227,121	-	2.00
Building Inspector	159,593	-	1.00
Plan Examiner II	128,175	-	1.00
Subtotal:	716,857	1,194,800	5.00

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

The 2025 budget includes an attrition adjustment to account for annual vacancy savings that occur due to standard staff turnover.

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

Adopted Changes

Change from 2024 Adopted

Spending Financing FTE

Attrition Adjustment

The 2025 adopted budget includes additional attrition adjustments made during the Council Phase of the budget process.

Attrition adjustment	(363,590)	-	-
Subtotal:	(363,590)	-	-

Revenue Adjustment

The 2025 adopted budget reflects a technical adjustment to remove unrealized Ramsey County revenue.

Remove Ramsey County revenue	-	(35,000)	-
Subtotal:	-	(35,000)	-

Fund 100 Budget Changes Total

1,401,892 3,012,787 5.00

200: City Grants

Safety and Inspections

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

Current Service Level Adjustments

Current service level adjustments reflect changes in spending and revenue patterns and the removal of one-time carryforward for the Federal Emergency Management Agency (FEMA) - Building Resilient Infrastructure & Communities grant.

	Change from 2024 Adopted		FTE
	Spending	Financing	
Current service level adjustments	(268,850)	(268,850)	-
Subtotal:	(268,850)	(268,850)	-

Fund 200 Budget Changes Total

(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

Mayor's Proposed Changes

All-In Housing Framework

The 2025 budget utilizes excess balances in the Housing Trust Fund to advance the City's All-In Housing Framework. The DSI special fund budget reflects funding to streamline the permit review process for multi-unit housing and a fee waiver for office-to-housing conversions to encourage downtown development.

	Change from 2024 Adopted		FTE
	Spending	Financing	
Streamlined permit review	440,000	440,000	-
Office-to-housing conversion fee waiver	1,000,000	1,000,000	-
Subtotal:	1,440,000	1,440,000	-

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

Safety and Inspections

The Assessment Fund includes revenues from abatement activities.

Current Service Level Adjustments

Current service level adjustments reflect changes in spending and revenue patterns.

	Change from 2024 Adopted		FTE
	Spending	Financing	
Current service level adjustments	(44)	(44)	-
Subtotal:	(44)	(44)	-

Fund 215 Budget Changes Total

(44) **(44)** **-**

228: Charitable Gambling Fund

Safety and Inspections

The Charitable Gambling Fund was discontinued in the 2024 Adopted Budget.

Safety and Inspections Spending Reports

CITY OF SAINT PAUL
Spending Plan by Department

Department: SAFETY AND INSPECTION

Fund: CITY GENERAL FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	15,667,254	20,444,779	21,506,707	22,908,391	1,401,684
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	18,259,455	23,334,949	24,398,624	25,800,516	1,401,892
Spending by Accounting Unit					
10024100 - DSI ADMINISTRATION	771,557	830,791	832,538	1,981,256	1,148,718
10024200 - PROPERTY CODE ENFORCEMENT	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	8,176,089	9,876,530	10,219,926	11,190,251	970,324
10024400 - FIRE CERTIFICATE OF OCCUPANCY	2,100,623	3,299,036	3,249,528	3,125,527	(124,000)
10024500 - BUSINESS AND TRADE LICENSE	1,097,114	1,478,672	1,837,979	1,499,336	(338,643)
10024505 - ZONING	1,014,102	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	470,060	734,549	717,268	835,992	118,724
10024525 - DSI CLERICAL SUPPORT	722,443	893,521	1,074,160	843,040	(231,120)
Total Spending by Accounting Unit	18,259,455	23,334,949	24,398,624	25,800,516	1,401,892

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

Department: SAFETY AND INSPECTION

Fund: CITY GRANTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted 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)

CITY OF SAINT PAUL
Spending Plan by Department

Department: SAFETY AND INSPECTION

Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted Budget	Change From Prior Year
Spending by Major Account					
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

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

Department: SAFETY AND INSPECTION

Fund: ASSESSMENT FINANCING

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted 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 - 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)

CITY OF SAINT PAUL
Spending Plan by Department

Department: SAFETY AND INSPECTION

Fund: CHARITABLE GAMBLING

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	133,861	324,763	-	-	-
SERVICES	25,028	54,579	-	-	-
OTHER FINANCING USES	10,235	10,094	-	-	-
Total Spending by Major Account	169,124	389,436	-	-	-
Spending by Accounting Unit					
22824550 - GAMBLING ENFORCEMENT	169,124	389,436	-	-	-
Total Spending by Accounting Unit	169,124	389,436	-	-	-

Safety and Inspections Financing Reports

CITY OF SAINT PAUL
Financing Plan by Department

Department: SAFETY AND INSPECTION

Fund: CITY GENERAL FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted Budget	Change From Prior Year
Financing by Major Account					
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	5,139,250	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	1,825,705	2,128,321	2,128,321	1,928,321	(200,000)
Total Financing by Major Account	19,358,185	18,994,585	19,051,848	22,064,635	3,012,787
Financing by Accounting Unit					
10024100 - DSI ADMINISTRATION	111,048	151,925	151,925	151,925	-
10024200 - PROPERTY CODE ENFORCEMENT	13,982	84,840	84,840	49,840	(35,000)
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	1,464,417	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	19,358,185	18,994,585	19,051,848	22,064,635	3,012,787

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

**Department: SAFETY AND INSPECTION
Fund: CITY GRANTS**

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	-	-	268,850	-	(268,850)
Total Financing by Major Account	-	-	268,850	-	(268,850)
Financing by Accounting Unit					
20024800 - DSI GRANTS	-	-	268,850	-	(268,850)
Total Financing by Accounting Unit	-	-	268,850	-	(268,850)

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

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

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted 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

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

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

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Adopted 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)

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

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

Budget Year: 2025

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