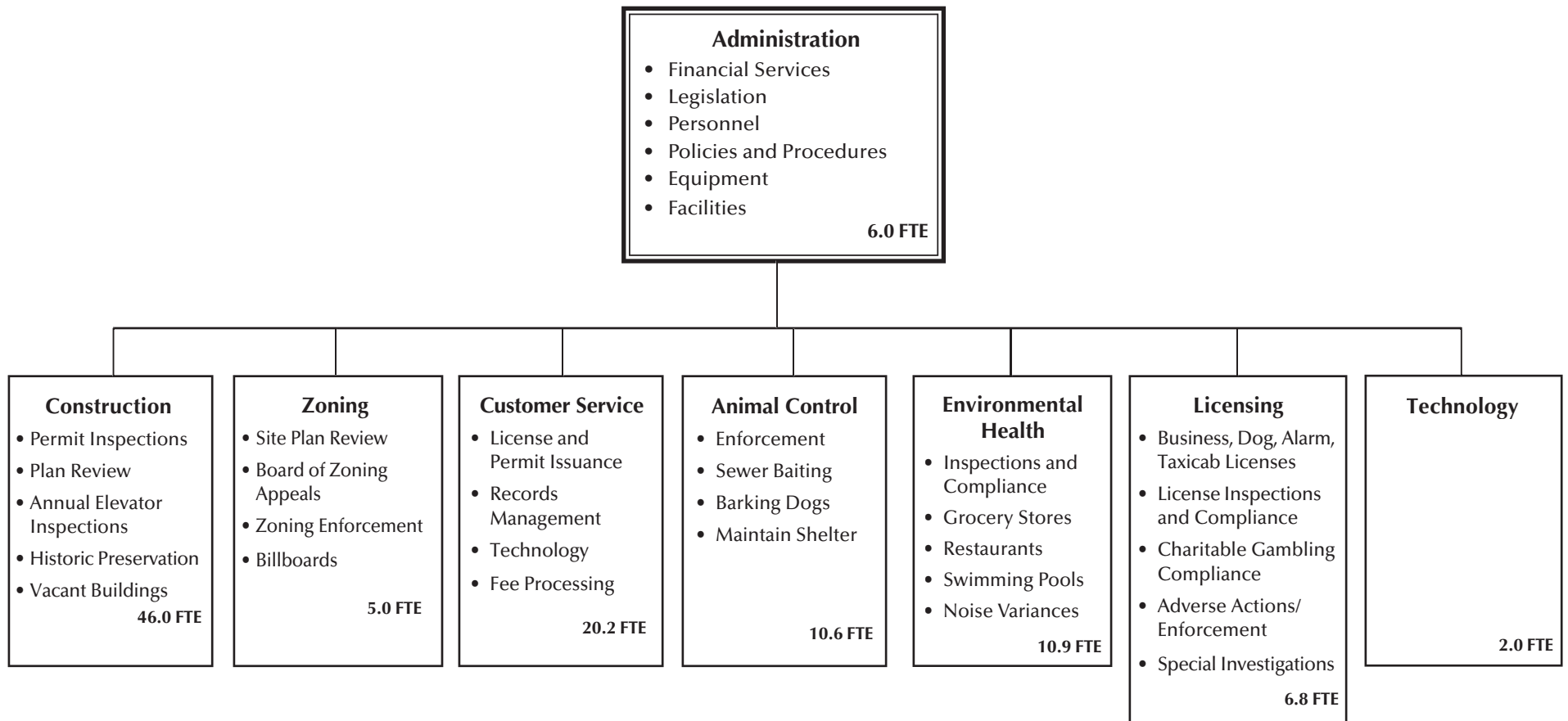


License, Inspection, and Environmental Protection

To set a standard of excellence as a dynamic, and innovative organization that ensures public health and safety and consistently exceeds customer expectations



(Total 107.5 FTEs)

About the Office of License, Inspections and Environmental Protection

What We Do (Description of Services)

The Office of License, Inspections and Environmental Protection (LIEP) performs regulatory services for the City of Saint Paul.

During the year, LIEP staff:

- Assure the safety of citizens by enforcing construction code standards compliance.
- Enforce license conditions and regulations on all licensed businesses in Saint Paul
- Regulate lawful gambling to prevent its commercialization and ensure integrity of operations and provide for the use of net profits only for lawful purposes.
- Provide a safe and healthy environment for Saint Paul residents and visitors by raising awareness about environmental health issues through routine inspections, complaint investigations, education, testing and enforcement activities.
- Investigate and enforce Zoning regulations in the City of Saint Paul.
- Protect the public from loose and dangerous animals and protect animals from abusive owners through the Animal

Statistical Profile

- LIEP issued 29,763 permits, yielding 55,829 permit inspections.
- LIEP increased the percentage of inspections compliant with the building code on first inspection from 74% in 2003 to 76% in 2004.
- LIEP issued 4,294 on-line permits in 2004, a 15% increase from 2003.
- LIEP investigated 2,552 complaints in 2004, a 7% increase over 2003.
- LIEP conducted 3,721 restaurant inspections in 2004, a 5% increase over 2003.
- The total valuation of permits pulled in 2004 was \$859,539,337, a 49% increase over 2003 permit valuation.
- Initiated 206 adverse actions for license compliance violations.

Control operation.

2004-2005 Accomplishments

We're proud of the following accomplishments for 2004-2005.

- Relocated the LIEP main office from the Lowry Professional Building to the Commerce Building with a minimum of inconvenience for our customers. As part of this effort, LIEP completed a major purge of all files to reduce on-site storage.
- Increased the efficiency and convenience of issuing permits by expanding our 24/7 on-line permit issuance system.
- Continued to increase the number of building permits completed on-line.
- Provided staff resources to facilitate the administration's goal of achieving 5,000 new housing units within four years.
- Increased elevator inspection, restaurant license and zoning fees to more accurately cover the costs of these activities.
- Worked to develop new ordinances to regulate the growing popularity of body art (tattooing and piercing) and food service from temporary stands at flea markets and other limited locations that are not special events.
- Collaborated with the community and other City agencies to facilitate the establishment of a State Fair Vending Overlay District.
- Developed a web site and a hotline for gambling enforcement/criminal investigations.
- Continued to revise reports in ECLIPS to help detect gambling compliance problems.
- Revised LIEP's web site to make it more user friendly and less cumbersome for customers.
- Conducted 333 gambling inspections.
- Issued 7,802 dog licenses in 2004, up 24% from 2003.

Office of License, Inspections and Environmental Protection Key Performance Measures

Performance Objective: Enforce license conditions on all licensed businesses in the City of Saint Paul.				
Performance Indicator: Increase the number of establishments monitored.				
MEASURES:	2003 Actual	2004 Actual	2005 Estimated	2006 Projected
Establishments monitored	N.A.	N.A.	250	300
Performance Objective: Provide a safe and healthy environment for Saint Paul residents and visitors by raising awareness about environmental health issues through routine inspections, complaint investigations, education, testing and enforcement activities.				
Performance Indicator: Increase critical deficiencies cited as a percent of total deficiencies cited.				
MEASURES:	2003 Actual	2004 Actual	2005 Estimated	2006 Projected
Critical deficiencies cited	1,648	1,510	1,200	1,600
Percent of total deficiencies that are critical	21.22%	21.78%	22.22%	23.88%
Total deficiencies cited	7,767	6,932	5,400	6,700
Performance Objective: Market on-line permits to reduce staff time needed to process permits.				
Performance Indicator: Increase the number of on line permits sold				
MEASURES:	2003 Actual	2004 Actual	2005 Estimated	2006 Projected
Number of on line permits sold	3,721	4,294	4,900	5,800
Performance Objective: Assure safety of citizens through construction standards compliance.				
Performance Indicator: Increase and maintain the percent of inspections compliant with code on first inspection				
MEASURES:	2003 Actual	2004 Actual	2005 Estimated	2006 Projected
Percent compliance with codes on first inspection	71%	74%	75%	75%
Permits issued	30,558	29,763	30,000	30,000
Construction Value (in millions)	\$576	\$860	\$705	\$769
Number of housing units facilitated	926	2,692	1,200	2,000
Performance Objective: Investigate and enforce zoning regulations by responding to complaints, assuring compliance with conditions placed on approved site plans, variances, special and nonconforming use permits and business licenses.				
Performance Indicator: Maintain the high number of site plans reviewed, zoning variances and appeals processed, zoning compliance letters sent and number of complaints investigated.				
MEASURES:	2003 Actual	2004 Actual	2005 Estimated	2006 Projected
Site plans reviewed	110	119	115	115
Zoning variances and appeals processed	171	162	160	160
License applications reviewed for zoning compliance	1,494	1,568	1,600	1,620
Zoning compliance letters sent	193	198	175	175
Number of complaints investigated	398	459	450	450

License, Inspections & Env. Protect

Department/Office Director: **JANEEN E ROSAS**

	2003 2nd Prior Exp. & Enc.	2004 Last Year Exp. & Enc.	2005 Adopted	2006 Mayor's Proposed	2006 Council Adopted	Change from Mayor's Proposed	2005 Adopted
<u>Spending By Unit</u>							
001 GENERAL FUND	761,009	714,385	732,857	744,854	740,066	-4,788	7,209
167 CHARITABLE GAMBLING ENFORCEMENT	361,587	349,183	363,481	305,958	305,958		-57,523
320 LICENSE INSPECTIONS & ENV PROTECTIO	9,203,622	9,287,784	10,035,858	11,532,252	11,540,521	8,269	1,504,663
Total Spending by Unit	10,326,218	10,351,352	11,132,196	12,583,064	12,586,545	3,481	1,454,349
<u>Spending By Major Object</u>							
SALARIES	6,056,883	6,189,455	6,536,085	6,911,785	6,911,785		375,700
SERVICES	1,686,411	1,453,673	1,724,147	1,579,076	1,656,637	77,561	-67,510
MATERIALS AND SUPPLIES	137,132	116,206	288,221	374,913	374,913		86,692
EMPLOYER FRINGE BENEFITS	2,238,466	2,430,530	2,406,473	2,552,993	2,478,913	-74,080	72,440
MISC TRANSFER CONTINGENCY ETC	207,326	145,778	176,608	1,164,297	1,164,297		987,689
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS		15,710	662	0	0		-662
Total Spending by Object	10,326,218	10,351,352	11,132,196	12,583,064	12,586,545	3,481	1,454,349
Percent Change from Previous Year		0.2%	7.5%	13.0%	0.0%	0.0%	13.1%
<u>Financing By Major Object</u>							
GENERAL FUND	761,009	714,385	732,857	744,854	740,066	-4,788	7,209
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS	7,983,834	10,028,127	8,888,459	8,873,146	8,873,146		-15,313
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	1,273,968	2,040,055	1,460,655	1,652,000	1,652,000		191,345
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	28,496	27,429	28,000	26,000	26,000		-2,000
TRANSFERS	1,000		30,600	103,825	103,825		73,225
FUND BALANCES			-8,375	1,183,239	1,191,508		1,199,883
Total Financing by Object	10,048,307	12,809,996	11,132,196	12,583,064	12,586,545	3,481	1,454,349
Percent Change from Previous Year		27.5%	-13.1%	13.0%	0.0%	0.0%	13.1%

2006 Budget Plan

2006 Priorities

- Revise Chapter 409 to clarify language to conform to State law and improve the enforcement process.
- Measure inspections made per employee within LIEP to ensure that all LIEP inspectors are optimally utilized.
- Negotiate with the State of Minnesota, Department of Public Safety which, if successful, would allow LIEP to issue the buyer's card (allows establishments to purchase alcohol and beer at wholesale prices) and 2:00 AM Liquor Licenses to on sale liquor establishments. This process would also help LIEP better realize a "one-stop shop" for liquor licensees and would increase our customer service.
- Collaborate with the City of Minneapolis to eventually switch to a third party, private testing corporation for the issuance of trades competency cards.
- Work with Animal Ark to reduce stray cat populations using a new and innovative method which sterilizes and then re-releases the animals.
- Inspect new construction, elevators and restaurants to assure compliance with recognized standards of quality to protect the health and safety of the residents and visitors and the economic viability of the city.
- Refine Amanda and other IT systems to automate our record keeping, improve internal processes, enable more customers to transact business on-line, and present information in geographical forms improving both our efficiency and our customers' while reducing costs and errors.
- Continue to provide accurate information and excellent customer service to both internal and external customers.

2006 Budget Explanation

Base Adjustments

The 2005 adopted budget was adjusted to set the budget base for 2006. The base includes the anticipated growth in salaries and fringes for 2006 for employees related to the bargaining process. The base budget also specified a \$31,777 spending restraint goal.

Mayor's Recommendations

The proposed budget continues the same level of services as the 2005 budget. The number of FTEs remains the same as in 2004 and 2005. The allocation of business license fees to the General Fund will increase by \$58,000 to reflect the historic split of 29% of license fees to support related general fund expenditures (police and city attorney) and 71% for LIEP's licensing costs. Additionally, \$1 million in fund balances in LIEP special funds is transferred to the General Fund and the Department of Planning and Economic Development's Operations Fund to support planning and development-related costs incurred in Public Works traffic engineering, PED planning/zoning, and Fire Inspections.

Council Actions

The City Council adopted the LIEP budget and recommendations as proposed by the Mayor, and approved the following changes:

- Transfer of \$8,269 to the Office of Technology to help fund Information Services support.
- Decrease in fringe benefit costs resulting from retiree insurance savings.