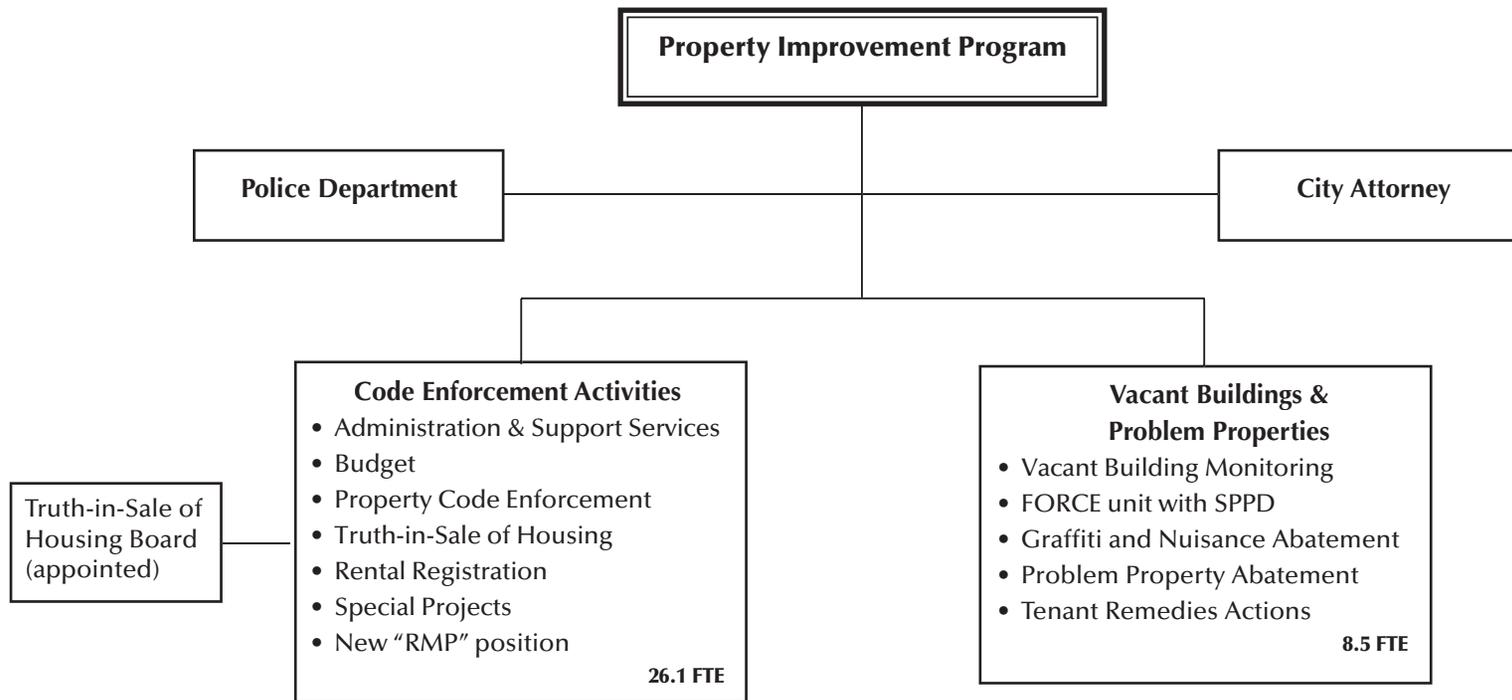


# Neighborhood Housing and Property Improvement

*Our mission is to (1) keep the City clean (2) keep the housing habitable and (3) make our neighborhoods as safe and livable as possible.*



**(Total 34.6 FTEs)**

## About the Department of Neighborhood Housing and Property Improvement

### What We Do (Description of Services)

NHPI plays a vital role in supporting the City's operations. The purpose of all Code Enforcement Programs is to protect the public health and safety and maintain and improve the housing in Saint Paul in order to make the City a safe place to live. We provide the following services:

- Code Enforcement enforces minimum housing and health code on all interior one-and two-family homes and on all exterior properties. The Problem Property Unit uses civil and criminal laws to enforce a community standard of acceptable behavior.
- Vacant Building Monitoring identifies vacant buildings and “case manages” these properties.
- The Summary Nuisance Abatement activity eliminates garbage and rubbish, tall grass and noxious weeds, unshoveled snow on public sidewalks, abandoned motor vehicles, broken sewer lines, dilapidated garages and houses, peeling paint, etc.
- The Truth-in-Sale of Housing program processes evaluation reports required by Chapter 189 of the Legislative Code and investigates complaints about evaluators and/or reports and takes appropriate disciplinary actions.
- Nuisance Building Abatements enforce the Building Demolition and Removal legislation of vacant nuisance buildings.
- Rental Registration identifies and inspects one-and two-family non owner-occupied properties, requires registration fees, issues certificates and revokes certificates on problem properties.
- Tenant Remedies Actions are conducted per a contract between the City and the Family Housing Fund to revolve \$200,000 for fixing up properties where the City has initiated action.

### 2004-2005 Accomplishments

We're proud of the following accomplishments in 2004:

- The Department is inspecting to a higher standard, conducting sweeps in addition to responding to specific complaints; writing up all violations at a property, not just those called in; and writing up near-by properties with the same or worse violations.
- The City moved from a mostly complaint-based system to a more proactive patrol system.
- Productivity has doubled since 2002, based on the number of orders issued and number of deficiencies cited.
- Implemented a new Excessive Consumption program which has worked as a compliance tool.
- Implemented the Rental Registration Revocation program which has worked as a compliance tool.
- The number of problem properties has been reduced.
- Produced a “How -to-Guide” and programmed a way for residents to track complaints on-line.
- Integrated the Public Works Right-of-Way duties together with Code Enforcement activities.
- Instituted a monthly training regimen that brought in experts from other city departments and the county, used test houses to train inspectors, and promoted consistent enforcement.

#### Statistical Profile

• Inspections:	2002 = 23,083	2004 = 34,048
• Orders:	2002 = 4,168	2004 = 11,640
• Deficiencies:	2002 = 29,636	2004 = 49,860
• Rental units reg.:	2002 = 3,441	2004 = 5,547
• No. of sweeps:	2002 = 1	2004 = 16
• Cost/inspection:	2003 = \$53.96	2004 = \$43.15
• Closed on 1 <sup>st</sup> reinsp:	2003 = 4,942	2004 = 5,941

## Department of Neighborhood Housing and Property Improvement Key Performance Measures

<b>Performance Objective:</b> Increased Productivity				
<b>Performance Indicator:</b> Increase number of field finds				
<b>MEASURES:</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Average number of field finds per inspector per day	1.2	1.24	1.4	1.6

<b>Performance Objective:</b> Increased Productivity/Increased Voluntary Compliance				
<b>Performance Indicator:</b> Contraction of Reinspection to Inspection ratio				
<b>MEASURES:</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Reinspection to Inspection Ratio	not measured	17 to 11	16 to 11	15 to 10
Number of new folders/number folders closed requiring > 1 reinspection	10,009/3,433	11,541/3,252	12,000/3,100	15,500/3,000

<b>Performance Objective:</b> Control for Costs				
<b>Performance Indicator:</b> Continue to reduce cost per inspection				
<b>MEASURES:</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Cost per inspection	\$53.96	\$43.15	\$42.00	\$41.00

<b>Performance Objective:</b> Increased Effectiveness				
<b>Performance Indicator:</b> Reduce the number of days garbage and rubbish is illegally on the ground				
<b>MEASURES:</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Garbage days on the ground (from complaint date to work order completion)	not measured	est.: 7 days	6 days	5 days

<b>Performance Objective:</b> Increase Effectiveness/preserve affordable housing stock				
<b>Performance Indicator:</b> Increase number of interior inspections				
<b>MEASURES:</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of initial interior inspections	1,148*	1,148*	1,400	1,800

## Neighborhood Housing And Property Improvement

Department/Office Director: **ANDREW J DAWKINS**

	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
<b><u>Spending By Unit</u></b>							
001 GENERAL FUND	2,522,823	2,791,830	2,709,743	2,832,641	2,816,246	-16,395	106,503
040 PROPERTY CODE ENFORCEMENT	501,325	529,848	821,010	772,008	772,008		-49,002
Total Spending by Unit	<b>3,024,148</b>	<b>3,321,678</b>	<b>3,530,753</b>	<b>3,604,649</b>	<b>3,588,254</b>	<b>-16,395</b>	<b>57,501</b>
<b><u>Spending By Major Object</u></b>							
SALARIES	1,570,645	1,705,518	1,788,083	1,845,046	1,845,046		56,963
SERVICES	892,164	999,320	884,266	864,383	867,445	3,062	-16,821
MATERIALS AND SUPPLIES	47,316	20,726	46,403	59,662	59,662		13,259
EMPLOYER FRINGE BENEFITS	504,370	562,557	561,256	595,970	576,513	-19,457	15,257
MISC TRANSFER CONTINGENCY ETC	9,653	33,557	240,400	237,243	237,243		-3,157
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT			2,345	2,345	2,345		
EQUIPMENT LAND AND BUILDINGS			8,000	0	0		-8,000
Total Spending by Object	<b>3,024,148</b>	<b>3,321,678</b>	<b>3,530,753</b>	<b>3,604,649</b>	<b>3,588,254</b>	<b>-16,395</b>	<b>57,501</b>
Percent Change from Previous Year		<b>9.8%</b>	<b>6.3%</b>	<b>2.1%</b>	<b>-0.5%</b>	<b>-0.5%</b>	<b>1.6%</b>
<b><u>Financing By Major Object</u></b>							
GENERAL FUND	2,522,823	2,791,830	2,709,743	2,832,641	2,816,246	-16,395	106,503
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS	4,100	4,300	4,000	4,300	4,300		300
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	320,225	322,557	319,745	349,804	349,804		30,059
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE			200,000	200,000	200,000		
TRANSFERS	201,145	198,762	200,000	200,000	200,000		
FUND BALANCES			97,265	17,904	17,904		-79,361
Total Financing by Object	<b>3,048,293</b>	<b>3,317,449</b>	<b>3,530,753</b>	<b>3,604,649</b>	<b>3,588,254</b>	<b>-16,395</b>	<b>57,501</b>
Percent Change from Previous Year		<b>8.8%</b>	<b>6.4%</b>	<b>2.1%</b>	<b>-0.5%</b>	<b>-0.5%</b>	<b>1.6%</b>

## 2006 Budget Plan

### 2006 Priorities

- Enhanced inspector performance accountability.
- Increase inspector watchfulness for code violations.
- Inspect every Rental Registration property.
- Increase the number of interior inspections.
- Increase the number of Tenant Remedies Actions.
- Measure and reduce “Garbage Days on the Ground.”
- Institute "Remote Mobile Patrol" inspector.
- Continue to improve inspection to reinspection ratio.
- Continue to decrease the average cost per inspection.
- Reduce the numbers on “5 Day Late List,” and “To Do List.”
- Continue to identify and target properties which generate repeat complaints (including Police calls.)
- Enhance ease of police officers reporting to Code.
- Explore using the Water Utility's lead pipe replacement program as a model for property owner fix-up fund.
- Better involve neighborhood activists in citizen patrols.

### 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. It also includes 2% inflation growth applied to utility object codes. The base budget also specified a \$22,055 spending restraint goal.

#### Mayor’s Recommendation

The proposed budget continues the same level of services as the 2005 budget. There are no FTE reductions. The Department’s spending reduction target plus inflationary increases was achieved through slight reductions in overtime (\$14,257) and summary nuisance abatement activity (\$13,809), and the remaining approximate one-third through a shift to special funds. An annual \$78,483 repayment to the Community Development Block Grant fund is moved from the Department of Planning and Economic Development’s budget to the NHPI budget. The revenue estimate for assessments from boarding-up vacant buildings was reduced by \$153,000 to reflect historical collections.

#### Council Actions

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

- Decrease in fringe benefit costs resulting from retiree insurance savings.