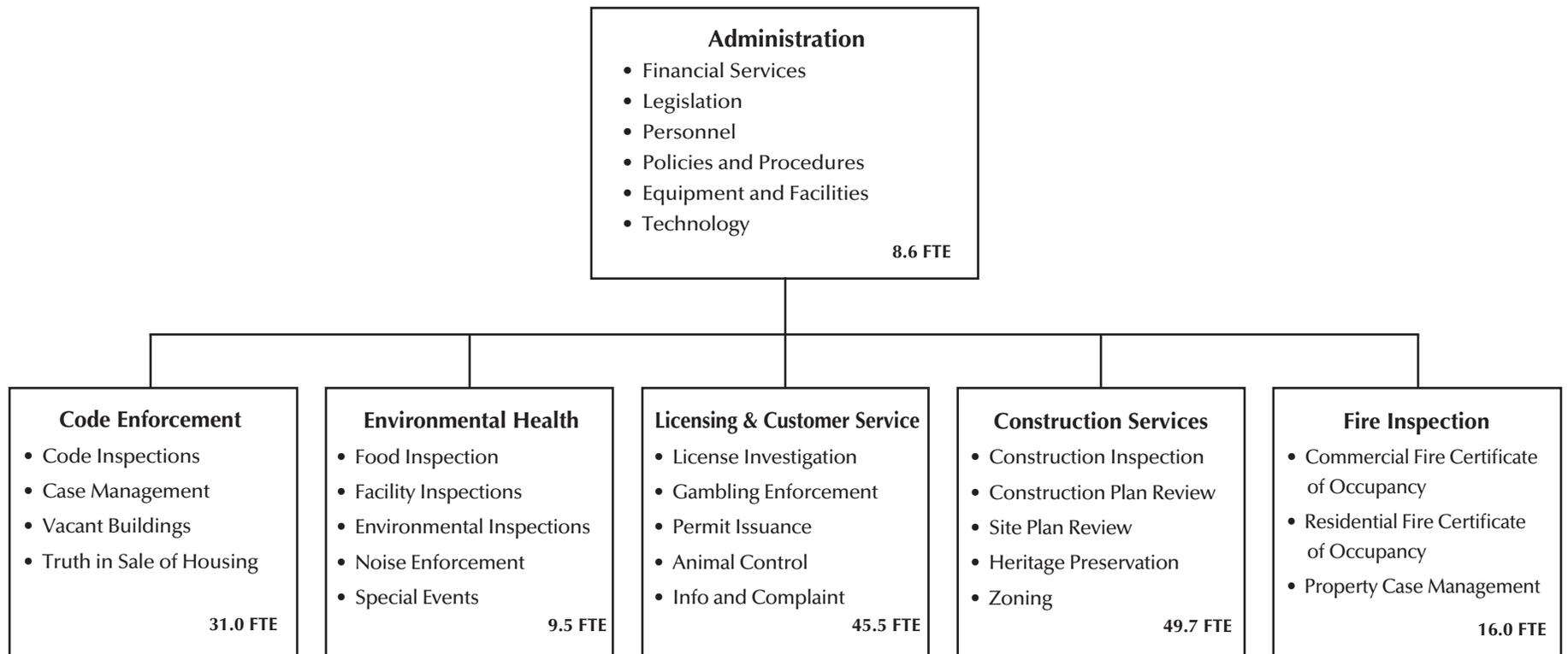


Safety and Inspection

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



(Total 160.3 FTEs)

About the Department of Safety and Inspection

What We Do (Description of Services)

Creation of the Department of Safety and Inspection:

The Adopted 2007 Budget establishes a new Department of Safety and Inspection (DSI) through the consolidation of separate units: The Office of License, Inspections and Environmental Protection (LIEP), the Citizen Service Office (CSO), the Department of Neighborhood Housing and Property Improvement (NHPI), and the Fire Inspection component of the Department of Fire and Safety.

One of the driving forces behind the creation of the new department is the need to find a permanent home for code enforcement. The code enforcement function, which has the responsibility for all exterior properties and all one- and two-family dwellings in the City, has been moved from department to department over the last 20 years. The new department will solidify the code enforcement function along with all other major inspection functions of the City.

This consolidation of inspection services will increase both accountability and efficiency in enforcement of the various city and state housing, building, fire safety and related regulations. It will save the general fund nearly \$300,000 in the first year and, most importantly; it will improve the City's response to complaints and requests for service. For example, it will no longer be routine to send two or three different inspectors from separate city departments to investigate a single complaint. Inspectors will be cross-trained to deal with the entire situation; rather than a specific aspect of the complaint.

Statistical Profile

- Issued 28,000 permits, yielding 50,329 inspections
- Issued 5,454 online permits in 2005; 22% increase over 2004
- Conducted 4,402 restaurant inspections in 2005; 15% increase over 2004
- Total valuation of permits pulled in 2005 was \$634,039,335
- Initiated 289 adverse actions for license compliance violations; 28.72% increase over 2004
- Code enforcement responded to 40,885 complaints, leading to 8,645 abatement orders.

2005-2006 Accomplishments

We're proud of the following accomplishments for 2005-2006.

- Continued to increase the number of building permits completed on-line (22% increase from 2004 to 2005).
- Successfully established and implemented the State Fair Vending Overlay District.
- Revised the web site to make it more user friendly and less cumbersome for customers.
- Added resources to the Heritage Preservation Commission.
- Created the Ad Hoc Committee on Housing and Property Code Enforcement to make recommendations on the future of Code Enforcement.
- Established administrative guidelines and implemented the smoking ban ordinance to regulate issues that have come up such as a 100% increase in the number of outdoor patios being constructed. As a result of successful implementation, Saint Paul has had one violation of this ordinance to date.
- Increased staffing for the project facilitator and site plan review sections to assist customers in dealing with complex rules and regulations.
- Initiated a study of all fees collected in former Office of LIEP.
- Increased the number of proactive activities in the form of neighborhood Sweeps, and "Walk and Talk" events in addition to the normal complaint-based system.
- Continued use of Excessive Consumption billings and Rental Certificate Revocations which have been effective tools for gaining compliance with Code Enforcement goals.
- Initiated transformation of our Rental Registration program from a simple registration to a full Certificate of Occupancy inspection program.
- Initiated study to move Truth-in-Sale of Housing program from a "disclosure only" to some level of "hazard repair" upon the sale of a one or two family residence.
- Accommodated a dramatic increase in the number of vacant buildings identified and registered in Saint Paul.

Key Performance Measures

Performance Objective: Increase inspector productivity				
Performance Indicator: Increase number of field finds				
MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Average number of field finds per inspector per day	1.24	1.9	1.9	2.0

Performance Objective: Provide safe and healthy environment for 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:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Critical deficiencies cited	1,510	1,733	1,900	2,000
Percent of total deficiencies that are critical	21.78%	22.05%	22.9%	23.8%
Total deficiencies cited	6,932	7,856	8,300	8,400

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:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of on-line permits sold	4,294	5,454	5,800	6,280

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:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Percent compliance with codes on first inspection	74%	79%	70%	70%
Permits issued	29,763	28,000	28,000	28,000
Construction Value (in millions)	860	634	650	650
Number of housing units facilitated	2,692	609	300	300

Performance Objective: Control for Costs				
Performance Indicator: Continue to reduce direct departmental costs per code enforcement inspection.				
MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Direct costs per code inspection	\$56.34	\$51.81	\$54.99	\$53.74

Safety & Inspection

Department/Office Director: **ROBERT W KESSLER**

	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	2007 Council Adopted	Change from Mayor's Proposed		2006 Adopted
<u>Spending By Unit</u>								
001 GENERAL FUND	3,506,214	3,753,926	2,816,246	3,834,900	5,061,804	1,226,904		2,245,558
040 PROPERTY CODE ENFORCEMENT	529,849	559,846	772,008	807,716	807,716			35,708
167 CHARITABLE GAMBLING ENFORCEMENT	349,185	295,566		209,645	209,645			209,645
320 LICENSE INSPECTIONS & ENV PROTECTIO	9,287,784	9,917,268		11,099,698	11,190,160	90,462		11,190,160
736 FIRE PROTECTION CLOTHING					8,522	8,522		8,522
Total Spending by Unit	13,673,032	14,526,605	3,588,254	15,951,959	17,277,847	1,325,888		13,689,593
<u>Spending By Major Object</u>								
SALARIES	7,894,972	7,918,838	1,845,046	8,962,554	9,980,383	1,017,829		8,135,337
SERVICES	2,452,992	3,009,042	867,445	2,925,589	2,751,740	-173,849		1,884,295
MATERIALS AND SUPPLIES	136,936	348,658	59,662	317,861	329,326	11,465		269,664
EMPLOYER FRINGE BENEFITS	2,993,086	2,916,334	576,513	3,248,692	3,487,029	238,337		2,910,516
MISC TRANSFER CONTINGENCY ETC	179,335	271,603	237,243	491,934	724,040	232,106		486,797
DEBT								
STREET SEWER BRIDGE ETC IMPROVEMENT			2,345	5,329	5,329			2,984
EQUIPMENT LAND AND BUILDINGS	15,710	62,131	0	0	0			
Total Spending by Object	13,673,032	14,526,605	3,588,254	15,951,959	17,277,847	1,325,888		13,689,593
Percent Change from Previous Year		6.2%	-75.3%	344.6%	8.3%	8.3%		381.5%
<u>Financing By Major Object</u>								
GENERAL FUND	3,506,214	3,753,926	2,816,246	3,834,900	5,061,804	1,226,904		2,245,558
SPECIAL FUND								
TAXES								
LICENSES AND PERMITS	10,032,427	8,670,499	4,300	9,044,201	9,044,201			9,039,901
INTERGOVERNMENTAL REVENUE								
FEES, SALES AND SERVICES	2,362,612	2,068,023	349,804	2,074,480	2,074,480			1,724,676
ENTERPRISE AND UTILITY REVENUES								
MISCELLANEOUS REVENUE	27,429	38,367	200,000	226,000	226,000			26,000
TRANSFERS	198,762	173,747	200,000	251,820	263,342			63,342
FUND BALANCES			17,904	520,558	608,020			590,116
Total Financing by Object	16,127,444	14,704,562	3,588,254	15,951,959	17,277,847	1,325,888		13,689,593
Percent Change from Previous Year		-8.8%	-75.6%	344.6%	8.3%	8.3%		381.5%

2007 Budget Plan

2007 Priorities

- Consolidate the Citizen Service Office, the Office of License Inspection and Environmental Protection, The Department of Neighborhood Housing and Property Improvement, and a portion of the Fire Prevention Division into a single organization called the Department of Safety and Inspection. This reorganization is intended to improve and maintain the City's housing stock by better coordinating the delivery of all code enforcement and inspection activities.
- The vision of the new department is to create a unified service- oriented organization, that exceeds customer expectations in the enforcement of the various housing, building, licensing, zoning, and fire protection regulations of the City of Saint Paul and the State of Minnesota. This ambitious vision can be achieved by implementing the following priorities:
 - The creation of a Safety and Inspection Transition Team that represents all employees and managers in the new organization to guide the transition from separate entities into a single, unified, organization.
 - The development of a change management plan to guide the process of changing procedures, norms, and inspection protocols for the new department.
 - The selection of a single location for the new department that is centrally located on a bus line with sufficient parking for both employees and the public.
 - The establishment of uniform enforcement guidelines and protocols that are applied across the entire city to all properties.
 - The cross-training of inspection staff to perform both code enforcement and C of O inspections, plus some zoning and businss licensing duties and the assignment of field staff to geographically-based areas to improve communication and responsiveness.
 - The implementation of a comprehensive study and reclassification of job duties to reflect the assignment of new duties and responsibilities.

2007 Budget Explanation

Base Adjustments

The 2006 adopted budget was adjusted to set the budget base for 2007. The base includes the anticipated growth in salaries and fringes for 2007 for employees related to the bargaining process. It also includes 2% inflation growth on goods and services. A spending restraint of \$21,135 was applied to the budget to help control general fund spending. A net adjustment of \$220,000 was made to summary nuisance abatement ground maintenance spending and financing to more accurately reflect historical patterns. The \$1million fund balance transfer from the License and Permit fund to the general fund was removed, since it was a one-time measure to balance the '06 budget.

Mayor's Recommendation

The proposed 2007 general fund budget is \$3,834,900, which adds an additional animal control officer, financed through a transfer from the Public Works sewer fund. The budget also includes several changes related to department reorganization including: incorporating the Information and Complaint division from the Citizen Services Office, recognizing general savings totaling \$250,000, shifting a code enforcement inspector position to the License and Permit fund (\$72,648) and sharing the department director responsibilities with the License and Permit fund (\$44,712). It also includes a reduction in spending for bottled water and cell phone expenses.

The special fund budget is \$12,117,059. Changes include the absorption of one code enforcement position from the general fund and the creation of new positions for Soil and Water Conservation and Heritage Preservation. Contributions to the general fund also increase for PC replacement, intergovernmental relations services, and the general fund share of business license fees. Additional spending includes a one-time transfer of \$100,000 in fund balance to the general fund.

2007 Budget Plan (continued)

2007 Budget Explanation (Continued)

Council Actions

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

- Identified nearly \$300,000 in consolidation savings earmarked in the Mayor's Proposed budget including eliminating four vacant positions, eliminating a vacant intern position, shifting an additional inspector to the License and Permit fund and reducing services and supplies budgets in the Information and Complaint activity.
- Added \$3,000 for the Heritage Preservation Annual Awards banquet that was financed through additional consolidation savings.
- Incorporated the Fire Inspection functions from Fire and Safety Services totaling \$1,226,904 in spending, \$897,732 in financing and 17.0 FTEs.
- Recognized an additional transfer from the Sewer Fund totaling \$17,194 to cover overhead related to sewer rodent abatement.
- Added \$20,000 for matching funds for a Heritage Preservation grant financing through fund balance.