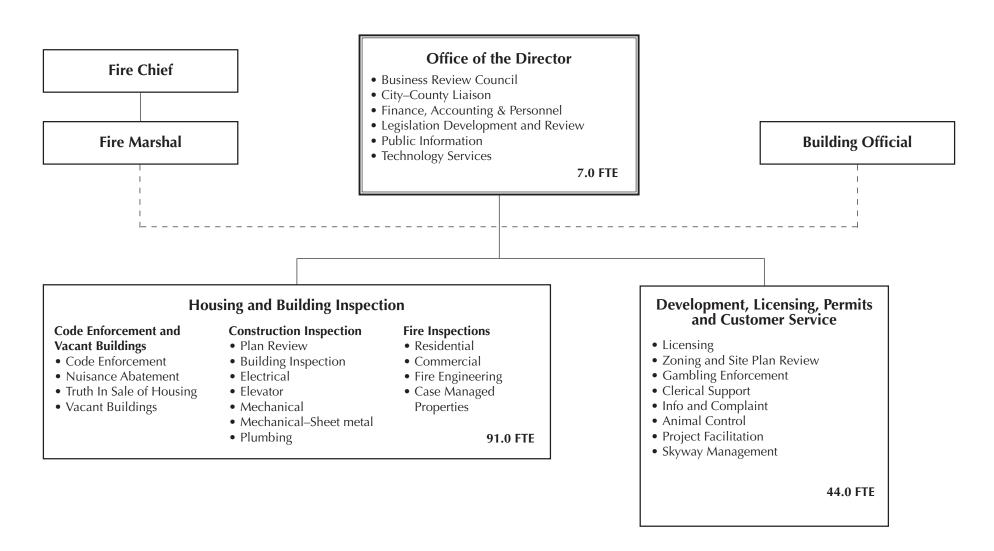
Safety and Inspections

To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all



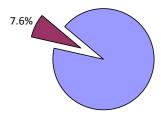
2015 Proposed Budget

Department of Safety and Inspections

Department Description:

The Department of Safety and Inspections (DSI) is a proactive, multi-disciplinary safety and inspections organization that builds and maintains a livable Saint Paul community through strong leadership, creative partnerships, teamwork, and effective regulatory strategies. DSI's responsibilities include: 1) Animal Control, 2) Construction Inspection, 3) Code Enforcement, 4) Fire Inspections, 5) Information and Complaint, 6) Business Licensing, 7) Construction Plan Review, 8) Site Plan Review, 9) Project Facilitation for new businesses and expansions, 10) Vacant Buildings, and 11) Zoning.

Safety & Inspections' Portion of General Fund Spending



Department Facts

• Total General Fund Budget: \$17,799,343

• Total Special Fund Budget: \$536,249

• Total FTEs: 143.0

In 2013 DSI:

- Reviewed 2,337 construction plans for a total valuation of \$366,786,409.
- Conducted 59,354 construction inspections.
- Issued 4,574 business licenses.
- Conducted 18,922 Fire C of O inspections and issued 4,814 certificates.
- Conducted 28,910 code enforcements and 20,696 vacant building inspections.
- Responded to 4,541 animal related complaints.
- Information and Complaint processed 26,695 complaints.

Department Goals

- Ensure safety in our built environment.
- Prevent life and property loss.
- Promote safe neighborhoods.
- Continue to integrate and streamline workflow throughout the City.
- Make it easy to open or expand a business in Saint Paul.
- Improve citizen education and communication.

Recent Accomplishments

- Implemented Amanda Web software upgrade.
- Completed Strength, Weakness, Opportunities, Threats analysis of department.
- Improved housing stock, through the C of O inspection process, by raising the grade classification of 316 rental properties from C to A.
- Issued 29,889 building trade permits in 2013.
- 463 new businesses opened in 2013 using a streamlined application and approval process.
- Issued 177 liquor licenses in 2013.
- Issued 946 special event related licenses in 2013, up 35% from 2012.
- Facilitated the re-occupancy of 680 vacant building structures in 2013.
- Reduced reported dog bites from 1,346 in 1971 to 206 in 2013.
- Managed 84,753 calls and 8,465 emails to our Information and Complaint line in 2013.
- Processed 28,282 license transactions for a total value of \$3,142,156.

2015 Proposed Budget

Department of Safety and Inspections

Fiscal Summary

	2013 Actual	2014 Adopted	2015 Proposed	Change	% Change	2014 Adopted FTE	2015 Proposed FTE
Spending							
100: General Fund	15,829,494	17,573,317	17,799,343	226,026	1.3%	135.30	142.12
228: Charitable Gambling	82,137	115,113	136,249	21,136	18.4%	0.70	0.88
215: Assessment Financing	397,266	400,000	400,000	-	0.0%	-	-
Total	16,308,897	18,088,430	18,335,593	247,163	1.4%	136.00	143.00
Financing							
100: General Fund	17,067,639	15,135,436	15,773,464	638,028	4.2%		
228: Charitable Gambling	136,357	115,113	136,249	21,136	18.4%		
215: Assessment Financing	770,573	400,000	400,000	-	0.0%		
Total	17,974,569	15,650,549	16,309,713	659,164	4.2%		

Budget Changes Summary

The 2015 proposed budget for the Department of Safety and Inspections includes several staffing changes to meet increasing demand in several areas including Construction Services, Fire Certificate of Occupancy, and a new Transportation Network Companies (TNCs) Program. The increase of 7.0 FTE in DSI is offset by new revenue generated through a combination of TNC license fees, as well as an increase in fee rates and permit volume for Building Permits and Fire C of O's. The proposed budget also removes one-time resources allocated for DSI to conduct a review of its business processes. Other changes in the 2015 proposed budget for DSI are largely due to current service level adjustments.

	Chang	Change from 2014 Adopted		
	Spending	Financing	FTE	
urrent Service Level Adjustments	(103,656)	-	-	
Subtota	I: (103,656)	-	-	
ransportation Network Companies Program				
DSI is currently working with the City of Minneapolis and the Metropolitan Airport Commission to develop and impleme approach to regulate the new industry of Transportation Network Companies (TNCs). The 2015 proposed budget includ Inspector I position to assist in the TNC program implementation, license review, licensee auditing, enforcement, and in associated with this new position are offset by the expected revenue from the TNC license fees.	es a new DSI			
TNC Program implementation	59,696	70,000	1.00	
Subtota	I: 59,696	70,000	1.00	
uilding Trades Inspection Staff				
To keep up with the increasing demand in construction services, the below staffing changes are included in DSI's 2015 p. These staffing changes are offset by realigning existing personnel budgets and a 3% increase in building permits and plants.				
Sheet Metal Inspector	136,091	-	1.00	
Electrical Inspector	150,681	-	1.00	
Building Permits and Plan Review revenue	-	239,315	-	
Personnel adjustments	(132,778)	-	-	

	Chang	ed	
	Spending	Financing	FTE
Fire Certificate of Occupancy Staff			
The 2015 proposed budget includes resources for three additional Fire Safety Inspectors. The additional staff will allow for mo inspections, quicker compliance, as well as increased revenues and improved customer service. These changes are offset by an the Provisional C of O fee and an increase in residential Certificate of Occupancy inspection fees.			
Fire Safety Inspector	226,251	-	3.00
Provisional Certificate of Occupancy fees	-	63,003	-
Residential Certificate of Occupancy fees	-	265,710	-
Subtotal:	226,251	328,713	3.00
Planned Reductions			
The 2015 budget removes \$100,000 for one-time portion of resources included in the 2014 budget to conduct a thorough revibusiness processes.	ew of its		
Professional services	(100,000)	-	-
Subtotal:	(100,000)	-	-

	Chang	e from 2014 Adopte	ed
	Spending	Financing	FTE
Staff Realignment Within Existing Resources			
In 2015 DSI is planning to use the recent vacancy of two DSI Inspector III positions to consolidate and repurpose these resource Inspector III position will be repurposed into two DSI Inspector I positions to provide assistance in areas of high demand. The Inspector III position will be converted into a Licensing Manager position to manage the business licensing and skyway activiticallowing DSI to more efficiently achieve work outcomes and appropriately match work to job class. These repurposed position neutral within DSI funds and result in a net increase of 1.0 FTE.	second DSI es in St. Paul,		
Shift 0.78 DSI Inspector III to special fund	(80,274)	-	(0.78)
Eliminate vacant DSI Inspector III position	(40,474)	-	(0.40)
Add DSI Inspector I	59,696	-	1.00
Add DSI Inspector I	59,696	-	1.00
Eliminate vacant DSI Inspector III position	(110,267)	-	(1.00)
Add Licensing Manager	101,364	-	1.00
Subtotal:	(10,259)		0.82
Fund 100 Budget Changes Total	226,026	638,028	6.82

Fund 215 Budget Changes Total

The Charitable Gambling fund includes DSI's gambling enforcement activities and revenues. Change from 2014 Adopted **Spending Financing** FTE **Current Service Level Adjustments** Current service level changes are due mostly to a staffing change in which a portion of a DSI Inspector III was reallocated from the General Fund to DSI's Charitable Gambling Fund. This change was offset by an adjustment in financing to reflect actual revenue trends. Personnel shifts and other current service level changes 21,136 0.18 21,136 Subtotal: 21,136 21,136 0.18 0.18 21,136 **Fund 228 Budget Changes Total** 21,136 **Department of Safety and Inspections** 215: Assessment Financing The Assessment fund includes revenues and expenditures for vacant building demolitions. Change from 2013 Adopted Spending Financing FTE No Changes from 2013 Adopted Budget

Subtotal:



Spending Reports

CITY OF SAINT PAUL

Department Budget Summary (Spending and Financing)

Department: SAFETY AND INSPECTION

					Change From
	2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's Proposed	2014 Adopted
Spending by Fund					
CITY GENERAL FUND	15,481,310	15,829,494	17,573,317	17,799,343	226,026
ASSESSMENT FINANCING	756,840	397,266	400,001	400,000	(1)
CHARITABLE GAMBLING	99,583	82,137	115,113	136,249	21,136
TOTAL SPENDING BY FUND	16,337,733	16,308,897	18,088,431	18,335,593	247,162
Spending by Major Account					
EMPLOYEE EXPENSE	12,998,654	13,143,216	14,335,556	14,757,058	421,502
SERVICES	2,962,584	2,633,040	3,265,700	3,074,897	(190,803)
MATERIALS AND SUPPLIES	199,445	203,066	320,473	319,405	(1,068)
ADDITIONAL EXPENSES	2,094	115,530	1,500	1,500	
CAPITAL OUTLAY	34,454	95,500	20,000	37,531	17,531
DEBT SERVICE	3	44			
OTHER FINANCING USES	140,500	118,500	145,202	145,202	
TOTAL SPENDING BY MAJOR ACCOUNT	16,337,733	16,308,897	18,088,431	18,335,593	247,162
Financing by Major Account					
TAXES	115,062	136,357	115,113	136,249	21,136
LICENSE AND PERMIT	10,315,908	10,796,051	7,158,206	7,413,109	254,903
CHARGES FOR SERVICES	3,865,096	4,341,297	4,732,510	5,115,636	383,126
FINE AND FORFEITURE	42,015	77,843	67,000	67,000	
MISCELLANEOUS REVENUE	6,031	459			
OTHER FINANCING SOURCES	3,306,402	2,622,561	3,577,720	3,577,720	
TOTAL FINANCING BY MAJOR ACCOUNT	17,650,514	17,974,569	15,650,549	16,309,714	659,165

CITY OF SAINT PAUL Spending Plan by Department

Department: SAFETY AND INSPECTION Fund: CITY GENERAL FUND

Change From 2012 2013 2014 2015 2014 **Actuals Actuals Adopted** Mayor's **Adopted Proposed Spending by Major Account EMPLOYEE EXPENSE** 12,896,660 13,064,343 14,252,214 14,654,704 402,490 **SERVICES** 2,233,953 2,854,146 2,661,219 (192,927)2,219,754 MATERIALS AND SUPPLIES 199,445 203,066 311,837 310,769 (1,068)ADDITIONAL EXPENSES 2,094 115,530 1,500 1,500 **CAPITAL OUTLAY** 34,454 95,500 20,000 37,531 17,531 **DEBT SERVICE** 117,057 OTHER FINANCING USES 133,620 128,901 133,620 226,026 17,799,343 15,481,310 15,829,494 17,573,317 Total Spending by Major Account **Spending by Accounting Unit** 10024100 **DSI ADMINISTRATION** 12 607,196 863,421 763,421 (100,000)10024200 PROPERTY CODE ENFOREMENT 1,320,051 1,657,535 1,351,432 1,415,745 64,313 10024205 VACANT BLDG CODE ENFORCEMENT 689,493 586,152 769,711 767,527 (2,184)10024210 SUMMARY NUISANCE ABATEMENT 1,310,305 1,056,859 1,558,816 1,506,377 (52,439)4,339 10024215 TRUTH IN SALE OF HOUSING 104,122 101,726 110,296 114,635 10024300 CONSTRUCTION SVCS AND PERMITS 4,426,535 4,435,475 5,502,346 5,676,552 174,206 10024400 FIRE CERTIFICATE OF OCCUPANCY 2,002,473 2,080,715 2,402,926 2,636,892 233,966 10024500 **BUSINESS AND TRADE LICENSE** 2,622,359 260,654 2,886,049 2,898,238 3,158,892 10024505 ZONING 714,107 754,545 753,187 741,804 (11,383)10024510 ANIMAL AND PEST CONTROL 807,980 908,997 18,827 968,777 927,824 10024515 **ENVIRONMENTAL HEALTH** 1,059,386 1,118,952 453,947 89,674 (364,273)15,829,494 17,573,317 17,799,343 226,026 **Total Spending by Accounting Unit** 15,481,310

CITY OF SAINT PAUL Spending Plan by Department

Department: SAFETY AND INSPECTION Fund: ASSESSMENT FINANCING

		2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's Proposed	Change From 2014 Adopted
Spending by	/ Major Account					
EMPLOYEE	EXPENSE	26,357	11,917	7,552	7,890	338
SERVICES		730,483	385,349	392,449	392,110	(339)
	Total Spending by Major Account	756,840	397,266	400,001	400,000	(1)
Spending by	y Accounting Unit					
21524250	NUISANCE BUILDINGS ABATEMENT	756,840	397,266	400,001	400,000	(1)
	Total Spending by Accounting Unit	756,840	397,266	400,001	400,000	(1)

CITY OF SAINT PAUL Spending Plan by Department

Department: SAFETY AND INSPECTION Fund: CHARITABLE GAMBLING

Change From 2012 2013 2014 2015 2014 Adopted Actuals Actuals Mayor's **Adopted Proposed Spending by Major Account** EMPLOYEE EXPENSE 75,637 66,956 75,790 94,463 18,673 12,348 **SERVICES** 13,738 19,105 21,568 2,463 MATERIALS AND SUPPLIES 8,636 8,636 OTHER FINANCING USES 1,443 11,599 11,582 11,582 136,249 21,136 99,583 82,137 115,113 **Total Spending by Major Account Spending by Accounting Unit** 22824550 GAMBLING ENFORCEMENT 99,583 82,137 115,113 136,249 21,136 **Total Spending by Accounting Unit** 115,113 136,249 99,583 82,137 21,136



Financing Reports

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION
Fund: CITY GENERAL FUND

				Change From
2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's Proposed	2014 Adopted
			•	
				70,000
6,986,517	7,996,286	6,163,431	6,348,334	184,903
10,315,908	10,796,051	7,158,206	7,413,109	254,903
18,710	25,695		34,000	34,000
		2,000	2,000	
311	1,079			
35,308	86,186			
55,599	67,038	34,000		(34,000)
139,610	278,339	146,000	146,000	
1,355,144	1,398,786	1,813,734	1,868,146	54,412
588,661	653,692	787,406	787,406	
37,575	30,370	79,000	35,000	(44,000)
144,763	152,831	175,000	175,000	
114,517	149,320	100,000	100,000	
221,967	230,053	220,000	220,000	
30,706	20,453		44,000	44,000
		251,800	251,800	
390,337	492,214	406,000	406,000	
		203,000	266,003	63,003
593,181	595,422	214,000	428,323	214,323
138,708	159,821	300,570	351,958	51,388
3,865,096	4,341,297	4,732,510	5,115,636	383,126
42,015	77,843	67,000	67,000	
42,015	77,843	67,000	67,000	
	2,906,554 277,229 9,777 135,831 6,986,517 10,315,908 18,710 311 35,308 55,599 139,610 1,355,144 588,661 37,575 144,763 114,517 221,967 30,706 390,337 593,181 138,708 3,865,096 42,015	Actuals Actuals 2,906,554 2,437,693 277,229 235,840 9,777 5,000 135,831 121,231 6,986,517 7,996,286 10,315,908 10,796,051 18,710 25,695 311 1,079 35,308 86,186 55,599 67,038 139,610 278,339 1,355,144 1,398,786 588,661 653,692 37,575 30,370 144,763 152,831 114,517 149,320 221,967 230,053 30,706 20,453 390,337 492,214 593,181 595,422 138,708 159,821 3,865,096 4,341,297 42,015 77,843	Actuals Actuals Adopted 2,906,554 2,437,693 615,275 277,229 235,840 240,000 9,777 5,000 4,500 135,831 121,231 135,000 6,986,517 7,996,286 6,163,431 10,315,908 10,796,051 7,158,206 18,710 25,695 2,000 311 1,079 35,308 86,186 55,599 67,038 34,000 139,610 278,339 146,000 1,355,144 1,398,786 1,813,734 588,661 653,692 787,406 37,575 30,370 79,000 144,763 152,831 175,000 114,517 149,320 100,000 221,967 230,053 220,000 30,706 20,453 251,800 390,337 492,214 406,000 593,181 595,422 214,000 138,708 159,821 300,570 3,865,096 <td< td=""><td>Actuals Actuals Adopted Mayor's Proposed 2,906,554 2,437,693 615,275 685,275 277,229 235,840 240,000 240,000 9,777 5,000 4,500 4,500 135,831 121,231 135,000 135,000 6,986,517 7,996,286 6,163,431 6,348,334 10,315,908 10,796,051 7,158,206 7,413,109 18,710 25,695 34,000 2,000 311 1,079 35,308 86,186 55,599 67,038 34,000 146,000 139,610 278,339 146,000 146,000 1,355,144 1,398,786 1,813,734 1,868,146 588,661 653,692 787,406 787,406 37,575 30,370 79,000 35,000 144,763 152,831 175,000 175,000 114,517 149,320 100,000 100,000 221,967 230,053 220,000 220,000</td></td<>	Actuals Actuals Adopted Mayor's Proposed 2,906,554 2,437,693 615,275 685,275 277,229 235,840 240,000 240,000 9,777 5,000 4,500 4,500 135,831 121,231 135,000 135,000 6,986,517 7,996,286 6,163,431 6,348,334 10,315,908 10,796,051 7,158,206 7,413,109 18,710 25,695 34,000 2,000 311 1,079 35,308 86,186 55,599 67,038 34,000 146,000 139,610 278,339 146,000 146,000 1,355,144 1,398,786 1,813,734 1,868,146 588,661 653,692 787,406 787,406 37,575 30,370 79,000 35,000 144,763 152,831 175,000 175,000 114,517 149,320 100,000 100,000 221,967 230,053 220,000 220,000

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION

Fund: CITY GENERAL FUND Budget Year: 2015

						Change From
Account	Account Description	2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's Proposed	2014 Adopted
	·	4.050			Порозец	
55105-0	PROGRAM INCOME	1,250				
55520-0	OTHER AGENCY SHARE OF COST					
55845-0	JURY DUTY PAY	20				
55850-0	SUBPOENA WITNESS	360	459			
55915-0	OTHER MISC REVENUE	4,401				
TOTAL FO	R MISCELLANEOUS REVENUE	6,031	459			
56225-0	TRANSFER FR SPECIAL REVENUE FU	262,525	262,525	262,525	262,525	_
56235-0	TRANSFER FR CAPITAL PROJ FUND	1,937,788	1,394,967			
56240-0	TRANSFER FR ENTERPRISE FUND	194,496	194,496	210,050	210,050	
56305-0	TRANSFER ABATEMENT ASMTS			1,296,500	1,296,500	
56310-0	TRANSFER EXCESSIVE CONSUMP ASMTS			135,000	135,000	
56315-0	TRANSFER VEHICLE TOWING ASMTS			45,000	45,000	
56320-0	TRANSFER TRASH HAULING ASMTS			128,000	128,000	
56325-0	TRANSFER GRAFFITI ASMTS			23,000	23,000	
56330-0	TRANSFER BOARD UP ASMTS			205,000	205,000	
56340-0	TRANSFER CERT OF OCCUPANCY ASMTS			123,424	123,424	
56345-0	TRANSFER VACANT BUILDINGS ASMTS			749,221	749,221	
58101-0	SALE OF CAPITAL ASSET	841				
TOTAL FO	R OTHER FINANCING SOURCES	2,395,650	1,851,988	3,177,720	3,177,720	
TOTAL FO	R CITY GENERAL FUND	16,624,700	17,067,639	15,135,436	15,773,465	638,029

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION

Fund: ASSESSMENT FINANCING Budget Year: 2015

					Change From
	2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's	2014 Adopted
Account Account Description				Proposed	
56235-0 TRANSFER FR CAPITAL PROJ FUND	331,583	403,395			
56250-0 TRANSFER FR CDBG	579,169	367,178	400,000	400,000	
TOTAL FOR OTHER FINANCING SOURCES	910,752	770,573	400,000	400,000	
TOTAL FOR ASSESSMENT FINANCING	910,752	770,573	400,000	400,000	

Company: CITY OF SAINT PAUL
Department: SAFETY AND INSPECTION

Fund: CHARITABLE GAMBLING Budget Year: 2015

					Change From
Account Account Description	2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's Proposed	2014 Adopted
40710-0 GAMBLING TAX	115,062	136,357	115,113	136,249	21,136
TOTAL FOR TAXES	115,062	136,357	115,113	136,249	21,136
TOTAL FOR CHARITABLE GAMBLING	115,062	136,357	115,113	136,249	21,136
TOTAL FOR SAFETY AND INSPECTION	17,650,514	17,974,569	15,650,549	16,309,714	659,165

CITY OF SAINT PAUL Financing Plan by Department

Department: SAFETY AND INSPECTION Fund: CITY GENERAL FUND

10024505

10024510

10024515

ZONING

ANIMAL AND PEST CONTROL

Total Financing by Accounting Unit

ENVIRONMENTAL HEALTH

Change From 2013 2014 2015 2014 2012 **Adopted** Mayor's **Actuals Actuals Adopted Proposed Financing by Major Account** LICENSE AND PERMIT 254,903 10,315,908 10,796,051 7,158,206 7,413,109 CHARGES FOR SERVICES 3,865,096 4,341,297 4,732,510 383,126 5,115,636 FINE AND FORFEITURE 42,015 77,843 67,000 67.000 MISCELLANEOUS REVENUE 6,031 459 OTHER FINANCING SOURCES 2,395,650 1,851,988 3,177,720 3,177,720 17,067,639 15,135,436 15,773,465 638,029 16,624,700 **Total Financing by Major Account Financing by Accounting Unit** 10024100 **DSI ADMINISTRATION** 2,061 63,860 3,056,720 3,012,720 (44,000)10024200 PROPERTY CODE ENFOREMENT 244.150 266.688 167.000 201.000 34,000 1,039,206 10024205 VACANT BLDG CODE ENFORCEMENT 1,878,703 1,480,890 1,039,206 10024210 SUMMARY NUISANCE ABATEMENT 735,862 733,954 10024215 TRUTH IN SALE OF HOUSING 154,540 157,831 179,500 179,500 10024300 CONSTRUCTION SVCS AND PERMITS 8,561,589 9,590,407 8.212.165 8.451.480 239.315 10024400 FIRE CERTIFICATE OF OCCUPANCY 1,456,440 1,573,838 1,269,570 1,598,284 328,714 10024500 **BUSINESS AND TRADE LICENSE** 3,067,195 2,641,691 907,275 1,021,275 114,000

280,441

264,381

17,067,639

13,657

135,000

169,000

15,135,436

135,000

135,000

15,773,465

238,707

280,952

16,624,700

4,500

(34,000)

638,029

CITY OF SAINT PAUL Financing Plan by Department

Department: SAFETY AND INSPECTION Fund: ASSESSMENT FINANCING

		2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's Proposed	Change From 2014 Adopted
Financing b	y Major Account					
OTHER FINA	ANCING SOURCES	910,752	770,573	400,000	400,000	
	Total Financing by Major Account	910,752	770,573	400,000	400,000	
Financing b	y Accounting Unit					
21524250	NUISANCE BUILDINGS ABATEMENT	910,752	770,573	400,000	400,000	
	Total Financing by Accounting Unit	910,752	770,573	400,000	400,000	

CITY OF SAINT PAUL Financing Plan by Department

Department: SAFETY AND INSPECTION Fund: CHARITABLE GAMBLING

						Change From
		2012 Actuals	2013 Actuals	2014 Adopted	2015 Mayor's Proposed	2014 Adopted
Financing b	y Major Account					
TAXES		115,062	136,357	115,113	136,249	21,136
	Total Financing by Major Account	115,062	136,357	115,113	136,249	21,136
Financing b	y Accounting Unit					
22824550	GAMBLING ENFORCEMENT	115,062	136,357	115,113	136,249	21,136
	Total Financing by Accounting Unit	115,062	136,357	115,113	136,249	21,136