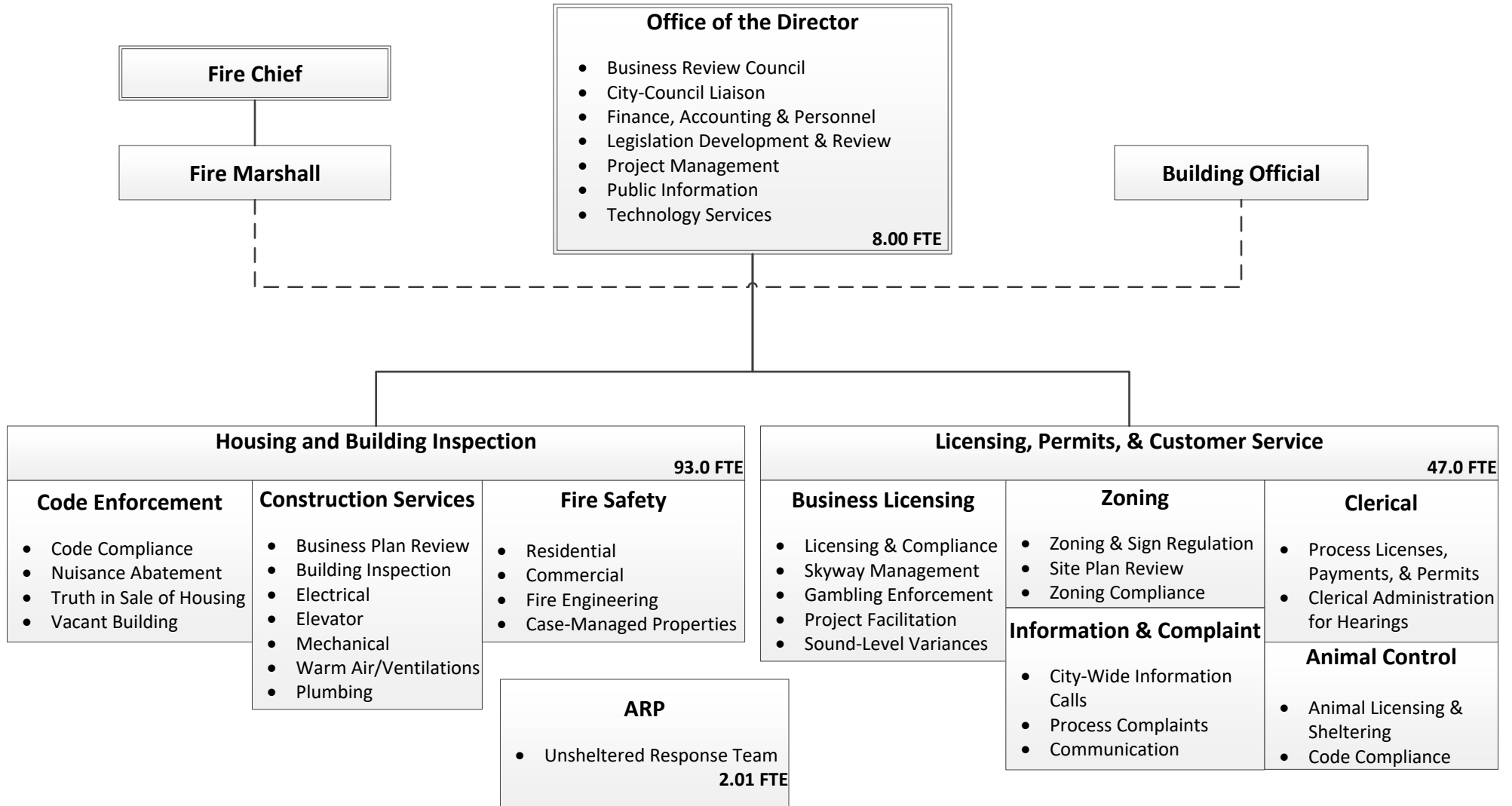


# Department of Safety and Inspections

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



**(Total 150.01 FTE)**

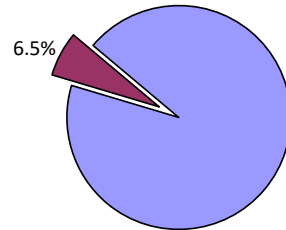
2.01 FTE included in this total are budgeted in General Government Account

**2022 Adopted Budget  
Department of Safety & Inspections**

**Department Description:**

The Department of Safety and Inspections (DSI) is a proactive, multi-disciplinary agency 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: \$ 21,107,117
- Total Special Fund Budget: \$ 782,816
- Total FTEs: 148.00

In 2021 DSI (% increase/decrease over 2020 values) :

- Administered 30,743 construction permits (3%↑)
  - Conducted 56,664 construction inspections (3% ↑)
  - Issued 2,807 business licenses (6% ↓)
  - Conducted 13,008 Fire CofO inspections (1% ↑), issued 3,670 certificates (4.4% ↓)
  - Conducted 30946 code (3% ↑) and 11,732 vacant building inspections (11% ↓)
  - Responded to 3,426 animal related complaints (13% ↑) and responded to 244 rodent control calls (23% ↑)
  - Managed more than 95,000 calls to our Information & Complaint line (equal to 2020)
- \* DSI's current project to replace the department's data systems will improve the reliability and accuracy of these performance numbers.

**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**

- Continued to support businesses through the pandemic, including: expedited license review, reduced skyway hours, and license deactivation, as well as foodhall, customer parking, and outdoor dining options.
- Re-opened DSI's Front Counter operations to full, in-person customer service during record levels of development activity and reduced staffing. Implemented new Concierge service to improve customer service and ensure efficient service delivery with reduced staffing.
- Leader in the City's pandemic communication and outreach to businesses and residents. DSI's PIO served in the EOC and led and coordinated press releases, press conferences, GovDelivery messages, and development of numerous communications.
- 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.
- Implemented free electronic check payment option and transitioned credit card fees to customers. Approximately \$200,000 annual savings to the city.
- Re-organized and rebranded DSI's web pages. Refreshed department content to include new customer-friendly landing pages that provide easy access to DSI's services in more intuitive pathways/journeys for users.
- Sought a Saint Paul Charter amendment to allow the city to issue administrative penalties in lieu of existing criminal or non-effective enforcement mechanisms for violations of specific Saint Paul Legislative Code ordinances. This was not approved by the Saint Paul Charter Commission.
- Coordinated City's Habitat for Humanity participation – Five departments participated.

**2022 Adopted Budget  
Department of Safety and Inspections**

**Fiscal Summary**

	<u>2020 Actual</u>	<u>2021 Adopted</u>	<u>2022 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2021 Adopted FTE</u>	<u>2022 Adopted FTE</u>
<b>Spending</b>							
100: General Fund	19,782,863	20,050,602	21,107,117	1,056,515	5.3%	142.00	146.00
215: Assessment Financing	102,255	558,481	490,000	(68,481)	-12.3%	-	-
228: Charitable Gambling	218,978	268,143	292,816	24,673	9.2%	2.00	2.00
<b>Total</b>	<b>20,104,096</b>	<b>20,877,225</b>	<b>21,889,933</b>	<b>1,012,707</b>	<b>4.9%</b>	<b>144.00</b>	<b>148.00</b>
<b>Financing</b>							
100: General Fund	16,797,665	17,392,085	17,678,073	285,988	1.6%		
215: Assessment Financing	68,343	558,481	490,000	(68,481)	-12.3%		
228: Charitable Gambling	278,755	268,143	292,816	24,673	9.2%		
<b>Total</b>	<b>17,144,763</b>	<b>18,218,709</b>	<b>18,460,889</b>	<b>242,180</b>	<b>1.3%</b>		

**Budget Changes Summary**

The 2022 Department of Safety and Inspections (DSI) General Fund budget features the addition of 4 FTEs. This includes the restoration of DSI Customer Service Specialist position that was cut in 2021, as well as a Building Inspector, a Mechanical Inspector, and a Plan Review Examiner I.

The budget also includes changes to DSI fees. An inflationary increase of 1.5 percent is added to every DSI fee. This adjustment reflects an additional \$300,000 of revenue per year. Elevator fees are also increased across several different inspection subtypes, for an expected revenue increase of \$89,885 per year. There is a \$300 dollar increase to the vacant building registration fee, resulting in an expected additional \$175,000 of revenue per year. Finally, fire certificate of occupancy fees are increased by 10 percent which is expected to bring in an additional \$133,000 of revenue per year.

Updated projections for General Fund revenues are also incorporated into the 2022 budget. Separate from the fee increase, the budget for vacant building registration fees is reduced by \$139,597 due to declining revenue over the past few years. Additionally, the budget for a number of smaller DSI revenues is increased by a total of \$150,000 to reflect the actual revenues coming into these accounts. Examples of these revenues include examination fees, the sewer availability charge (SAC), and forfeitures.

In the DSI Assessment Financing Fund, there is a decrease of \$68,481 in spending and revenue to reflect the projected amount of new and rollover Community Development Block Grant funds that will be available for nuisance building abatement.

In the DSI Charitable Gambling Fund, there is an increase of \$24,673 in internal service fund spending and projected revenue.

ARP Funding: DSI's budget includes \$206,225 and 3 positions for 8 months, equating to 2 FTEs, to fund the unsheltered response on a one-time basis. The budget on these pages does not include this funding: please see the American Rescue Plan Act State and Local Fiscal Recovery Funds section for additional information.

Change from 2021 Adopted

Spending                      Financing                      FTE

**Current Service Level Adjustments**

Current service level adjustments reflect inflationary increases due to salary and benefit costs, adjustments of line-item budgets to track with recent spending trends, and the removal of budget authority for personal computers and phones.

Current service level adjustments	1,013,409	-	-
Shift of PC and phone expenses to centralized cost center for workstation technology	(92,886)	-	-
Subtotal:	920,523	-	-

**Mayor's Proposed Changes**

**Staffing Additions**

The 2022 budget includes the addition of 4 FTEs. It restores a DSI Customer Service Specialist position that was cut in 2021 and adds a Building Inspector, a Mechanical Inspector, and a Plan Review Examiner I.

Add Building Inspector	167,555	-	1.00
Add Mechanical Inspector	215,429	-	1.00
Add DSI Customer Service Specialist	77,520	-	1.00
Add Plan Review Examiner I	75,488	-	1.00
Subtotal:	535,992	-	4.00

Change from 2021 Adopted

Spending                      Financing                      FTE

**Revenue adjustments**

The 2022 budget includes changes to DSI revenue projections. An inflationary increase of 1.5 percent is added to every DSI fee. This adjustment reflects an additional \$300,000 of revenue per year. Elevator fees are also increased across several different inspection subtypes, for an expected revenue increase of \$89,885 per year. There is a \$300 dollar increase to the vacant building registration fee, resulting in an expected additional \$175,000 of revenue per year. Finally, fire certificate of occupancy fees are increased by 10 percent which is expected to bring in an additional \$133,000 of revenue per year.

Updated projections for General Fund revenues are also incorporated into the 2022 budget. Separate from the fee increase, the budget for vacant building registration fees is reduced by \$139,597 due to declining revenue over the past few years. Additionally, the budget for a number of smaller DSI revenues is increased by a total of \$150,000 to reflect the actual revenues coming into these accounts. Examples of these revenues include examination fees, the sewer availability charge (SAC), and forfeitures.

Universal 1.5 percent fee increase	-	300,000	-
Elevator fee increase	-	89,885	-
Vacant building registration fee increase	-	175,000	-
Fire certificate of occupancy fee increase	-	133,000	-
Miscellaneous small revenue streams	-	127,700	-
Decreased vacant building projection	-	(139,597)	-
		<hr/>	<hr/>
Subtotal:	-	685,988	-

**Adopted Changes**

**Removal of unsheltered abatement budget**

The 2022 removes the budgeted expenses and revenues for unsheltered abatement costs.

Unsheltered abatement budget	(400,000)	(400,000)	-
		<hr/>	<hr/>
Subtotal:	(400,000)	(400,000)	-

**Fund 100 Budget Changes Total**

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 1,056,515                      

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 285,988                      

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 4.00

**215: Assessment Financing****Department of Safety and Inspections**

The Assessment fund includes revenues and expenditures for vacant building demolitions.

		<b>Change from 2021 Adopted</b>		
		<b>Spending</b>	<b>Financing</b>	<b>FTE</b>
<b><u>Current Service Level Adjustments</u></b>				
Current service level adjustments reflect updates to internal service charges.				
Current service level adjustments				
	Subtotal:	(3,004)	-	-
<b><u>Adopted Changes</u></b>				
<b>Unspent CDBG funds</b>				
The 2022 budget rolls forward current remaining CDBG balances for vacant building demolitions. This budget is decreased because the carry forward amount is less than the carry forward amount in the 2021 budget.				
CDBG balance				
	Subtotal:	(65,477)	(68,481)	-
<b>Fund 215 Budget Changes Total</b>		<b>(68,481)</b>	<b>(68,481)</b>	<b>-</b>

**228: Charitable Gambling****Department of Safety and Inspections**

The Charitable Gambling fund includes DSI's gambling enforcement activities and revenues.

		<b>Change from 2021 Adopted</b>		
		<b>Spending</b>	<b>Financing</b>	<b>FTE</b>
<b><u>Current Service Level Adjustments</u></b>				
Current service level adjustments include personnel cost changes and internal service adjustments.				
Current service level adjustments				
	Subtotal:	24,673	-	-
<b>Revenue adjustments</b>				
The 2022 budget includes a small increase in the charitable gambling revenue.				
	Subtotal:	-	24,673	-
<b>Fund 228 Budget Changes Total</b>		<b>24,673</b>	<b>24,673</b>	<b>-</b>

# Spending Reports

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

Department: SAFETY AND INSPECTION  
Fund: CITY GENERAL FUND

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	16,791,837	16,876,256	16,917,980	18,464,822	1,546,843
SERVICES	2,534,034	2,673,010	2,841,716	2,348,111	(493,605)
MATERIALS AND SUPPLIES	184,040	183,810	223,043	224,343	1,300
ADDITIONAL EXPENSES			250	250	
CAPITAL OUTLAY	40,345	25,458	45,000	45,000	
DEBT SERVICE	48	19	50	50	
OTHER FINANCING USES	23,822	24,311	22,563	24,541	1,978
<b>Total Spending by Major Account</b>	<b>19,574,127</b>	<b>19,782,863</b>	<b>20,050,602</b>	<b>21,107,117</b>	<b>1,056,516</b>
<b>Spending by Accounting Unit</b>					
10024100 DSI ADMINISTRATION	961,989	1,238,024	944,511	848,875	(95,636)
10024200 PROPERTY CODE ENFORCEMENT	1,459,436	1,457,941	1,306,534	1,454,523	147,988
10024205 VACANT BLDG CODE ENFORCEMENT	951,991	681,858	720,842	722,363	1,521
10024210 SUMMARY NUISANCE ABATEMENT	944,942	1,007,048	1,313,745	913,745	(400,000)
10024215 TRUTH IN SALE OF HOUSING	114,206	116,659	126,962	123,913	(3,049)
10024300 CONSTRUCTION SVCS AND PERMITS	7,209,687	7,607,923	7,718,101	8,816,819	1,098,718
10024400 FIRE CERTIFICATE OF OCCUPANCY	2,834,117	2,887,677	2,809,348	3,006,469	197,121
10024500 BUSINESS AND TRADE LICENSE	1,350,643	1,327,438	1,259,293	1,210,201	(49,093)
10024505 ZONING	1,060,475	917,479	1,127,585	1,152,511	24,926
10024510 ANIMAL AND PEST CONTROL	1,132,790	1,001,773	1,017,352	1,016,428	(924)
10024520 INFORMATION & COMPLAINT	645,011	658,078	829,330	867,399	38,069
10024525 DSI CLERICAL SUPPORT	908,840	880,965	876,998	973,872	96,874
<b>Total Spending by Accounting Unit</b>	<b>19,574,127</b>	<b>19,782,863</b>	<b>20,050,602</b>	<b>21,107,117</b>	<b>1,056,516</b>



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

Department: SAFETY AND INSPECTION  
Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
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**Spending by Major Account**

SERVICES

**Total Spending by Major Account**

**Spending by Accounting Unit**

21124100 DSI SPECIAL PROJECTS

**Total Spending by Accounting Unit**

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

Department: SAFETY AND INSPECTION  
Fund: ASSESSMENT FINANCING

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	2,197				
SERVICES	205,068	102,255	558,481	490,000	(68,481)
<b>Total Spending by Major Account</b>	<b>207,265</b>	<b>102,255</b>	<b>558,481</b>	<b>490,000</b>	<b>(68,481)</b>
<b>Spending by Accounting Unit</b>					
21524250 NUISANCE BUILDINGS ABATEMENT	207,265	102,255	558,481	490,000	(68,481)
<b>Total Spending by Accounting Unit</b>	<b>207,265</b>	<b>102,255</b>	<b>558,481</b>	<b>490,000</b>	<b>(68,481)</b>

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

Department: SAFETY AND INSPECTION  
Fund: CHARITABLE GAMBLING

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	178,453	185,949	203,248	227,320	24,072
SERVICES	17,572	23,018	54,840	55,405	565
MATERIALS AND SUPPLIES		11			
OTHER FINANCING USES	10,185	10,000	10,055	10,091	36
<b>Total Spending by Major Account</b>	<b>206,210</b>	<b>218,978</b>	<b>268,143</b>	<b>292,816</b>	<b>24,674</b>
<b>Spending by Accounting Unit</b>					
22824550 GAMBLING ENFORCEMENT	206,210	218,978	268,143	292,816	24,674
<b>Total Spending by Accounting Unit</b>	<b>206,210</b>	<b>218,978</b>	<b>268,143</b>	<b>292,816</b>	<b>24,674</b>

# Financing Reports

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

Department: **SAFETY AND INSPECTION**  
Fund: **CITY GENERAL FUND**

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
<b>Financing by Major Account</b>					
LICENSE AND PERMIT	8,979,424	9,146,701	9,358,028	9,682,913	324,885
INTERGOVERNMENTAL REVENUE				35,000	35,000
CHARGES FOR SERVICES	4,994,751	5,137,811	5,460,736	5,726,139	265,403
FINE AND FORFEITURE	64,870	134,612	45,000	57,000	12,000
ASSESSMENTS	64,658	80,213		26,700	26,700
MISCELLANEOUS REVENUE	27,037	16,178	400,000	22,000	(378,000)
OTHER FINANCING SOURCES	2,122,725	2,282,150	2,128,321	2,128,321	
<b>Total Financing by Major Account</b>	<b>16,253,464</b>	<b>16,797,665</b>	<b>17,392,085</b>	<b>17,678,073</b>	<b>285,988</b>
<b>Financing by Accounting Unit</b>					
10024100 DSI ADMINISTRATION	140,869	149,135	135,525	145,525	10,000
10024200 PROPERTY CODE ENFORCEMENT	29,177	13,664	36,000	83,000	47,000
10024205 VACANT BLDG CODE ENFORCEMENT	494,127	462,338	545,407	580,810	35,403
10024210 SUMMARY NUISANCE ABATEMENT	1,883,728	2,049,022	2,200,000	1,848,700	(351,300)
10024215 TRUTH IN SALE OF HOUSING	163,855	180,553	129,500	144,500	15,000
10024300 CONSTRUCTION SVCS AND PERMITS	10,125,153	11,107,360	11,530,351	11,860,236	329,885
10024400 FIRE CERTIFICATE OF OCCUPANCY	1,471,625	1,315,345	1,228,402	1,361,402	133,000
10024500 BUSINESS AND TRADE LICENSE	1,235,926	726,276	907,585	969,585	62,000
10024505 ZONING	409,220	466,904	369,519	369,519	
10024510 ANIMAL AND PEST CONTROL	299,785	314,322	297,050	302,050	5,000
10024520 INFORMATION & COMPLAINT		12,746	12,746	12,746	
<b>Total Financing by Accounting Unit</b>	<b>16,253,464</b>	<b>16,797,665</b>	<b>17,392,085</b>	<b>17,678,073</b>	<b>285,988</b>

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

Department: SAFETY AND INSPECTION  
Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
<hr/>					
<b>Financing by Major Account</b>					
OTHER FINANCING SOURCES					
<b>Total Financing by Major Account</b>	<hr/> <hr/>				
<b>Financing by Accounting Unit</b>					
21124100 DSI SPECIAL PROJECTS					
<b>Total Financing by Accounting Unit</b>	<hr/> <hr/>				

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

Department: SAFETY AND INSPECTION  
Fund: ASSESSMENT FINANCING

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
<b>Financing by Major Account</b>					
OTHER FINANCING SOURCES	260,968	68,343	558,481	490,000	(68,481)
<b>Total Financing by Major Account</b>	<b>260,968</b>	<b>68,343</b>	<b>558,481</b>	<b>490,000</b>	<b>(68,481)</b>
<b>Financing by Accounting Unit</b>					
21524250 NUISANCE BUILDINGS ABATEMENT	260,968	68,343	558,481	490,000	(68,481)
<b>Total Financing by Accounting Unit</b>	<b>260,968</b>	<b>68,343</b>	<b>558,481</b>	<b>490,000</b>	<b>(68,481)</b>

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

Department: SAFETY AND INSPECTION  
Fund: CHARITABLE GAMBLING

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
<b>Financing by Major Account</b>					
TAXES	306,277	278,755	268,143	292,816	24,673
<b>Total Financing by Major Account</b>	<b>306,277</b>	<b>278,755</b>	<b>268,143</b>	<b>292,816</b>	<b>24,673</b>
<b>Financing by Accounting Unit</b>					
22824550 GAMBLING ENFORCEMENT	306,277	278,755	268,143	292,816	24,673
<b>Total Financing by Accounting Unit</b>	<b>306,277</b>	<b>278,755</b>	<b>268,143</b>	<b>292,816</b>	<b>24,673</b>