



2024 Adopted Budget: Safety and Inspections

Department Mission: To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all. **Learn More:** stpaul.gov/DSI

Department Facts

- **Total General Fund Budget:** \$24,398,624
- **Total Special Fund Budget:** \$757,879
- **Total FTEs:** 161.00 (includes 1 American Rescue Plan FTE)

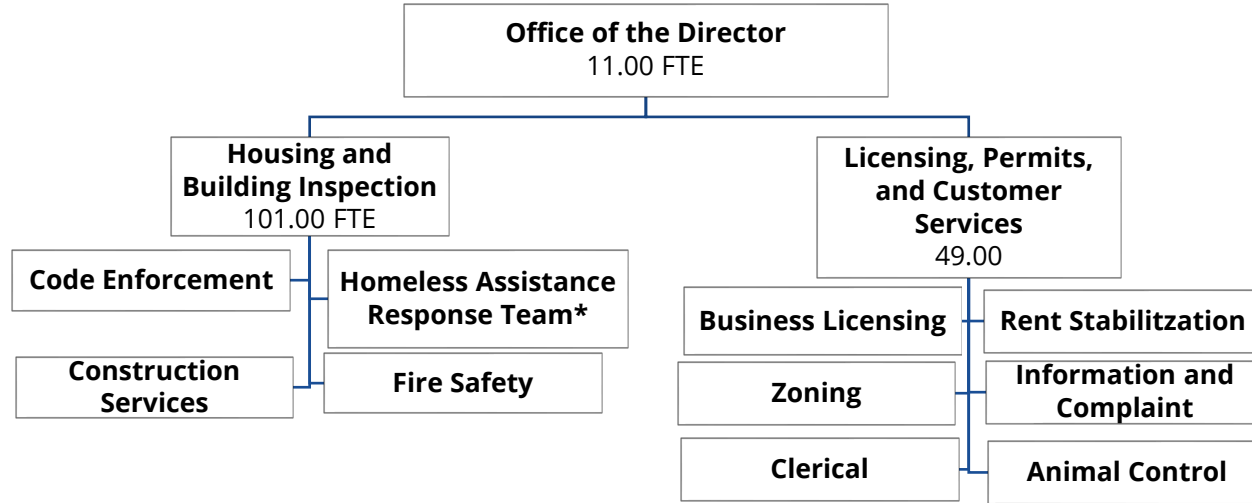
Department Goals

- 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

- Administered 40,015 total construction permits (20%↑), 14,531 of which were building permits for a total valuation of \$834,005,001.
- Conducted 61,275 construction inspections (8% ↑).
- Issued 3,050 business licenses (8.8% ↑).
- Conducted 12,411 Fire Certificate of Occupancy inspections (3% ↓), issued 3,712 certificates (1% ↑).
- Conducted 32,877 code (6.2% ↑) and 11,910 vacant building inspections (1.5% ↑).
- Processed 206 Rent Increase Stabilization requests, while handling 376 inquiries and 106 complaints.
- Responded to 3,296 animal related complaints (3.8% ↓).
- Managed an estimated 61,000 calls to our Information & Complaint line (3.6% ↓).
- DSI's current project to replace the department's data systems will improve the reliability and accuracy of these performance numbers.
- Leader in the City's post-pandemic communication and outreach to businesses and residents. DSI's Public Information Officer led and coordinated press releases, press conferences, GovDelivery messages, and development of communications.
- Continued to support businesses through post-pandemic recovery, including developing an outdoor seating assistance program.
- Completed multi-year effort to amend city ordinance and implement a more timely and equitable business licensing process that starts with the community.
- Despite staff shortages, Animal Control continued to achieve a more than 94% live release rate for shelter animals.
- Implemented FirstNet for Essential Staff allowing interoperability and improved communication between DSI and SPFD response personnel.
- 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.
- Coordinated with other divisions and stakeholders to expedite the opening of temporary shelters and warming houses for our unsheltered population.

Safety and Inspections Organizational Chart



Total FTE 161.00

*1.00 FTE included in this total is budgeted in a General Government Account funded by American Rescue Plan funds

Department Division Descriptions

The Department of Safety and Inspections is managed by the Director department support staff. It includes the following divisions:

- **Housing and Building Inspection:** The Housing and Building Inspection division is made up of four main services:
 - Code Enforcement, which handles code compliance, nuisance abatement, Truth in Sale of Housing, and vacant buildings.
 - Homeless Assistant Response Team, which connects people experiencing homelessness with resources.
 - Construction Services, which handles business plan review, building inspections, and issues relating to electrical, elevator, mechanical, warm air and ventilations, plumbing, and energy compliance.
 - Fire Safety works with resident, commercial, and case managed properties, in addition to fire engineering issues.
- **Licensing, Permits, and Customer Service:** The Licensing, Permits, and Customer Service division is made up of six main services:
 - Business Licensing, which handles licensing and compliance, skyway management, gambling enforcement, project facilitation, and sound level variances.
 - Rent Stabilization, which handles process appeals and exemptions and customer service.
 - Zoning, which handles zoning and sign regulation, site plan review, zoning compliance.
 - Information and complaint, which handles city-wide information calls, process complaints, and communication.
 - Clerical, which handles processing licenses, payments, and permits and provides clerical administration for hearings.
 - Animal Control, which handles animal licensing and sheltering, along with code compliance.

**2024 Adopted Budget
SAFETY AND INSPECTION**

Fiscal Summary

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year	FY 2023 Adopted Budget FTE	FY 2024 Adopted Budget FTE
Spending							
100: CITY GENERAL FUND	19,551,462	18,313,733	23,334,949	24,398,624	1,063,675	153.50	160.00
200: CITY GRANTS	-	-	-	268,850	268,850	-	-
215: ASSESSMENT FINANCING	95,869	195,093	489,342	489,029	(313)	-	-
228: CHARITABLE GAMBLING	256,386	167,362	389,436	-	(389,436)	3.00	-
Total	19,903,717	18,676,189	24,213,727	25,156,503	942,776	156.50	160.00
Financing							
100: CITY GENERAL FUND	18,286,540	19,383,455	18,994,585	19,051,848	57,263		
200: CITY GRANTS	-	-	-	268,850	268,850		
215: ASSESSMENT FINANCING	48,225	141,376	489,342	489,029	(313)		
228: CHARITABLE GAMBLING	368,381	445,267	389,436	-	(389,436)		
Total	18,703,145	19,970,097	19,873,363	19,809,727	(63,636)		

SAFETY AND INSPECTION

Budget Changes Summary

The 2024 Department of Safety and Inspections General Fund budget invests in 3.5 new FTEs. This includes 1 FTE Abatement Coordinator, 2 FTE Animal Service Officers, and a 0.5 FTE Sheet Metal inspector.

The 2024 Safety and Inspections General Fund budget includes the addition of 1 FTE DSI Inspector III (Abatement Coordinator). Abatement is done when the City removes (or abates) conditions that are considered a nuisance and violate City codes after the owner has failed to do so. The Abatement Coordinator will develop a model to contract with small local businesses for abatement services (waste removal, cutting tall grass, pest extermination, etc.) This approach keeps costs within scope for smaller projects and increases vendor diversity.

The 2024 Safety and Inspections General Fund budget includes the addition of a 0.5 FTE Sheet Metal Inspector. This will allow for an existing 0.5 FTE to become a full-time position, improving inspection schedule efficiency.

The investment in 2 FTE Animal Service Officers is intended to help alleviate the pressures on current staffing models. A more sustainable working environment improves the well-being of both workers and animals.

The 2024 budget includes an attrition adjustment to account for yearly vacancy savings that occur due to standard staff turnover.

The 2024 Safety and Inspections budget reflects changes in anticipated revenues. Vacant building registration and plan review revenues have been trending down in recent years, while building permit revenue has seen steady growth. There is a small increase in fire certificate of occupancy revenue and a decrease in assessment revenue.

The Department of Safety and Inspections has determined that it is more effective to allow the MN Gaming and Control Board provide all regulatory oversight of lawful gambling. Reducing City regulation of lawful gambling organizations creates a more streamlined, effective, and focused licensing division. Changes to 2024 Safety and Inspections' General Fund include shifting 3 FTEs from the Charitable Gambling Fund which will be discontinued.

Public Safety Aid: the 2024 budget includes \$55,000 of Public Safety Aid dedicated to DSI's purchase of an emergency response vehicle. This vehicle is used for residential displacement avoidance and business support, allowing for more flexibility for on call contracts. Please see the General Government Accounts section for additional information.

100: General Fund

Safety and Inspections

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, and other revenue and expense adjustments.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Current service level adjustments	456,972	-	-
Subtotal:	456,972	-	-

Mayor's Proposed Changes

DSI Revenues

The 2024 Safety and Inspections budget reflects changes in anticipated revenues. Vacant building registration and plan review revenues have been trending down in recent years, while building permit revenue has seen steady growth. There is a small increase in fire certificate of occupancy revenue and a decrease in assessment revenue.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Building permit fee volume increase	-	600,000	-
Fire Certificate of Occupancy volume increase	-	4,200	-
Assessment revenue volume decrease	-	(119,172)	-
Plan review revenue volume decrease	-	(233,937)	-
Vacant building volume decrease	-	(313,000)	-
Subtotal:	-	(61,909)	-

Abatement Coordinator

The 2024 Safety and Inspections General Fund budget includes the addition of a DSI Inspector III to serve as an Abatement Coordinator. Abatement is done when the City removes (or abates) conditions that are considered a nuisance and violate City codes after the owner has failed to do so. The Abatement Coordinator will develop a model to contract with small local businesses for abatement services (waste removal, cutting tall grass, pest extermination, etc.) This approach keeps costs within scope for smaller projects and increases vendor diversity.

Abatement Coordinator	119,172	119,172	1.00
Subtotal:	119,172	119,172	1.00

Animal Service Officers

The 2024 Safety and Inspections General Fund budget includes two Animal Service Officers to help alleviate the pressures on current staffing models. A more sustainable working environment improves the well-being of both workers and animals.

Animal Service Officers	182,303	-	2.00
Subtotal:	182,303	-	2.00

Sheet Metal Worker

The 2024 Safety and Inspections General Fund budget includes the addition of a 0.5 FTE Sheet Metal Inspector. This will allow for an existing 0.5 FTE to become a full-time position, improving inspection schedule efficiency.

Add Sheet Metal Worker .50 FTE	80,990	-	0.50
Subtotal:	80,990	-	0.50

Discontinue Charitable Gambling Fund

The Department of Safety and Inspections has determined that it is more effective to allow the MN Gaming and Control Board provide all regulatory oversight of lawful gambling. Reducing City regulation of lawful gambling organizations creates a more streamlined, effective, and focused licensing division. Changes to 2024 Safety and Inspections' General Fund include shifting 3 FTEs from the Charitable Gambling Fund which will be discontinued.

Discontinue Charitable Gambling Fund and move 3 FTEs to General Fund	324,813	-	3.00
Subtotal:	324,813	-	3.00

Adopted Changes

Change from 2023 Adopted

Attrition Adjustment

The 2024 budget includes an attrition adjustment to account for yearly vacancy savings that occur due to standard staff turnover.

	Spending	Financing	FTE
Attrition Adjustment	(100,575)	-	-
Subtotal:	(100,575)	-	-

Fund 100 Budget Changes Total	1,063,675	57,263	6.50
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200: City Grants

Safety and Inspections

Budgets for grants administered by the department of Safety and Inspection are included in the City Grants Fund.

Current Service Level Adjustments

Current service level adjustments reflect changes in spending and revenue patterns.

	Change from 2023 Adopted		FTE
	Spending	Financing	
	-	-	-
Subtotal:	-	-	-

Adopted Changes

The adopted budget updates multi-year grant budgets to align with available spending and planned activity.

Federal Emergency Management Agency (FEMA) - Building Resilient Infrastructure & Communities grant carry forward

	268,850	268,850	-
Subtotal:	268,850	268,850	-

Fund 200 Budget Changes Total

268,850 268,850 -

215: Assessment Fund

Safety and Inspections

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

Current Service Level Adjustments

Current service level adjustments reflect changes in spending and revenue patterns.

	Change from 2023 Adopted		FTE
	Spending	Financing	
Current service level adjustments	(313)	(313)	-
Subtotal:	(313)	(313)	-

Fund 215 Budget Changes Total

(313) (313) -

228: Charitable Gambling Fund

Safety and Inspections

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

Mayor's Proposed Changes

Discontinue Charitable Gambling Fund

Changes to 2024 Safety and Inspections' special funds include discontinuing the Charitable Gambling Fund and shifting 3 FTEs to the General Fund. The Department determined that it is more effective to allow the MN Gaming and Control Board provide all regulatory oversight. Reducing City regulation of lawful gambling organizations creates a more streamlined, effective, and focused licensing division.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Move 3 FTEs to the General Fund	(324,813)	-	(3.00)
Eliminate remaining charitable gambling expenses and revenue	(64,623)	(389,436)	-
Subtotal:	(389,436)	(389,436)	(3.00)
Fund 228 Budget Changes Total	(389,436)	(389,436)	(3.00)

Safety and Inspections Spending Reports

CITY OF SAINT PAUL
Spending Plan by Department

Department: SAFETY AND INSPECTION

Fund: CITY GENERAL FUND

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	17,040,170	15,721,532	20,444,779	21,506,707	1,061,928
SERVICES	2,325,272	2,342,942	2,571,878	2,573,529	1,651
MATERIALS AND SUPPLIES	163,192	219,161	248,202	248,202	-
ADDITIONAL EXPENSES	188	500	250	250	-
CAPITAL OUTLAY	-	5,000	45,000	45,000	-
DEBT SERVICE	77	57	100	100	-
OTHER FINANCING USES	22,563	24,541	24,740	24,836	96
Total Spending by Major Account	19,551,462	18,313,733	23,334,949	24,398,624	1,063,675
Spending by Accounting Unit					
10024100 - DSI ADMINISTRATION	859,847	771,997	830,791	832,538	1,747
10024200 - PROPERTY CODE ENFORCEMENT	1,377,529	1,325,148	1,485,096	1,378,647	(106,449)
10024205 - VACANT BLDG CODE ENFORCEMENT	713,245	480,301	746,115	785,607	39,492
10024210 - SUMMARY NUISANCE ABATEMENT	905,845	976,942	914,245	914,245	-
10024215 - TRUTH IN SALE OF HOUSING	124,013	123,959	127,807	136,736	8,929
10024225 - DSI UNSHELTERED	-	952	443,882	419,060	(24,822)
10024230 - RENT STABILIZATION	-	139,059	350,524	368,766	18,242
10024300 - CONSTRUCTION SVCS AND PERMITS	8,039,839	8,152,157	9,876,530	10,219,926	343,396
10024400 - FIRE CERTIFICATE OF OCCUPANCY	2,858,007	2,135,183	3,299,036	3,249,528	(49,508)
10024500 - BUSINESS AND TRADE LICENSE	1,320,889	1,108,341	1,478,672	1,837,979	359,307
10024505 - ZONING	917,278	1,014,002	1,034,865	1,127,412	92,547
10024510 - ANIMAL AND PEST CONTROL	901,181	861,106	1,119,316	1,336,754	217,438
10024520 - INFORMATION & COMPLAINT	693,323	502,143	734,549	717,268	(17,281)
10024525 - DSI CLERICAL SUPPORT	840,465	722,443	893,521	1,074,160	180,639
Total Spending by Accounting Unit	19,551,462	18,313,733	23,334,949	24,398,624	1,063,675

CITY OF SAINT PAUL
Spending Plan by Department

Department: SAFETY AND INSPECTION

Fund: CITY GRANTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Spending by Major Account					
SERVICES	-	-	-	268,850	268,850
Total Spending by Major Account	-	-	-	268,850	268,850
Spending by Accounting Unit					
20024800 - DSI GRANTS	-	-	-	268,850	268,850
Total Spending by Accounting Unit	-	-	-	268,850	268,850

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

Department: SAFETY AND INSPECTION

Fund: ASSESSMENT FINANCING

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Spending by Major Account					
SERVICES	95,869	195,093	489,342	489,029	(313)
Total Spending by Major Account	95,869	195,093	489,342	489,029	(313)
Spending by Accounting Unit					
21524250 - NUISANCE BUILDINGS ABATEMENT	95,869	195,093	489,342	489,029	(313)
Total Spending by Accounting Unit	95,869	195,093	489,342	489,029	(313)

CITY OF SAINT PAUL
Spending Plan by Department

Department: SAFETY AND INSPECTION

Fund: CHARITABLE GAMBLING

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	220,677	133,861	324,763	-	(324,763)
SERVICES	25,511	23,266	54,579	-	(54,579)
OTHER FINANCING USES	10,198	10,235	10,094	-	(10,094)
Total Spending by Major Account	256,386	167,362	389,436	-	(389,436)
Spending by Accounting Unit					
22824550 - GAMBLING ENFORCEMENT	256,386	167,362	389,436	-	(389,436)
Total Spending by Accounting Unit	256,386	167,362	389,436	-	(389,436)

Safety and Inspections Financing Reports

CITY OF SAINT PAUL
Financing Plan by Department

Department: SAFETY AND INSPECTION
Fund: CITY GENERAL FUND

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
LICENSE AND PERMIT	10,952,539	12,298,063	10,369,946	10,969,946	600,000
INTERGOVERNMENTAL REVENUE	47,073	-	35,000	35,000	-
CHARGES FOR SERVICES	5,725,468	5,142,220	6,355,618	5,812,881	(542,737)
FINE AND FORFEITURE	84,003	41,282	57,000	57,000	-
ASSESSMENTS	-	9,136	26,700	26,700	-
MISCELLANEOUS REVENUE	26,387	44,749	22,000	22,000	-
OTHER FINANCING SOURCES	1,451,071	1,848,005	2,128,321	2,128,321	-
Total Financing by Major Account	18,286,540	19,383,455	18,994,585	19,051,848	57,263
Financing by Accounting Unit					
10024100 - DSI ADMINISTRATION	151,397	133,348	151,925	151,925	-
10024200 - PROPERTY CODE ENFORCEMENT	76,947	13,982	84,840	84,840	-
10024205 - VACANT BLDG CODE ENFORCEMENT	357,259	290,628	727,275	414,275	(313,000)
10024210 - SUMMARY NUISANCE ABATEMENT	1,104,116	1,531,234	1,848,700	1,848,700	-
10024215 - TRUTH IN SALE OF HOUSING	193,025	156,940	156,060	156,060	-
10024300 - CONSTRUCTION SVCS AND PERMITS	13,167,760	14,342,338	12,705,855	13,071,918	366,063
10024400 - FIRE CERTIFICATE OF OCCUPANCY	1,370,725	1,467,387	1,541,701	1,545,901	4,200
10024500 - BUSINESS AND TRADE LICENSE	1,062,927	753,034	1,056,992	1,056,992	-
10024505 - ZONING	453,013	327,682	393,465	393,465	-
10024510 - ANIMAL AND PEST CONTROL	336,626	354,135	315,026	315,026	-
10024520 - INFORMATION & COMPLAINT	12,746	12,746	12,746	12,746	-
Total Financing by Accounting Unit	18,286,540	19,383,455	18,994,585	19,051,848	57,263

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

**Department: SAFETY AND INSPECTION
Fund: CITY GRANTS**

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	-	-	-	268,850	268,850
Total Financing by Major Account	-	-	-	268,850	268,850
Financing by Accounting Unit					
20024800 - DSI GRANTS	-	-	-	268,850	268,850
Total Financing by Accounting Unit	-	-	-	268,850	268,850

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

**Department: SAFETY AND INSPECTION
Fund: ASSESSMENT FINANCING**

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
OTHER FINANCING SOURCES	48,225	141,376	489,342	489,029	(313)
Total Financing by Major Account	48,225	141,376	489,342	489,029	(313)
Financing by Accounting Unit					
21524250 - NUISANCE BUILDINGS ABATEMENT	48,225	141,376	489,342	489,029	(313)
Total Financing by Accounting Unit	48,225	141,376	489,342	489,029	(313)

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

**Department: SAFETY AND INSPECTION
Fund: CHARITABLE GAMBLING**

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
TAXES	368,381	445,267	389,436	-	(389,436)
Total Financing by Major Account	368,381	445,267	389,436	-	(389,436)
Financing by Accounting Unit					
22824550 - GAMBLING ENFORCEMENT	368,381	445,267	389,436	-	(389,436)
Total Financing by Accounting Unit	368,381	445,267	389,436	-	(389,436)