

## REGULATORY SERVICES

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### MISSION

The Regulatory Services Department works to ensure the safety, health, and livability of our community through excellence in customer service and education, and enforcement of applicable laws and regulations.

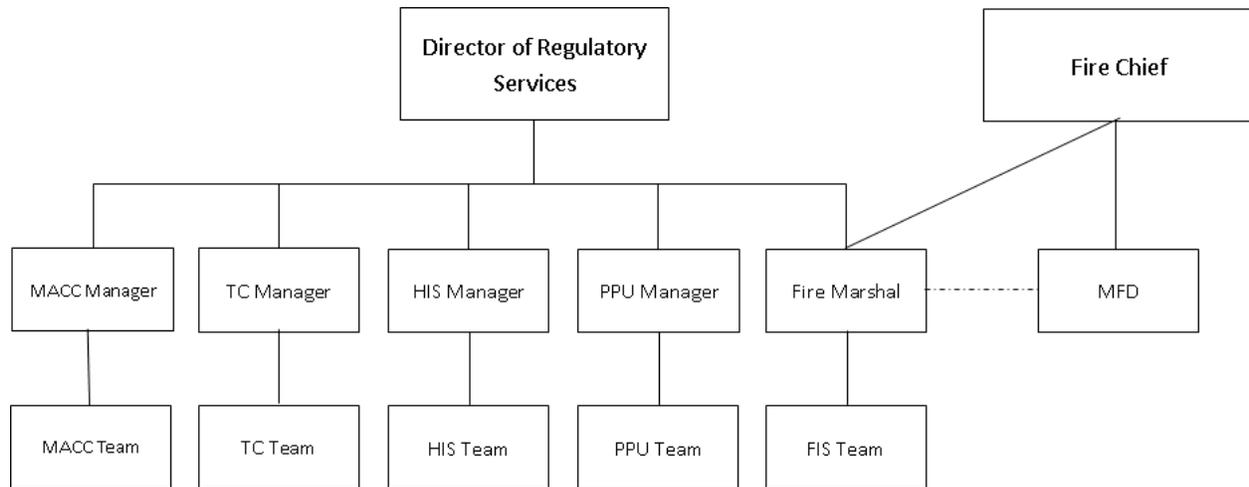
### BUSINESS LINES

Regulatory Services has six divisions:

- **Administration**  
This division handles the department's administrative functions, including financial management, human resources management, customer service coordination, technology management and business planning.
- **Animal Care and Control**  
This division creates safe and healthy communities for people and animals through shelter care and adoption, investigation of dangerous animal and animal cruelty cases, public education, issuance of agricultural permits and pet licenses, and enforcement of statutes and local ordinances.
- **Fire Inspections Services**  
This division delivers quality and consistent enforcement of the fire code, conduct fire and life safety inspections and housing inspections of residential buildings with greater than three units, and administers the Commercial Building Registration program.
- **Housing Inspection Services**  
This division provides quality and consistent enforcement of the Minneapolis Housing Maintenance and other applicable codes to maintain, improve, and protect the safety and livability of the City's housing stock.
- **Problem Properties Unit**  
This division identifies and resolves problem properties, conducts emergency board ups, and manages condemned, boarded, and vacant buildings in a multi-departmental, multi-agency initiative. This division also manages the vacant building registration program for commercial and residential properties.
- **Traffic Control**  
This division maintains traffic flow management for events, emergencies and other traffic situations. In addition, this division provides education and enforcement of State and local non-moving traffic laws and ordinances.

## ORGANIZATION CHART

### Regulatory Services Organization Chart



### Goal: A Safe Place to Call Home

#### Public Safety – Animal Control

General Fund: \$2,200,365

Minneapolis Animal Care & Control (MACC) is responsible for responding to, investigating, and handling all animal-related calls and emergencies in the city. In coordination with the MPD, City Attorney's Office, and non-profits, MACC works to efficiently and effectively address criminal issues involving animals. In this effort, MACC focuses on dangerous animals and animal cruelty (including investigation and prosecution of statute and ordinance offenses as well as prevention efforts). MACC also manages all animals declared dangerous in the city.

#### Regulatory Services Housing Inspections

General Fund: \$5,348,764  
Other Fund: \$4,810,135

Housing Inspections provides a range of programs and activities designed to ensure safe and quality properties. Mandated activities include enforcement of those portions of the International Property Maintenance Code pertaining to rental licensing, removal of hazardous structures, and legal due process requirements for special assessments. The Housing Inspections Division is responsible for managing the City's housing stock through enforcement of licensing standards and consistent enforcement of the Housing Maintenance Code. It is also responsible for code enforcement in rental properties, all vacant buildings enforcement, and removing substandard housing through demolition activity as well as creating incentives to rehab vacant properties by using and managing redevelopment through restoration agreements.

#### Regulatory Services Fire Inspections

General Fund: \$1,577,182

Fire Inspection Services is a Division of Housing Inspection Services. Fire Inspection Services (FIS) is responsible for managing all Fire Suppression/Protection Permits including plan review and site inspections, conducting commercial and residential inspections in partnership with the

Minneapolis Fire Department and managing the City's Hazardous Materials facilities inventory and inspections.

## **Traffic Control**

General Fund: \$4,209,802

This program will provide for on-site traffic control to assist traffic flow at intersections by providing for additional throughput on lights, allow for additional turns and pedestrian movement. This allows for safer, more efficient traffic flow during rush hour, special events, around construction sites and during emergencies and natural disasters.

## **FINANCIAL ANALYSIS**

### **Expenditure**

For 2013, the Regulatory Services Department's budget is \$18.1 million, a 54.7% decrease from 2012, reflective of the reorganization in the Council Adopted Budget. The General Fund budget for this department is \$13.3 million. The department transferred 151 FTEs from 2012 staffing levels as part of the reorganization, with a net reduction of only 145.3 FTE due to one of the activities moving out of the department (food inspections) being enhanced in the 2013 budget.

### **Revenue**

In 2013, the department anticipates \$16.3 million in revenue, a \$26.0 million decrease from 2012, due to the reorganization of this department in the Council Adopted Budget.

### **Fund Allocation**

In 2013, 73%, or approximately \$13.3 million, of the department's budget is from the General Fund. The remaining budget is primarily from the Regulatory Services Special Revenue Fund.

### **Mayor's Recommended Budget**

The Mayor recommended that the Regulatory Services Department be restructured, with the Development Review and Business License Divisions moving to CPED, the Environmental Health and Environmental Services Divisions moving to the Health and Family Support Department, and the Traffic Control Division moving to the Public Works Department.

There is a difference in how some divisions of Regulatory Services show up on the organizational chart and how their budget is written programmatically. By program, the Mayor's recommended budget reflects the move of the Development Review and the entire Environmental Health/Licenses and Consumer Support programs to CPED, the Environmental Services and Lead and Healthy Homes programs moved to Health and Family Support, and the Traffic Control program moved to Public Works.

The Mayor also recommended the elimination of 2 management FTEs within the remaining Regulatory Services Department, the elimination of 1 management FTE within the Environmental Health/Licenses and Consumer Services program and the transfer of 1 management FTE to CPED. The Mayor recommends no other programmatic changes to the department's remaining programs.

As part of the reorganization of Regulatory Services functions, a committee led by the City Coordinator and consisting of representatives from the Mayor's Office, members of the City Council, Finance staff, and heads of the affected departments will convene to develop a strategy to implement the changes necessary to align current Regulatory Services functions to the departments that serve as the best fit for overall synergistic functionality. Based on this, the

committee may elect to break apart current Regulatory Services divisions, program proposals, and funding structures. It is anticipated that the committee will have a final plan for the reorganization and allocation of Regulatory Services functions prior to adoption of the 2013 Council Adopted Budget. After all changes are final, the Mayor recommends that the department's name should be changed to the Department of Inspections.

### **Council Adopted Budget**

To reflect the Regulatory Services Reorganization Transition Committee changes from the Mayor's Recommended Budget, (Construction Code Services moving to Community Planning & Economic Development rather than remaining in Regulatory Services, Traffic Control remaining in Regulatory Services rather than moving to Public Works, and Environmental Health/Food moving to Health & Family Support rather than Community Planning & Economic Development) the City Council amended the Mayor's recommended budget as follows: (1) Increase Community Planning & Economic Development's general fund (00100) revenue by \$14,602,410. Increase Community Planning & Economic Development's special revenue fund (01900) revenue by \$360,690. (2) Increase Health & Family Support's general fund (00100) revenue by \$587,058. Decrease Health & Family Support's other grants fund (01600) revenue by \$231,058. (3) Decrease Public Work's general fund (00100) revenue by \$5,735,000. (4) Decrease Regulatory Services' general fund (00100) revenue by \$9,223,410. Decrease Regulatory Services' special revenue fund (01900) revenue by \$360,690.

To reflect the Regulatory Services Reorganization Transition Committee changes from the Mayor's Recommended Budget, (Construction Code Services moving to Community Planning & Economic Development rather than remaining in Regulatory Services, Traffic Control remaining in Regulatory Services rather than moving to Public Works, and Environmental Health/Food moving to Health & Family Support rather than Community Planning & Economic Development) the City Council amended the Mayor's recommended budget as follows: (1) Increase Community Planning & Economic Development's general fund (00100) expense appropriation by \$5,685,386. Increase Community Planning & Economic Development's special revenue fund (01900) expense appropriation by \$359,826. Increase Community Planning & Economic Development FTE authorization by 44. (2) Increase Health & Family Support's general fund (00100) expense appropriation by \$2,385,127. Decrease Health & Family Support's other grants fund (01600) by \$231,058. Increase Health & Family Support FTE authorization by 19. (3) Decrease Public Works' general fund (00100) appropriation by \$4,642,469. Decrease Public Works' FTE authorization by 45. (4) Decrease Regulatory Services' general fund (00100) expense authorization by \$3,196,986. Decrease Regulatory Services' special revenue fund (01900) expense appropriation by \$359,826. Decrease Regulatory Service's FTE authorization by 18. (5) The Finance Department is directed to work with the Departments of Community Planning & Economic Development, Health & Family Support, Public Works, and Regulatory Services to make the appropriate adjustments at the program/cost center level to reflect these changes.

In addition, the Council adopted the following staff directions:

Direct the Department Heads of Regulatory Services, Health and Family Support, Fire, and Community Planning and Economic Development to report on the status of the Regulatory Services reorganization at Committee of the Whole on June 13, 2013.

The City Coordinator and Chief Financial Officer are directed to lead a staff working group, also including the heads of the Departments of Regulatory Services, Health and Family Support, Fire and Community Planning and Economic Development, to oversee the operational execution of

the Regulatory Services reorganization. This group will manage the various finance and accounting, technology, space and other related changes to various operational and processing activities necessary to reflect the movement of certain business units to new Departments.

The City Attorney's Office is directed to work with Regulatory Services, Community Planning & Economic Development, Health & Family Support, and other affected departments to propose ordinance changes necessary to implement: (1) the reorganization of the Regulatory Services department and (2) the transfer of certain duties from the Regulatory Services to other departments as outlined in the Transition Committee Update, dated December 3, 2012. The City Attorney's Office is further directed to report proposed changes to the Committee of the Whole in the first Council cycle of 2013.

**REGULATORY SERVICES  
EXPENSE AND REVENUE INFORMATION**

EXPENSE	2010 Actual	2011 Actual	2012 Adopted	2013 Council Adopted	Percent Change	Change
<b>GENERAL</b>						
SALARIES AND WAGES	13,756,128	16,189,525	15,908,180	6,893,868	-56.7%	(9,014,312)
FRINGE BENEFITS	5,094,460	5,713,698	6,279,247	2,931,636	-53.3%	(3,347,611)
CONTRACTUAL SERVICES	8,102,535	4,093,774	6,194,916	2,383,331	-61.5%	(3,811,584)
OPERATING COSTS	1,327,729	1,572,109	1,772,427	1,034,938	-41.6%	(737,489)
CAPITAL	5,826	38,183	102,788	92,340	-10.2%	(10,448)
<b>TOTAL GENERAL</b>	<b>28,286,677</b>	<b>27,607,289</b>	<b>30,257,558</b>	<b>13,336,113</b>	<b>-55.9%</b>	<b>(16,921,445)</b>

**SPECIAL REVENUE**

SALARIES AND WAGES	3,324,723	2,027,808	2,719,042	2,002,684	-26.3%	(716,358)
FRINGE BENEFITS	1,171,711	744,283	888,556	605,375	-31.9%	(283,182)
CONTRACTUAL SERVICES	4,969,556	4,939,488	4,179,625	1,499,795	-64.1%	(2,679,830)
OPERATING COSTS	207,332	687,936	354,766	109,065	-69.3%	(245,701)
CAPITAL	1,065,683	1,590,412	1,669,602	593,216	-64.5%	(1,076,386)
<b>TOTAL SPECIAL REVENUE</b>	<b>10,739,006</b>	<b>9,989,927</b>	<b>9,811,592</b>	<b>4,810,135</b>	<b>-51.0%</b>	<b>(5,001,457)</b>

<b>TOTAL EXPENSE</b>	<b>39,025,683</b>	<b>37,597,216</b>	<b>40,069,149</b>	<b>18,146,248</b>	<b>-54.7%</b>	<b>(21,922,902)</b>
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REVENUE	2010 Actual	2011 Actual	2012 Adopted	2013 Council Adopted	Percent Change	Change
<b>GENERAL</b>						
CHARGES FOR SALES	580	625	258		-100.0%	(258)
CHARGES FOR SERVICES	677,597	692,019	895,343	777,000	-13.2%	(118,343)
CONTRIBUTIONS	4,684	115	0		0.0%	0
FEDERAL GOVERNMENT	1,200	0	0		0.0%	0
FINES AND FORFEITS	5,861,050	6,248,025	6,171,443	5,714,000	-7.4%	(457,443)
LICENSE AND PERMITS	22,799,730	27,150,623	26,439,411	4,245,000	-83.9%	(22,194,411)
LOCAL GOVERNMENT	53,461	55,065	0		0.0%	0
OTHER MISC REVENUES	115,071	163,283	75,555	6,000	-92.1%	(69,555)
SALES AND OTHER TAXES	0	(45)	0		0.0%	0
SPECIAL ASSESSMENTS	1,780,115	1,878,521	1,400,000	1,500,000	7.1%	100,000
<b>GENERAL</b>	<b>31,293,488</b>	<b>36,188,231</b>	<b>34,982,010</b>	<b>12,242,000</b>	<b>-65.0%</b>	<b>(22,740,010)</b>

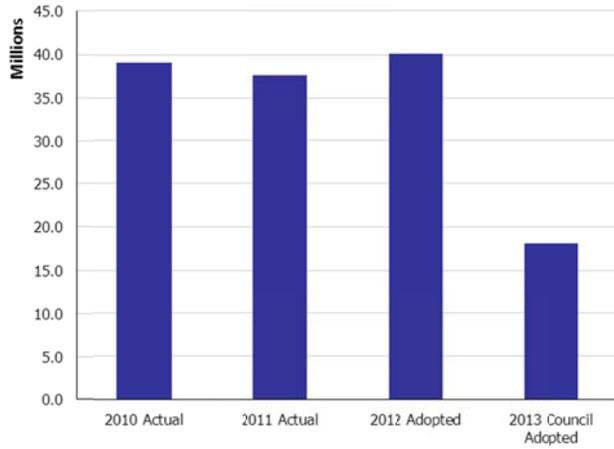
**SPECIAL REVENUE**

CHARGES FOR SERVICES	306,116	248,846	272,024	130,000	-52.2%	(142,024)
CONTRIBUTIONS	46,619	(18,776)	0		0.0%	0
FEDERAL GOVERNMENT	1,655,989	2,084,180	1,047,393		-100.0%	(1,047,393)
FINES AND FORFEITS	220,420	176,483	70,400	13,852	-80.3%	(56,548)
LICENSE AND PERMITS	1,576,731	1,485,758	536,649		-100.0%	(536,649)
OTHER MISC REVENUES	10,187	39,552	0		0.0%	0
SPECIAL ASSESSMENTS	5,324,709	4,265,263	5,372,629	3,928,129	-26.9%	(1,444,500)
STATE GOVERNMENT	9,068	7,765	0		0.0%	0
<b>SPECIAL REVENUE</b>	<b>9,149,838</b>	<b>8,289,071</b>	<b>7,299,095</b>	<b>4,071,981</b>	<b>-44.2%</b>	<b>(3,227,114)</b>

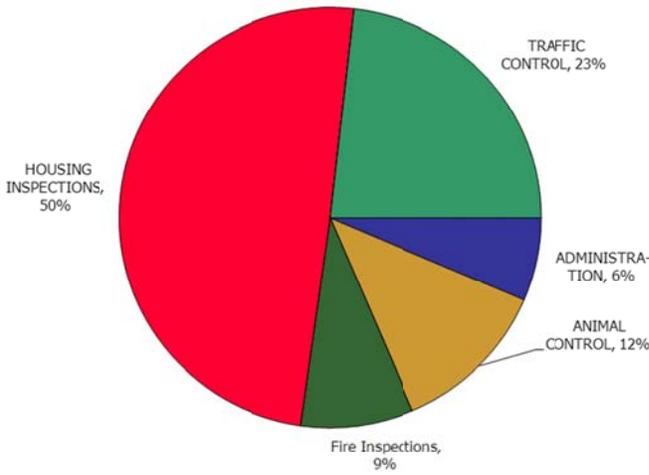
**REGULATORY SERVICES  
EXPENSE AND REVENUE INFORMATION**

<b>REVENUE</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Council Adopted</b>	<b>Percent Change</b>	<b>Change</b>
<b>ENTERPRISE</b>						
LICENSE AND PERMITS	(15)	0	0		0.0%	0
<b>ENTERPRISE</b>	<b>(15)</b>					<b>0</b>
<b>TOTAL REVENUE</b>	<b>40,443,311</b>	<b>44,477,302</b>	<b>42,281,105</b>	<b>16,313,981</b>	<b>-61.4%</b>	<b>(25,967,124)</b>

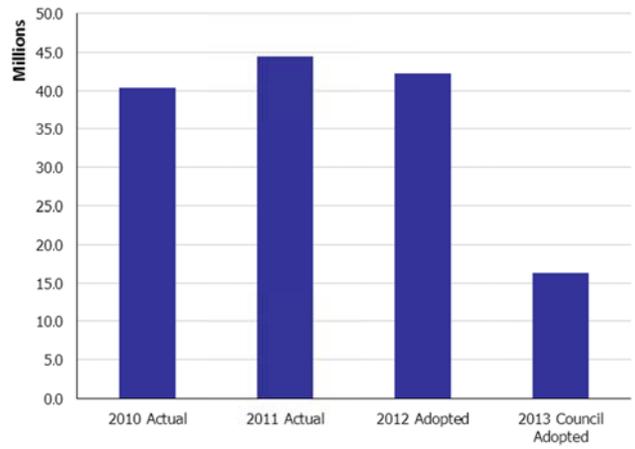
**Expense 2010 - 2013**



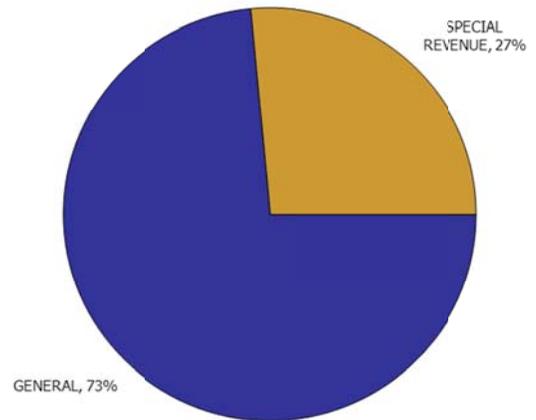
**Expense by Division**



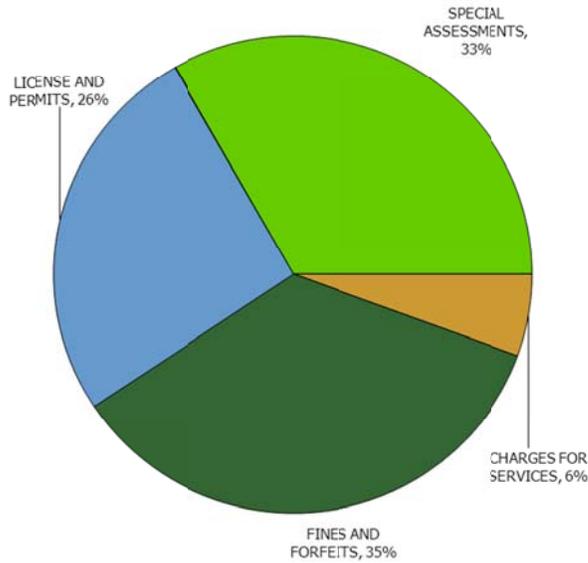
**Revenue 2010 - 2013**



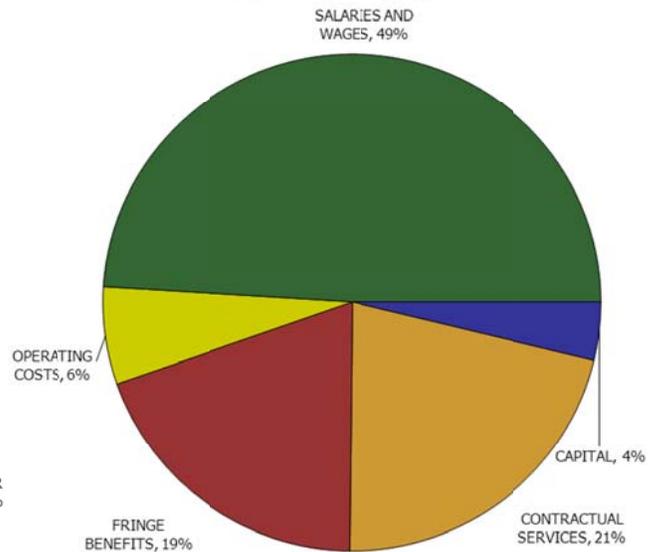
**Expense by Fund**



**Direct Revenue by Type**



**Expense by Category**



# REGULATORY SERVICES

## Staffing Information

Division	2010 Budget	2011 Budget	2012 Budget	2013 Council Adopted	% Change	Change
ADMINISTRATION	9.75	10.74	15.00	6.00	-60.0%	(9.00)
ANIMAL CONTROL	17.00	19.00	18.00	20.00	11.1%	2.00
CONSTRUCTION CODE SERVICES CCS	65.00	64.00	64.00		-100.0%	(64.00)
ENVIRONMENTAL SERVICES	10.51	10.51	7.66		-100.0%	(7.66)
Fire Inspections			12.80	13.00	1.6%	0.20
FOOD	12.00	12.00	13.00		-100.0%	(13.00)
HOUSING INSPECTIONS	61.50	72.50	55.50	58.00	4.5%	2.50
LEAD CONTROL - HUD PROJECT						0
LEAD PROGRAM	10.34	8.34	6.34		-100.0%	(6.34)
LICENSES & CONSUMER SVC	75.00	30.00	28.00		-100.0%	(28.00)
MINNEAPOLIS DEVELOPMENT REVIEW	21.00	23.00	21.00		-100.0%	(21.00)
PROBLEM PROPERTIES						0
REGULATORY SERVICES			0.00		-100.0%	0.00
TRAFFIC CONTROL		43.50	45.00	44.00	-2.2%	(1.00)
<b>Overall</b>	<b>282.10</b>	<b>293.58</b>	<b>286.30</b>	<b>141.00</b>	<b>(51%)</b>	<b>(145.30)</b>

**Positions 2010-2013**

