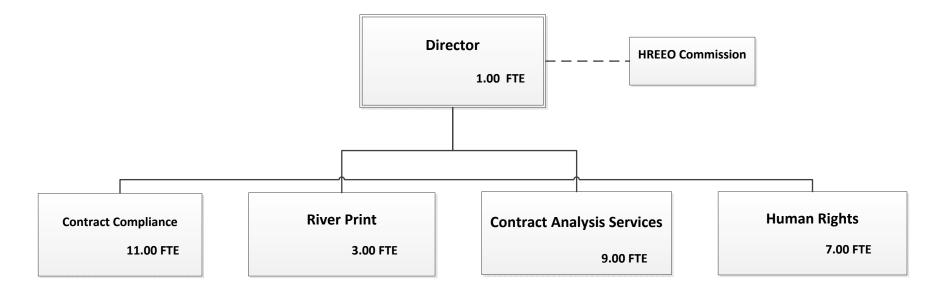
# Human Rights and Equal Economic Opportunity

*Mission:* The HREEO Department is committed to increased accountability, better communication, and smarter use of resources.



#### 2019 Proposed Budget

#### Department of Human Rights and Equal Economic Opportunity

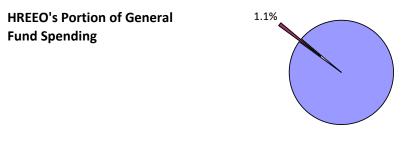
#### **Department Description:**

The Department of Human Rights and Equal Economic Opportunity (HREEO) champions justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses. HREEO's major functions include:

- Procurement (Contract & Analysis Services)
- Contract Compliance & Business Development

- River Print (Print/Copy/Design Services)
- Human Rights

• Racial Equity



### **Department Facts**

<ul> <li>Total General Fund Budget:</li> </ul>	\$3,385,584
• Total Special Fund Budget:	\$1,345,286
• Total FTEs:	31.00

• The Procurement division processed and managed over 120 solicitation events, 770 contracts, 5,500 purchase orders, and \$250 million in contract dollars.

• Human Rights investigators opened 79 new cases and collected \$34,000 in settlements for individuals filing complaints. The majority (63%) of cases were related to allegations of employment discrimination.

• CERT database has 525 certified vendors, making it the most extensive vendor database in the region for small, women and minority-owned businesses.

• Over \$1.6 billion in construction projects were monitored for minority and female workforce inclusion and prevailing wage requirements.

• In addition to the hundreds of inquiries about the Earned Sick and Safe Time ordinance, 37 formal complaints were received.

#### **Department Goals**

• Champion justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses.

• Be a thought leader to cultivate anti-discriminatory practices through creative partnerships and effective community engagement.

• Analyze the current marketplace for underutilization of small, women and minorityowned business enterprises in accordance with the Vendor Outreach Program.

### **Recent Accomplishments**

• HREEO's Procurement and Contract Compliance divisions hosted the third annual Procurement Fair specifically to present vendor opportunities and engage businesses, especially small, women and minority-owned businesses (SWMBE's) about upcoming opportunities to do business with the city.

• River Print printed and distributed more than 5,500 calendars to city and county employees.

• The Vendor Outreach Program continues to promote business inclusion. In 2017 more than \$25 million was awarded to small businesses including more than \$4 million to women-owned businesses and \$8 million to minority-owned businesses.

• The goal of training all city employees in Foundations of Racial Equity was achieved. HREEO led the initiative ensuring 3,087 employees were trained.

• The Police Civilian Internal Affairs Review Commission (PCIARC) was moved to HREEO in 2017. The commission reviewed 29 cases including 54 officers and 63 total allegations.

#### 2019 Proposed Budget

#### Department of Human Rights and Equal Economic Opportunity

#### **Fiscal Summary**

	2017 Actual	2018 Adopted	2019 Proposed	Change	% Change	2018 Adopted FTE	2019 Proposed FTE
Spending							
100: General Fund	2,091,296	2,299,632	3,385,584	1,085,952	47.2%	21.13	26.72
211: General Govt Special Projects	827,201	1,219,385	175,862	(1,043,523)	-85.6%	4.87	1.28
610: River Print	1,076,736	1,194,499	1,169,424	(25,075)	-2.1%	3.00	3.00
Total	3,995,233	4,713,516	4,730,870	17,354	0.4%	29.00	31.00
Financing							
100: General Fund	299,770	310,148	195,000	(115,148)	-37.1%		
211: General Govt Special Projects	1,181,464	1,219,385	175,862	(1,043,523)	-85.6%		
610: River Print	719,827	1,194,499	1,169,424	(25,075)	-2.1%		
Total	2,201,061	2,724,032	1,540,286	(1,183,746)	-43.5%		

## **Budget Changes Summary**

The Department of Human Rights and Equal Economic Opportunity continues to work to better position itself to achieve its goals of developing a diverse workforce, strengthening contract compliance efforts, and enhancing human rights outreach and impact services to the community. The 2019 proposed budget includes resources to support the implementation of an anticipated minimum wage increase. Other changes in the General Fund reflect the shifting of the Minority Business Development and Retention program from a special revenue fund and the creation of one position to coordinate multilingual engagement and ADA compliance. Special fund changes reflect the removal of one-time HUD capacity-building funds. The 2019 River Print budget removes one-time 2018 funding for new billing software.

	_	Change	łł	
		<u>Spending</u>	<b>Financing</b>	<u>FTE</u>
Current Service Level Adjustments				
Current service level adjustments include a reallocation of personnel to better align staffing with depar corresponding change in FTEs in Fund 211. These adjustments also reflect the elimination of a transfer stable revenue source for procurement services.	•			
Current service level adjustments		69,769	(115,148)	(0.16)
	Subtotal:	69,769	(115,148)	(0.16)
ADA/MEC Coordinator				
In order to better serve all Saint Paul residents, the 2019 proposed budget includes the addition of one Engagement and Communication (MEC) and compliance with the American with Disabilities Act (ADA).	• •	Multilingual		
ADA/MEC Coordinator		84,894	-	1.00
	Subtotal:	84,894	-	1.00
Minimum Wage Implementation				
In anticipation of an ordinance change that would raise the minimum wage in the City of Saint Paul, the ongoing support funding. These resources include the addition of one employee to coordinate minimum enforcement, as well as funding for outreach.	•			
Minimum Wage Coordinator		84,894	-	1.00
One-time outreach initiative		20,000	-	-
Ongoing support costs		10,346	-	-
	Subtotal:	115,240	-	1.00
Minority Business Development and Retention Program				
In previous budgets, the Minority Business Development and Retention (MBDR) program was housed i stable revenue source, this program and its associated FTEs have been shifted to the General Fund. The	•			
MBDR program shift		816,049	-	3.75
	Subtotal:	816,049		3.75
Fund 100 Budget Changes Total		1,085,952	(115,148)	5.59

This fund includes housing complaint investigations and equal employment opportunity investigations.

	_	Change	from 2018 Adopted		
		Spending	Financing	<u>FTE</u>	
Current Service Level Adjustments					
Current service level adjustments include a reallocation of personnel to better align staffing wit corresponding change in FTEs in Fund 100.	h department operations. There i	s a			
Current service level adjustments		2,526	2,526	0.16	
	Subtotal:	2,526	2,526	0.16	
HUD Workshare Grant					
The 2018 budget included one-time grant funds from HUD that were initially intended, but not These funds have been removed for the 2019 proposed budget.	received, for capacity building in a	2013 and 2014.			
HUD capacity building funds		(230,000)	(230,000)	-	
	Subtotal:	(230,000)	(230,000)		
	Castotan	,	()	-	
Minority Business Development and Retention Program			(/	-	
Minority Business Development and Retention Program In previous budgets, the Minority Business Development and Retention (MBDR) program was h stable revenue source, this program and its associated FTEs have been shifted to the General Fu General Fund.	oused in Fund 211. In order to pr	ovide a more	())	-	
In previous budgets, the Minority Business Development and Retention (MBDR) program was h stable revenue source, this program and its associated FTEs have been shifted to the General Fu	oused in Fund 211. In order to pr	ovide a more	(816,049)	(3.75	
In previous budgets, the Minority Business Development and Retention (MBDR) program was h stable revenue source, this program and its associated FTEs have been shifted to the General Fu General Fund.	oused in Fund 211. In order to pr	ovide a more nge in the		(3.75	

#### 610: River Print

#### Department of Human Rights and Equal Economic Opportunity

 River Print is an enterprise fund that is responsible for all printing, mailing, and graphics for the City and County.

 Change from 2018 Adopted

 Spending
 Financing
 FTE

 (75)
 (75)

 Subtotal:
 (75)
 (75)

#### **Billing system**

The 2018 budget included one-time funding for new billing software for River Print. This is removed in the 2019 proposed budget.

Billing software		(25,000)	(25,000)	-
	Subtotal:	(25,000)	(25,000)	
Fund 610 Budget Changes Total		(25,075)	(25,075)	

# **Spending Reports**

## **CITY OF SAINT PAUL** Department Budget Summary (Spending and Financing)

## Department: HUMAN RIGHTS EQUAL ECON OPP

	2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	Change From 2018 Adopted
pending by Fund					
CITY GENERAL FUND	2,495,055	2,091,296	2,299,632	3,385,584	1,085,952
GENERAL GOVT SPECIAL PROJECTS	1,017,952	827,201	1,219,386	175,862	(1,043,523)
RIVER PRINT	1,187,728	1,076,736	1,194,499	1,169,424	(25,075)
TOTAL SPENDING BY FUND	4,700,736	3,995,234	4,713,517	4,730,870	17,353
pending by Major Account					
EMPLOYEE EXPENSE	2,548,034	2,708,465	2,962,524	3,241,700	279,175
SERVICES	1,091,286	912,042	848,956	824,862	(24,094)
MATERIALS AND SUPPLIES	358,755	299,562	397,732	375,477	(22,255)
PROGRAM EXPENSE	308,291	88,829	504,304	285,304	(219,000)
ADDITIONAL EXPENSES	37,853	(13,664)			
OTHER FINANCING USES	356,516			3,527	3,527
TOTAL SPENDING BY MAJOR ACCOUNT	4,700,736	3,995,234	4,713,517	4,730,870	17,353
inancing by Major Account					
INTERGOVERNMENTAL REVENUE	90,925	294,550	71,748	71,275	(473)
CHARGES FOR SERVICES	1,625,615	968,904	1,460,939	1,481,695	20,756
MISCELLANEOUS REVENUE	22,561	2,919			·
OTHER FINANCING SOURCES	1,384,048	934,688	1,191,345	(12,684)	(1,204,029)
TOTAL FINANCING BY MAJOR ACCOUNT	3,123,149	2,201,061	2,724,032	1,540,286	(1,183,746)

## CITY OF SAINT PAUL Spending Plan by Department

## Department: HUMAN RIGHTS EQUAL ECON OPP

und: CITY GENERAL FUND					Budget Year: 2019
	2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	Change From 2018 Adopted
ending by Major Account					
MPLOYEE EXPENSE	1,766,811	1,932,378	2,160,244	2,857,226	696,982
ERVICES	410,162	139,320	124,605	158,347	33,742
ATERIALS AND SUPPLIES	17,432	19,599	14,783	82,537	67,754
ROGRAM EXPENSE				285,304	285,304
DDITIONAL EXPENSES	650				
THER FINANCING USES	300,000			2,170	2,170
Total Spending by Major Account	2,495,055	2,091,296	2,299,632	3,385,584	1,085,952
ending by Accounting Unit					
0015100 HREEO ADMINSTRATION	120,932	127,341	128,991	134,716	5,725
0015200 CONTRACT COMPLIANCE	888,307	428,653	539,952	738,908	198,956
0015300 PROCUREMENT CAS	942,123	840,483	866,064	904,313	38,250
0015400 HUMAN RIGHTS	512,465	662,841	623,807	652,589	28,783
0015500 HREEO SPECIAL PROJECTS	31,228	31,978	30,000	30,000	
0015600 PCIARC			110,819	109,008	(1,811)
0015700 MINORITY BUSINESS DEVELOPMENT				816,049	816,049
Total Spending by Accounting Unit	2,495,055	2,091,296	2,299,632	3,385,584	1,085,952

## CITY OF SAINT PAUL Spending Plan by Department

## Department: HUMAN RIGHTS EQUAL ECON OPP

Fund:	GENERAL GOVT SPECIAL PROJECTS

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		2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	Change From 2018 Adopted
Spending by	Major Account					
EMPLOYEE E	EXPENSE	520,444	500,746	552,575	134,283	(418,292)
SERVICES		78,307	179,526	81,875	25,255	(56,621)
MATERIALS	AND SUPPLIES	54,395	55,650	80,631	15,581	(65,050)
PROGRAM E	XPENSE	308,291	88,829	504,304		(504,304)
ADDITIONAL	EXPENSES		2,450			
OTHER FINA	NCING USES	56,516			743	743
	Total Spending by Major Account	1,017,952	827,201	1,219,386	175,862	(1,043,523)
Spending by	Accounting Unit					
21115210	PED MINORITY BUSINESS DEVEL	864,438	557,423	833,806		(833,807)
21115220	CERT PROGRAM	87,311	186,915	83,831	104,587	20,756
21115405	EQUAL EMPLOYMENT OPPORTUNITY	33,347	33,462	33,748	31,985	(1,763)
21115410	HUD WORKSHARE AGREEMENT	32,857	49,401	268,000	39,290	(228,710)
	Total Spending by Accounting Unit	1,017,952	827,201	1,219,386	175,862	(1,043,523)

## CITY OF SAINT PAUL Spending Plan by Department

### Department: HUMAN RIGHTS EQUAL ECON OPP Fund: RIVER PRINT

Fund: RIVER PRINT					Budget Year: 2019
	2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	Change From 2018 Adopted
Spending by Major Account					
EMPLOYEE EXPENSE	260,779	275,341	249,705	250,190	485
SERVICES	602,817	593,197	642,476	641,261	(1,215)
MATERIALS AND SUPPLIES	286,928	224,312	302,318	277,359	(24,959)
ADDITIONAL EXPENSES	37,203	(16,114)			
OTHER FINANCING USES				614	614
Total Spending by Major Account	1,187,728	1,076,736	1,194,499	1,169,424	(25,075)
Spending by Accounting Unit					
61015310 PRINT CENTRAL	1,187,728	1,076,736	1,194,499	1,169,424	(25,075)

 61015310
 PRINT CENTRAL
 1,187,728
 1,076,736
 1,194,499
 1,169,424

 Total Spending by Accounting Unit
 1,187,728
 1,076,736
 1,194,499
 1,169,424

(25,075)



# **Financing Reports**

## CITY OF SAINT PAUL Financing by Company and Department

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Company:CITY OF SAINT PAULDepartment:HUMAN RIGHTS EQUAL ECON OPPFund:CITY GENERAL FUND

Fund. CITT GENERALT OND				•	
					Change From
Account Account Description	2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	2018 Adopted
44120-0 REGULATORY FEES	20,850	17,974	24,000	24,000	
44150-0 PURCHASING FEES	10,429	1,705	3,200	3,200	
44215-0 COPIES	65	225			
44590-0 MISCELLANEOUS SERVICES	(6,835)	6,835			
51175-0 ADMINISTRATION FEE	110,549	151,201	167,800	167,800	
51210-0 CONTRACTING SERVICES	10,650	6,656			
TOTAL FOR CHARGES FOR SERVICES	145,708	184,597	195,000	195,000	
55505-0 OUTSIDE CONTRIBUTION DONATIONS	500				
55915-0 OTHER MISC REVENUE		26			
TOTAL FOR MISCELLANEOUS REVENUE	500	26			
56235-0 TRANSFER FR CAPITAL PROJ FUND		93,243	115,148		(115,148)
56240-0 TRANSFER FR ENTERPRISE FUND	300,000	21,905			
TOTAL FOR OTHER FINANCING SOURCES	300,000	115,148	115,148		(115,148)
TOTAL FOR CITY GENERAL FUND	446,208	299,770	310,148	195,000	(115,148)

## CITY OF SAINT PAUL Financing by Company and Department

					Change From
Account Account Description	2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	2018 Adopted
43001-0 FEDERAL DIRECT GRANTS			33,748	31,985	(1,763)
43101-0 FEDERAL GRANT STATE ADMIN	90,925	294,550	38,000	39,290	1,290
TOTAL FOR INTERGOVERNMENTAL REVENUE	90,925	294,550	71,748	71,275	(473)
44215-0 COPIES		75			
44590-0 MISCELLANEOUS SERVICES	62,900				
51210-0 CONTRACTING SERVICES	81,015	64,405	83,831	104,587	20,756
TOTAL FOR CHARGES FOR SERVICES	143,915	64,480	83,831	104,587	20,756
55805-0 REFUNDS HISTORY		719			
55815-0 REFUNDS OVERPAYMENTS	21,376				
55901-0 MISCELLANEOUS REVENUE		2,174			
TOTAL FOR MISCELLANEOUS REVENUE	21,376	2,894			
56225-0 TRANSFER FR SPECIAL REVENUE FU			833,806		(833,806)
56240-0 TRANSFER FR ENTERPRISE FUND	1,084,048	819,540			
59910-0 USE OF FUND EQUITY			230,000		(230,000)
TOTAL FOR OTHER FINANCING SOURCES	1,084,048	819,540	1,063,806		(1,063,806)
TOTAL FOR GENERAL GOVT SPECIAL PROJECTS	1,340,264	1,181,464	1,219,385	175,862	(1,043,523)

## **CITY OF SAINT PAUL** Financing by Company and Department

TOTAL FOR HUMAN RIGHTS EQUAL ECON OPP

Department: HUMAN RIGHTS EQUAL ECON OPP Fund: RIVER PRINT				Budget \	ear: 2019	
					Change From	
Account Account Description	2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	2018 Adopted	
44245-0 PURCHASING SALES			129,685	129,685		
44305-0 PAPER SALES RIVERPRINT	23,439	(5,229)	45,000	45,000		
44310-0 COPY SERVICE RIVERPRINT	4,559	745	761,021	761,021		
44315-0 PRINTING RIVERPRINT	194,009	277,575				
44320-0 GRAPHICS RIVERPRINT	(1,411)	1,411	17,973	17,973		
44325-0 ENVELOPE SALES RIVERPRINT	(3,476)	3,044	102,709	102,709		
44330-0 LABOR CHARGE RIVERPRINT	1,106,479	283,241				
44335-0 MAILING SERVICES		148,284	125,720	125,720		
44340-0 POSTAGE RIVERPRINT	12,393	11,068				
52610-0 REPAIRS		(310)				
TOTAL FOR CHARGES FOR SERVICES	1,335,992	719,827	1,182,108	1,182,108		
55526-0 REBATES	685					
TOTAL FOR MISCELLANEOUS REVENUE	685					
59910-0 USE OF FUND EQUITY			12,391		(12,391)	
59950-0 CONTR TO FUND EQUITY				(12,684)	(12,684)	
TOTAL FOR OTHER FINANCING SOURCES			12,391	(12,684)	(25,075)	
TOTAL FOR RIVER PRINT	1,336,677	719,827	1,194,499	1,169,424	(25,075)	

2,201,061

2,724,032

1,540,286

(1,183,746)

3,123,149

## CITY OF SAINT PAUL Financing Plan by Department

## Department: HUMAN RIGHTS EQUAL ECON OPP Fund: CITY GENERAL FUND

		2016 Actuals			Change From		
			2017 Actuals	2018 Adopted	2019 Mayor's Proposed	2018 Adopted	
inancing by	y Major Account						
CHARGES F	OR SERVICES	145,708	184,597	195,000	195,000		
MISCELLAN	EOUS REVENUE	500	26		,		
OTHER FINA	ANCING SOURCES	300,000	115,148	115,148		(115,148)	
	Total Financing by Major Account	446,208	299,770	310,148	195,000	(115,148)	
inancing by	y Accounting Unit						
10015100	HREEO ADMINSTRATION	300	75				
10015200	CONTRACT COMPLIANCE	300,000					
10015300	PROCUREMENT CAS	125,293	281,745	286,148	171,000	(115,148)	
10015400	HUMAN RIGHTS	20,615	17,950	24,000	24,000		
	Total Financing by Accounting Unit	446,208	299,770	310,148	195,000	(115,148)	

## CITY OF SAINT PAUL Financing Plan by Department

## Department: HUMAN RIGHTS EQUAL ECON OPP Fund: GENERAL GOVT SPECIAL PROJECTS

					V		
			2017 Actuals	2018 Adopted	Change From		
		2016 Actuals			2019 Mayor's Proposed	2018 Adopted	
ancing by M	Major Account						
TERGOVERN	NMENTAL REVENUE	90,925	294,550	71,748	71,275	(473)	
HARGES FOR	R SERVICES	143,915	64,480	83,831	104,587	20,756	
SCELLANEC	DUS REVENUE	21,376	2,894		,		
THER FINAN	ICING SOURCES	1,084,048	819,540	1,063,806		(1,063,806)	
	Total Financing by Major Account	1,340,264	1,181,464	1,219,385	175,862	(1,043,523)	
ancing by A	Accounting Unit						
115210	PED MINORITY BUSINESS DEVEL	804,229	819,840	833,806		(833,806)	
115220	CERT PROGRAM	382,210	66,579	83,831	104,587	20,756	
115405	EQUAL EMPLOYMENT OPPORTUNITY	62,900	75	33,748	31,985	(1,763)	
115410	HUD WORKSHARE AGREEMENT	90,925	294,969	268,000	39,290	(228,710)	
	Total Financing by Accounting Unit	1,340,264	1,181,464	1,219,385	175,862	(1,043,523)	
115410							

## CITY OF SAINT PAUL Financing Plan by Department

## Department: HUMAN RIGHTS EQUAL ECON OPP Fund: RIVER PRINT

Budget Year:	2019
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	2016 Actuals	2017 Actuals	2018 Adopted	2019 Mayor's Proposed	Change From 2018 Adopted	
Financing by Major Account						
CHARGES FOR SERVICES	1,335,992	719,827	1,182,108	1,182,108		
MISCELLANEOUS REVENUE	685					
OTHER FINANCING SOURCES			12,391	(12,684)	(25,075)	
Total Financing by Major Account	1,336,677	719,827	1,194,499	1,169,424	(25,075)	
Financing by Accounting Unit						
61015310 PRINT CENTRAL	1,336,677	719,827	1,194,499	1,169,424	(25,075)	
Total Financing by Accounting Unit	1,336,677	719,827	1,194,499	1,169,424	(25,075)	

