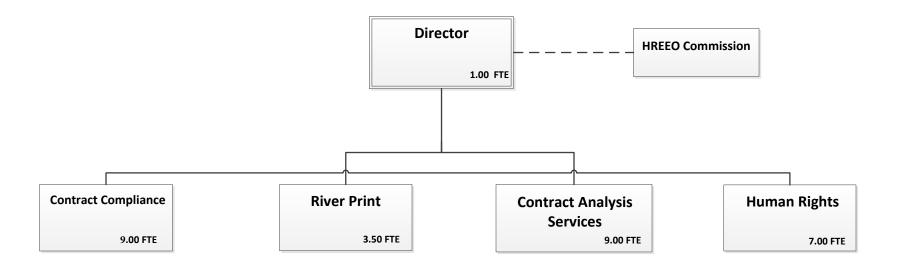
Human Rights and Equal Economic Opportunity

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



(Total 29.50 FTE) 12/28/16

2017 Adopted Budget

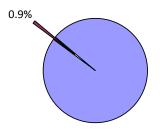
Department of Human Rights and Equal Economic Opportunity

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)
- Print/Copy/Design Services
- Contract Compliance & Business Development
- Human Rights
- Racial Equity

HREEO's Portion of General Fund Spending



Department Facts

• Total General Fund Budget: \$2,323,905

• Total Special Fund Budget: \$2,413,449

• Total FTEs: 29.50

- The Procurement division processed and managed over 150 solicitation events, 550 contracts, 4,500 purchase orders and \$150 million in contract dollars.
- Human Rights investigators opened 67 new cases, closed 67 cases and collected \$49,250 in probable cause settlements for individuals filing complaints. The majority (73%) of cases were related to allegations of employment discrimination.
- CERT database has over 1,400 certified vendors, making it the most extensive vendor database in the region for small, women and minority-owned businesses.
- Over \$1 billion in construction projects were monitored for minority and female workforce inclusion.

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 minority owned business enterprises in accordance with the Vendor Outreach Program.

Recent Accomplishments

- HREEO's Procurement and Compliance divisions hosted their first 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 successfully completed 3,024 work orders for print-related services.
- The department's Vendor Outreach Program exceeded its SWMBE inclusion goals. More than \$111 million was awarded to small businesses including \$95 million to womenowned businesses and \$35 million to minority-owned businesses.
- Partnered with the HREEO Commission, American Indian Chamber of Commerce, Native American Community Development Institute and American Indian businesses and residents to celebrate the first annual "Indigenous Peoples Day."
- The department, in collaboration with other city departments and agencies, participated in more than 50 outreach events.
- Partnered with local colleges and organizations to offer construction skills training, workforce development courses and business development initiatives.

2017 Adopted Budget

Department of Human Rights and Equal Economic Opportunity

Fiscal Summary

	2015 Actual	2016 Adopted	2017 Adopted	Change	% Change	2016 Adopted FTE	2017 Adopted FTE
Spending							
100: General Fund	1,858,554	2,382,837	2,323,905	(58,932)	-2.5%	18.18	21.10
211: General Govt Special Projects	822,192	931,622	1,231,341	299,719	32.2%	4.82	4.90
610: River Print	1,346,592	776,434	1,182,108	405,674	52.2%	3.50	3.50
Total	4,027,338	4,090,893	4,737,354	646,461	15.8%	26.50	29.50
Financing							
100: General Fund	191,139	495,000	310,148	(184,852)	-37.3%		
211: General Govt Special Projects	812,096	931,622	1,231,341	299,719	32.2%		
610: River Print	1,306,887	776,434	1,182,108	405,674	52.2%		
Total	2,310,122	2,203,056	2,723,597	520,541	23.6%		

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; developing stronger contract compliance efforts; and enhancing human rights outreach and impact services to the community. General Fund changes reflect moving responsibility of the Police Civilian Internal Affairs Review Commission (PCIARC) from Police to HREEO., as well as increasing purchasing staff to improve strategic purchasing efforts. General Fund changes also include the addition of a Business Assistance Specialist to implement and enforce the new Earned Sick and Safe Time ordinance. Changes in General Government Special Projects reflect the carrying forward of remaining resources from the 2016 disparity study. The Riverprint budget is adjusted to reflect services provided to Ramsey County. Other changes in the budget are due to current service level adjustments.

		Change	Change from 2016 Adopted		
	_	Spending	Financing	<u>FTE</u>	
urrent Service Level Adjustments		20,000	-	(0.08)	
	Subtotal:	20,000	-	(0.08)	
ayor's Proposed Changes					
Disparity Study					
City ordinance requires a disparity study be in place that identifies the underutilization of sm business enterprises for the City of Saint Paul and Saint Paul Housing and Redevelopment Auusing one-time resources, which are removed for 2017.	•				
Disparity Study		(400,000)	(300,000)		
	Subtotal:	(400,000)	(300,000)	-	
Staff adjustments					
As HREEO's Purchasing division has expanded its advance planning, competitive bidding and from cost savings related to more effective contracts. In order to continue improving service additional buyer position is being added, which is funded by capital project administrative re	delivery at the best price pos				
Buyer		115,148	115,148	1.00	
	Subtotal:	115,148	115,148	1.00	

		Change	from 2016 Adopte	d
	_	Spending	Financing	FTE
Police Citizen Internal Affairs Review Commission (PCIARC)				
As a result of a program audit, administration of the Police Citizen Internal Affairs Review Commission will department to HREEO. This is a cost-neutral change to the budget, as there is a corresponding decrease it				
PCIARC program		119,413	-	1.00
	Subtotal:	119,413	-	1.00
Adopted Changes				
Earned Sick & Safe Time				
In 2016 the City Council passed an Earned Sick and Safe Time (ESST) ordinance requiring employers in St. safe time to all employees. The 2017 budget includes resources for a Business Assistance Specialist to coo				
Business Assistance Specialist		86,507	-	1.00
	Subtotal:	86,507	-	1.00
Fund 100 Budget Changes Total		(58,932)	(184,852)	2.92

This fund includes housing complaint investigations, equal employment opportunity investigations, and the Minority Business Development and Retention program.

	_	Change	d	
		Spending	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments		31,169	31,169	0.08
	Subtotal:	31,169	31,169	0.08
Mayor's Proposed Changes				
Prevailing Wage Monitoring				
The City is required by federal, State and local law to monitor prevailing wages and busing Because of increased project activity over the last several years, the cost of the monitoring 2017 budget is adjusted to reflect current actual costs incurred to use the monitoring dat	ng database is increasing commen			
Software		24,500	24,500	-
	Subtotal:	24,500	24,500	-
Adopted Changes				
Disparity Study				
City ordinance requires a disparity study be in place that identifies the underutilization of business enterprises for the City of Saint Paul and Saint Paul Housing and Redevelopment using one-time resources. The 2017 budget carries forward the unspent resources.	•			
Disparity Study		244,050	244,050	-
	Subtotal:	244,050	244,050	-
Fund 211 Budget Changes Total		299,719	299,719	0.08

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

		Change	from 2016 Adopted	d
	- -	Spending	Financing	<u>FTE</u>
Current Service Level Adjustments		(10,911)	(10,911)	
	Subtotal:	(10,911)	(10,911)	
Mayor's Proposed Changes				
Volume Adjustment				
The 2016 budget anticipated that Ramsey County would cease utilizing River Print for continue to use River Print for most services, to the 2017 budget has restored supplied to the continue to use River Print for most services, to the 2017 budget has restored supplied to the continue of				
staffing increase necessary at this time.				
Service and Supply expenses		416,585	416,585	
	Subtotal:	416,585	416,585	

Spending Reports

CITY OF SAINT PAUL

Department Budget Summary (Spending and Financing)

Department: HUMAN RIGHTS EQUAL ECON OPP

					Change From
	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
Spending by Fund					
CITY GENERAL FUND	1,711,453	1,858,554	2,382,837	2,323,905	(58,932)
GENERAL GOVT SPECIAL PROJECTS	899,179	822,192	931,622	1,231,341	299,719
RIVER PRINT	1,434,044	1,346,592	776,434	1,182,108	405,674
TOTAL SPENDING BY FUND	4,044,676	4,027,337	4,090,893	4,737,354	646,461
Spending by Major Account					
EMPLOYEE EXPENSE	2,403,244	2,526,233	2,604,457	2,961,822	357,365
SERVICES	817,062	862,185	854,512	1,101,287	246,775
MATERIALS AND SUPPLIES	543,147	429,678	281,924	381,095	99,171
PROGRAM EXPENSE	298,250	181,219	350,000	293,150	(56,850)
ADDITIONAL EXPENSES	(68,866)	(17,118)			
CAPITAL OUTLAY	2,952				
OTHER FINANCING USES	48,886	45,140			
TOTAL SPENDING BY MAJOR ACCOUNT	4,044,676	4,027,337	4,090,893	4,737,354	646,461
Financing by Major Account					
INTERGOVERNMENTAL REVENUE			75,537	71,748	(3,789)
CHARGES FOR SERVICES	1,752,996	1,523,423	1,044,547	1,458,845	414,298
FINE AND FORFEITURE	50,682				
MISCELLANEOUS REVENUE	1,035	30,586			
OTHER FINANCING SOURCES	742,120	756,113	1,082,972	1,193,004	110,032
TOTAL FINANCING BY MAJOR ACCOUNT	2,546,833	2,310,122	2,203,056	2,723,597	520,541

CITY OF SAINT PAUL Spending Plan by Department

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

		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Spending by	Major Account					
EMPLOYEE I	EXPENSE	1,595,990	1,720,524	1,836,389	2,159,964	323,575
SERVICES		111,516	83,419	525,076	149,594	(375,482)
MATERIALS	AND SUPPLIES	3,947	53,811	21,372	14,346	(7,026)
ADDITIONAL	EXPENSES		800			
	Total Spending by Major Account	1,711,453	1,858,554	2,382,837	2,323,905	(58,932)
Spending by	/ Accounting Unit					
10015100	HREEO ADMINSTRATION	116,226	140,399	118,730	124,502	5,772
10015200	CONTRACT COMPLIANCE	326,282	401,352	815,266	514,045	(301,221)
10015300	PROCUREMENT CAS	801,616	828,914	900,327	1,002,358	102,031
10015400	HUMAN RIGHTS	467,330	487,842	498,514	633,000	134,486
10015500	HREEO SPECIAL PROJECTS		46	50,000	50,000	
	Total Spending by Accounting Unit	1,711,453	1,858,554	2,382,837	2,323,905	(58,932)

CITY OF SAINT PAUL Spending Plan by Department

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

	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Spending by Major Account					
EMPLOYEE EXPENSE	413,308	448,388	500,592	537,656	37,064
SERVICES	82,559	77,829	64,622	310,404	245,783
MATERIALS AND SUPPLIES	56,175	64,241	16,408	90,131	73,723
PROGRAM EXPENSE	298,250	181,219	350,000	293,150	(56,850)
ADDITIONAL EXPENSES		5,375			
OTHER FINANCING USES	48,886	45,140			
Total Spending by Major Account	899,179	822,192	931,622	1,231,341	299,719
Spending by Accounting Unit					
21115210 PED MINORITY BUSINESS DEVEL	776,709	712,586	782,972	833,806	50,834
21115220 CERT PROGRAM	64,893	51,941	73,113	325,787	252,675
21115405 EQUAL EMPLOYMENT OPPORTUNITY	31,052	29,262	32,816	33,748	932
21115410 HUD WORKSHARE AGREEMENT	26,525	28,403	42,721	38,000	(4,721)
Total Spending by Accounting Unit	899,179	822,192	931,622	1,231,341	299,719

CITY OF SAINT PAUL Spending Plan by Department

Department: HUMAN RIGHTS EQUAL ECON OPP Fund: RIVER PRINT

	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Spending by Major Account					
EMPLOYEE EXPENSE	393,947	357,322	267,476	264,202	(3,274)
SERVICES	622,987	700,937	264,814	641,289	376,474
MATERIALS AND SUPPLIES	483,025	311,625	244,144	276,618	32,474
ADDITIONAL EXPENSES	(68,866)	(23,293)			
CAPITAL OUTLAY	2,952				
Total Spending by Major Account	1,434,044	1,346,592	776,434	1,182,108	405,674
Spending by Accounting Unit					
61015310 PRINT CENTRAL	1,434,044	1,346,592	776,434	1,182,108	405,674
Total Spending by Accounting Unit	1,434,044	1,346,592	776,434	1,182,108	405,674

Financing Reports

CITY OF SAINT PAUL Financing by Company and Department

Company: CITY OF SAINT PAUL

Department: HUMAN RIGHTS EQUAL ECON OPP

Fund: CITY GENERAL FUND Budget Year: 2017

						Change From
Account	Account Description	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
	•					
44120-0	REGULATORY FEES	24,268	34,438	24,000	24,000	
44150-0	PURCHASING FEES	1,562	1,353	3,200	3,200	
44215-0	COPIES		55			
44299-0	OTHER SALES	9,105	286			
51175-0	ADMINISTRATION FEE	(40,163)		167,800	167,800	
51210-0	CONTRACTING SERVICES	157,493	124,914			
TOTAL FO	R CHARGES FOR SERVICES	152,266	161,046	195,000	195,000	
55505-0	OUTSIDE CONTRIBUTION DONATIONS		30,000			
55835-0	REFUND FOR PRIOR YEAR OVERPAYM	457				
55845-0	JURY DUTY PAY	54	90			
55905-0	CASH OVER OR SHORT		4			
TOTAL FO	R MISCELLANEOUS REVENUE	511	30,094			
56235-0	TRANSFER FR CAPITAL PROJ FUND				115,148	115,148
56240-0	TRANSFER FR ENTERPRISE FUND			300,000		(300,000)
TOTAL FO	R OTHER FINANCING SOURCES			300,000	115,148	(184,852)
TOTAL FO	R CITY GENERAL FUND	152,777	191,139	495,000	310,148	(184,852)

CITY OF SAINT PAUL Financing by Company and Department

Company: CITY OF SAINT PAUL

Department: HUMAN RIGHTS EQUAL ECON OPP

Budget Year: 2017 GENERAL GOVT SPECIAL PROJECTS Fund:

					Change From
Account Description	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
43001-0 FEDERAL DIRECT GRANTS			32,816	33,748	932
43101-0 FEDERAL GRANT STATE ADMIN			42,721	38,000	(4,721)
TOTAL FOR INTERGOVERNMENTAL REVENUE			75,537	71,748	(3,789)
44590-0 MISCELLANEOUS SERVICES	31,370				
51210-0 CONTRACTING SERVICES	71,524	55,584	73,113	81,737	8,624
TOTAL FOR CHARGES FOR SERVICES	102,894	55,584	73,113	81,737	8,624
53105-0 PENALTY AND FINE	50,682				
TOTAL FOR FINE AND FORFEITURE	50,682				
55815-0 REFUNDS OVERPAYMENTS		399			
TOTAL FOR MISCELLANEOUS REVENUE		399			
56225-0 TRANSFER FR SPECIAL REVENUE FU			782,972	833,806	50,834
56240-0 TRANSFER FR ENTERPRISE FUND	742,120	756,113			
59910-0 USE OF FUND EQUITY				244,050	244,050
TOTAL FOR OTHER FINANCING SOURCES	742,120	756,113	782,972	1,077,856	294,884
TOTAL FOR GENERAL GOVT SPECIAL PROJECTS	895,696	812,096	931,622	1,231,341	299,719

CITY OF SAINT PAUL Financing by Company and Department

Company: CITY OF SAINT PAUL

Department: HUMAN RIGHTS EQUAL ECON OPP

Fund: RIVER PRINT Budget Year: 2017

						Change From
Account	Account Account Description	2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
44245-0	PURCHASING SALES			129,685	129,685	
44299-0	OTHER SALES	742				
44305-0	PAPER SALES RIVERPRINT	77,551	17,246		45,000	45,000
44310-0	COPY SERVICE RIVERPRINT	(469)	178		761,021	761,021
44315-0	PRINTING RIVERPRINT	64,975	180,805	215,774		(215,774)
44320-0	GRAPHICS RIVERPRINT			17,973	17,973	
44325-0	ENVELOPE SALES RIVERPRINT	24,399	6,716	80,661	102,709	22,048
44330-0	LABOR CHARGE RIVERPRINT	1,188,740	1,071,911	280,566		(280,566)
44335-0	MAILING SERVICES	130,174	17,492	51,775	125,720	73,945
44340-0	POSTAGE RIVERPRINT	11,698	12,446			
44590-0	MISCELLANEOUS SERVICES	26				
TOTAL FO	R CHARGES FOR SERVICES	1,497,836	1,306,794	776,434	1,182,108	405,674
55805-0	REFUNDS HISTORY		93			
55815-0	REFUNDS OVERPAYMENTS	524				
TOTAL FO	R MISCELLANEOUS REVENUE	524	93			
TOTAL FO	R RIVER PRINT	1,498,360	1,306,887	776,434	1,182,108	405,674
TOTAL FO	OR HUMAN RIGHTS EQUAL ECON OPP	2,546,833	2,310,122	2,203,056	2,723,597	520,541

CITY OF SAINT PAUL Financing Plan by Department

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

Fund: CITY GENERAL FUND Budget Year: 2017

		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	Change From 2016 Adopted
Financing by	y Major Account					
CHARGES FOR SERVICES		152,266	161,046	195,000	195,000	
MISCELLANEOUS REVENUE		511	30,094		,	
OTHER FINANCING SOURCES				300,000	115,148	(184,852)
	Total Financing by Major Account	152,777	191,139	495,000	310,148	(184,852)
Financing by	y Accounting Unit					
10015100	HREEO ADMINSTRATION	511	49,504			
10015200	CONTRACT COMPLIANCE		50	300,000		(300,000)
10015300	PROCUREMENT CAS	127,613	134,968	171,000	286,148	115,148
10015400	HUMAN RIGHTS	24,653	6,618	24,000	24,000	
	Total Financing by Accounting Unit	152,777	191,139	495,000	310,148	(184,852)

CITY OF SAINT PAUL Financing Plan by Department

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

Fund: GENERAL GOVT SPECIAL PROJECTS Budget Year: 2017

					Change From		
		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted	
Financing by	Major Account						
INTERGOVERNMENTAL REVENUE				75,537	71,748	(3,789)	
CHARGES FOR SERVICES		102,894	55,584	73,113	81,737	8,624	
FINE AND FORFEITURE		50,682			- , -		
MISCELLANEOUS REVENUE			399				
OTHER FINA	NCING SOURCES	742,120	756,113	782,972	1,077,856	294,884	
	Total Financing by Major Account	895,696	812,096	931,622	1,231,341	299,719	
Financing by	Accounting Unit						
21115210	PED MINORITY BUSINESS DEVEL	792,802	756,512	782,972	833,806	50,834	
21115220	CERT PROGRAM	71,524	55,584	73,113	325,787	252,674	
21115405	EQUAL EMPLOYMENT OPPORTUNITY	32,300		32,816	33,748	932	
21115410	HUD WORKSHARE AGREEMENT	(930)		42,721	38,000	(4,721)	
	Total Financing by Accounting Unit	895,696	812,096	931,622	1,231,341	299,719	

CITY OF SAINT PAUL Financing Plan by Department

Department: HUMAN RIGHTS EQUAL ECON OPP

Fund: RIVER PRINT Budget Year: 2017

					Change From	
		2014 Actuals	2015 Actuals	2016 Adopted	2017 Adopted	2016 Adopted
Financing by	y Major Account					
CHARGES FOR SERVICES		1,497,836	1,306,794	776,434	1,182,108	405,674
MISCELLANEOUS REVENUE		524	93			
	Total Financing by Major Account	1,498,360	1,306,887	776,434	1,182,108	405,674
Financing by	y Accounting Unit					
61015310	PRINT CENTRAL	1,498,360	1,306,887	776,434	1,182,108	405,674
	Total Financing by Accounting Unit	1,498,360	1,306,887	776,434	1,182,108	405,674