



**SAINT PAUL**  
MINNESOTA

# 2023 ANNUAL REPORT

Department of Human Rights &  
Equal Economic Opportunity



# MISSION

The mission of the Department of Human Rights & Equal Economic Opportunity (HREEO or department) is to serve Saint Paul residents and businesses by advancing justice and equity through education, advocacy, and enforcement.

## HREEO COMMISSIONS & COMMITTEES

The department, mayor, and city council rely on the thoughtful advice of over 30 community boards, commissions, and committees throughout the city. These groups cover a wide range of topics and appeal to a variety of interests. HREEO staffs the following boards and commissions:

- [Advisory Committee on Aging](#) (ACOA)
- [HREEO Commission](#) (HREEOC)
- [Labor Standards Advisory Committee](#) (LSAC)
- [Mayor’s Advisory Committee on People with Disabilities](#) (MACPD)
- [Police Civilian Internal Affairs Review Commission](#) (PCIARC)

Applications to city boards, commissions, and committees are accepted on a rolling basis. To find out more about HREEO’s commissions and committees, or to apply online, visit [Boards and Commissions, Openings and Application](#).

## PROCUREMENT

The Procurement Division (Contract & Analysis Services) provides buying, contracting, and surplus disposal services to the City of Saint Paul, Saint Paul Regional Water Services, and the Saint Paul Port Authority. Procurement collaborates with city departments to provide cost-effective, transparent, and convenient bidding on City of Saint Paul contracting opportunities.

### Supplier Portal

To contract with the City of Saint Paul, businesses must be registered on the [Supplier Portal](#). Visit the City of Saint Paul Supplier Portal to find resources that guide vendors through the portal and business registration process.

<b>Purchasing Activity</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Number of contracts managed</b>	<b>889</b>	<b>1039</b>	<b>1188</b>
<b>New contracts executed by year</b>	<b>304</b>	<b>422</b>	<b>502</b>
<b>Total number of purchase orders issued</b>	<b>1,959</b>	<b>2,212</b>	<b>3573</b>
<b>Total number of purchasing solicitation events (Request for Bid, Request for Proposal, Request for Qualification)</b>	<b>107</b>	<b>118</b>	<b>104</b>

# CONTRACT COMPLIANCE & BUSINESS DEVELOPMENT

The Contract Compliance and Business Development Division ensures that the community can participate in the economic opportunities created by the City of Saint Paul. Contract Compliance is responsible for several compliance and business development programs:

- Affirmative Action and Equal Employment Opportunity (AA/EEO)
- Prevailing Wage
- Vendor Outreach Program
- HUD Section 3

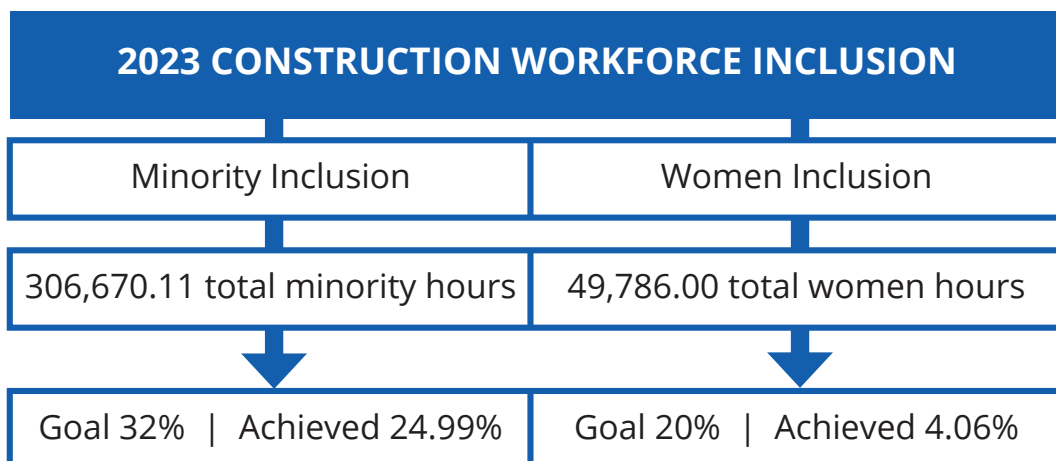


## AFFIRMATIVE ACTION & EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO)

All vendors with \$50,000 or more in city contracts must register their Affirmative Action Program (AAP) with the city prior to contract signing. An AAP must include hiring goals for the employment of women, minorities, and people with disabilities. In 2023,

- Over 297 vendor Affirmative Action Plans were reviewed and registered.
- The team reviewed and approved 188 contracts requiring compliance with affirmative action.

Construction contracts receiving city funding must comply with workforce inclusion goals for minorities and women set by the Minnesota Department of Human Rights. Here are the 2023 totals for all construction contracts receiving city funding:



# PREVAILING WAGE

Contract Compliance educates, monitors, and enforces federal, state, and local prevailing wage laws on applicable City of Saint Paul construction projects. In 2023:

- Contract Compliance monitored labor compliance requirements on over 200 construction projects totaling more than \$1B in total development costs.
- More than 6,000 workers were reported on prevailing wage compliance payrolls totaling more than 1,000,000 construction hours.
- Contract Compliance Coordinators also recovered over \$8,000 in restitution owed to underpaid individuals working on City of Saint Paul funded construction projects.



# VENDOR OUTREACH PROGRAM (VOP)

The VOP is the small business inclusion program for CERT-certified, small, woman-owned, and minority-owned business enterprises (S/W/MBEs).

The 25% business inclusion goal is broken down as follows:

- 5% to minority-owned business enterprises (MBE)
- 10% to woman-owned business enterprises (WBE)
- 10% to other small business enterprises (SBE).

## 2023 LOCAL SMALL BUSINESS (VOP) INCLUSION

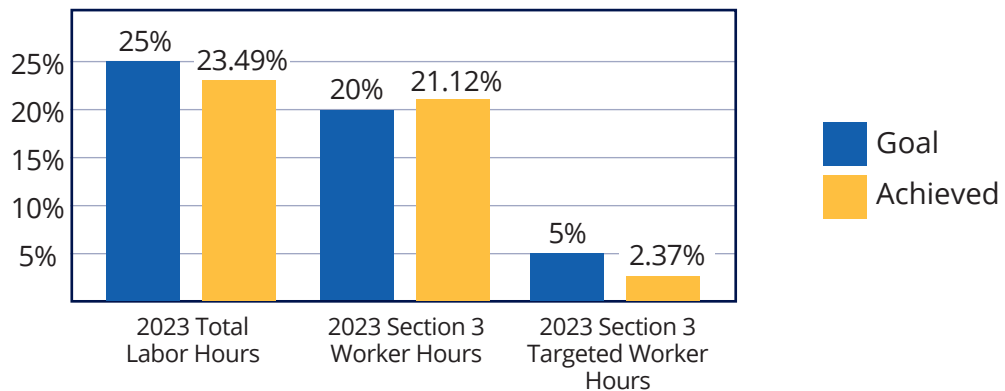
Business Certification	Dollars	Percentage
Small Minority-Owned Subcontracting	\$14,623,605	6.7%
Small Women-Owned Subcontracting	\$22,126,245	10.2%
Small Business Subcontracting	\$18,242,634	8.4%
<b>Overall Small Business (S/W/MBE) Subcontracting</b>	<b>\$54,992,484</b>	<b>25.4%</b>

# HUD SECTION 3

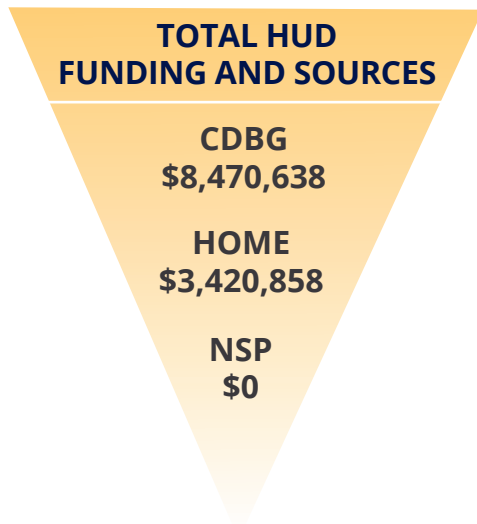
The Department of [Housing and Urban Development \(HUD\) Section 3](#) program requires that opportunities generated by HUD financial assistance be directed to low-income families and individuals. The HUD Section 3 program also benefits businesses that employ and train local low-income residents. The City of Saint Paul is the lead-agency of the local [Twin Cities Section 3 Collaborative](#) which includes Hennepin County, Anoka County, Dakota County Community Development Agency, Washington County Community Development Agency, Minnesota Housing Finance Agency.

## HUD Section 3 Projects

In 2023, the City of Saint Paul had 8 projects with a combined \$8,470,638 of Community Development Block Grant (CDBG) funding and \$3,420,858 in HOME funding, with a total HUD funding of \$11,891,496, and a total development cost or business opportunity of \$65,671,544.



The city is committed to working with local vendors, community partners, and other local government agencies to ensure HUD Section 3 continues to benefit local and low-income businesses and workers. Between the 8 active projects in this year, there are a combined 158 contractors, subcontractors, and businesses, with 20 certified as HUD Section 3 businesses which enabled all of their workforce and labor hours to count towards each project.



Subcontracts > \$200,000 of HUD Funding	HUD Funding	Total Development Cost or Total Opportunity	Total Labor Hours	Section 3 Worker Hours	Section 3 Targeted Worker Hours
Artist Loft (653 Galtier St) CDBG	2,013,000	2,013,000	2,852	1,756.5	0
Ashland Apartments (532 Ashland Ave) HOME ARPA	1,920,858	4,447,116	1,950	469	0
American House (352 Wacouta St) CDBG	750,000	4,152,528	12,012.60	2,593.35	0
Dale Street Place (313 North Dale St) CDBG	1,000,000	25,084,237	17,467.25	706.75	0
Keystone Community CDBG	2,602,255	8,383,406	3,136.25	0	1,332.25
Midway Residence (902 Hershey St) CDBG	605,383	5,606,230	2,126	50.25	0
PSA Annex (Public Safety Annex PSA Demo) CDBG	1,500,000	1,500,000	1,799	0	0
Stryker Senior (605-617 Stryker Ave) HOME	1,500,000	14,485,027	14,648.25	6,250.25	0
TOTALS	\$11,891,496	\$65,671,544	55,991.85	11,826.2	1,332.25

HUD Section 3 Program seeks to strengthen the pipeline of the City's residents and business owners who are traditionally underutilized on public contracts because of social and economic barriers and increase access to City business opportunities. The City of Saint Paul partnered with the Latino Economic Development Association (LEDC), Makee Companies, and the MN Trades Academy/ Construction Careers Foundation to build capacity to train with local S/W/MBEs and HUD Section 3 businesses, as well as train local job seekers (HUD Section 3 Workers and Targeted Workers). The partners worked with helping residents and business owners overcome barriers to economic opportunities on public contracts. Here are some 2023 highlights:

- Shared information to HUD Section 3 Businesses, Workers, and Targeted Workers on 12 regional HUD Section 3 projects/contracting opportunities, business workshops, career training opportunities, project fairs/open houses.
- 13 business development workshops in both Spanish and English in which 82 participants signed up.
- 477 total participants attended business development workshops.
- 88 high school and post-high school participants became certified as HUD Section 3 Workers and Targeted Workers. These participants also completed pre-apprenticeship classes, on-site training, and internships in the construction trades through our partnership with the MN Trades Academy.

For more information, visit [Contract Compliance and Business Development](#). Individuals can also call 651-266- 8966 or email [contractcompliance@ci.stpaul.mn.us](mailto:contractcompliance@ci.stpaul.mn.us).

## LABOR STANDARDS

The Labor Standards Enforcement and Education Division is responsible for the enforcement, outreach, and education of the City of Saint Paul's Earned Sick and Safe Time (ESST) and Minimum Wage Ordinances. These ordinances apply to employees working within the city's geographic boundaries.

The Labor Standards Division created an Employee Notice Poster to educate and inform employees and employers. This poster is made available in 5 languages. Please visit the [Labor Standards Enforcement and Education Division](#) to view the poster.

### 2023 Labor Standards Investigation Data

- Inquiries Received from Employers and Employees: 131
- Official Complaints Received: 35 (increased by 218.18% from 2022)
  - Complaints not Investigated: 15\*
  - Investigated Complaints: 20
- Closed Investigated Cases: 19 (increased by 137.05% from 2022)
  - Employees Impacted in Closed Cases: 1,404
  - Financial Remedies Ordered: \$27,850.65

**\* Complaints were not investigated because the incident(s) occurred outside the geographic boundaries of Saint Paul, there was not enough information to meet the level of an investigation, or the Complainant(s) were non-responsive.**

## Earned Sick & Safe Time (ESST)

The City of Saint Paul passed an ESST Ordinance in 2016. HREEO continues to work with employers and employees to foster understanding of employees' rights to care for themselves and their family's health and well-being. In addition to enforcing the City's labor laws, the Labor Standards team provides free training to employers and educates the community about the ESST Ordinance.

On October 18, 2023, the Saint Paul City Council amended the ESST Ordinance to align with the Minnesota State ESST law. The amended ESST Ordinance and the Minnesota State law took effect on January 1, 2024. Some of these changes include:

- Expanding the definition of "family member," such as allowing employees to choose up to one individual annually designated by the employee.
- Allowing employees to use ESST immediately upon accrual without waiting until the first 90 days of employment has passed.
- Allowing reinstatement of previously earned and unused ESST for employees rehired within 180 days of separation by the same employer.
- Allowing employees to provide their own signed statement as valid documentation for ESST use.

For more information about the ESST Ordinance changes, visit [Earned Sick and Safe Time](#) and the [City of Saint Paul Earned Sick and Safe Time Ordinance](#).

## Minimum Wage

The City of Saint Paul passed a Minimum Wage Ordinance in 2018. The Saint Paul minimum wage rate increases for all businesses annually on January 1st or July 1st, depending on the business size. Employers must count all employees to determine their business size: full-time, part-time, and temporary; hired jointly with another employer; employees working remotely or at another location outside of the city.

<b>MINIMUM WAGE INCREASES</b>		
<b>The Saint Paul Minimum Wage is updated annually</b>		
<b>Business Size</b>	<b>2023 Minimum Wage</b>	<b>2024 Minimum Wage</b>
<b>Macro</b> (10,001+ employees)	<b>\$15.19</b> Effective January 1	<b>\$15.57</b> Effective January 1
<b>Large</b> (101-10,000 employees)	<b>\$15.00</b> Effective July 1	<b>\$15.57</b> Effective July 1
<b>Small</b> (6-100 employees)	<b>\$13.00</b> Effective July 1	<b>\$14.00</b> Effective July 1
<b>Micro</b> (5 or fewer employees)	<b>\$11.50</b> Effective July 1	<b>\$12.25</b> Effective July 1

For more information, visit [Minimum Wage](#) and the [City of Saint Paul Minimum Wage Ordinance](#).



# HUMAN RIGHTS INVESTIGATIONS

The Human Rights Investigation Division enforces the City of Saint Paul [Human Rights Ordinance, Chapter 183](#), which prohibits discrimination against [13 protected classes](#) in the areas of Employment, Real Property (Housing), Education, Public Accommodations, Public Services, Reprisal, Business, and Credit in Saint Paul, by investigating alleged acts of discrimination. The team determines findings of “cause” or “no cause” of discrimination and mediates settlement discussions before and after an investigation is concluded.

The Human Rights Investigation Division has workshare agreements with 2 federal partners, HUD and the Equal Employment Opportunity Commission (EEOC). The agreements expand the enforcement capacity of each of the agencies and allow HREEO investigators to provide local services in Saint Paul. HREEO is the only agency in the entire state of Minnesota that is empowered to investigate HUD cases.



2023 HUMAN RIGHTS CASES BY AREA						
Case Opened		Case Closed		Charge Outcomes		Settlement Amount
Housing/Real Property	3	Housing/Real Property	8	Cause	2	Pre-Determination Settlement Agreement (PDSA)  \$8,712
Employment	30	Employment	29	No Cause	18	
Education	0	Education	0	Administrative Closure	1	
Public Accommodations	4	Public Accommodations	2	Withdrawn	2	
Business	0	Business	0	Referred to EEOC	15	Cause Case: 1. \$7,000 2. \$7,735.50
Public Services	0	Public Services	0	PDSA	1	
Credit	0	Credit	0	Failure to Pursue	0	
Reprisal	12	Reprisal	14			
<b>Total</b>	<b>37*</b>		<b>39*</b>		<b>39*</b>	<b>\$23,087.50</b>

\*The total reflects the overall number of individual charges opened and closed. Some charges involve 2 or more areas of the law (i.e. Employment and Reprisal).

## 2023 HUMAN RIGHTS CASES BY PROTECTED CLASS

Age	Ancestry	Color	Creed	Disability	Familial Status	Marital Status
6	0	0	0	14	0	0
National Origin	Public Assistance	Race	Religion	Sex	Sexual or Affectional Orientation	Total
6	1	16	1	4	2	<b>50*</b>

*\*The total indicates the overall number of charges opened and closed. Some charges involve multiple areas under the Ordinance.*

For more information, visit [Human Rights](#). Individuals can also call 651-266-8966 or email [hrightscomplaints@ci.stpaul.mn.us](mailto:hrightscomplaints@ci.stpaul.mn.us).

## ACCESSIBILITY

The Accessibility Coordinator enforces Title II of the Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP) services across the city. The Accessibility Coordinator works with city departments to ensure community members do not face barriers to accessing the programs and services the city provides.

In 2023, the City of Saint Paul began work on planning to improve accessibility across departments for all people with disabilities. As every department does essential work for our community and intersects with the community in different ways, the city is working to have ADA transition plans in every department that focus on reducing barriers to access facilities, programs, services, and information. We aim to be a national model for inclusivity.

The City of Saint Paul takes pride in our diverse and multicultural communities and providing information and services in any language is paramount to our mission of creating a fully accessible city. In 2023, we recorded 37,997 LEP encounters. While Spanish was the most frequently requested language, we also provided services in over 20 other languages in the form of in-person and over-the-phone interpretation, written translation, and ASL services. With multilingual staff members, many departments were able to provide services in languages other than English on a daily basis. We collected data from every department on the quantity and quality of LEP services and are compiling that information in our first city-wide LEP annual report with intention of expanding and improving language access services, streamlining services, and identifying opportunities for improvement.

If you or someone you know encounters barriers to access in the City of Saint Paul, please visit [Accessibility Coordinator and Accommodation Requests](#), or contact the City of Saint Paul Accessibility Coordinator at 651-266-8966 VP or email [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@ci.stpaul.mn.us).

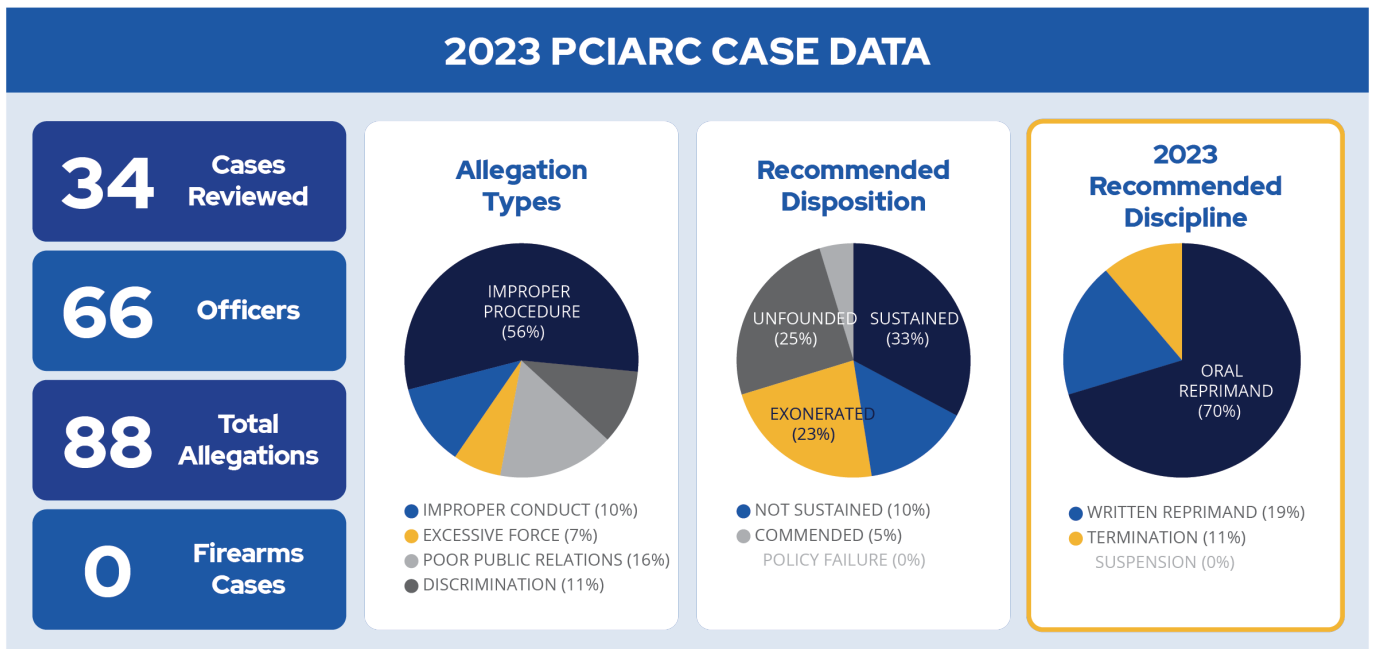


# POLICE CIVILIAN INTERNAL AFFAIRS REVIEW COMMISSION (PCIARC)

Composed of Saint Paul residents, the PCIARC is the city's civilian oversight group that reviews investigations of community complaints of misconduct by licensed officers in the Saint Paul Police Department. The PCIARC makes employment-based disciplinary and policy recommendations to the Chief of Police on each complaint. The PCIARC does not replace civil or criminal court, rather it makes recommendations to the Chief of Police regarding the conduct of police officers as employees, subject to the [Minnesota Peace Officer Discipline Procedures Act](#) and related State labor laws. The Chief of Police has the final authority over any discipline assigned to a police officer as an employee.

The below table shows cases reviewed by the PCIARC since the Commission moved to HREEO in 2017. Each case reviewed by the PCIARC can have multiple allegations. For example, a case could have 3 allegations (improper conduct, improper procedure, and poor public relations) and can also have multiple officers listed in the case.

	2017	2018	2019	2020	2021	2022	2023
Number of Cases Reviewed by PCIARC	29	42	44	39	21	19	34
Total Sworn Officers	54	70	72	81	26	32	66
Total Allegations	63	77	88	90	26	37	88



To learn more about the PCIARC or to file a complaint, visit [stpaul.gov/pciarc](http://stpaul.gov/pciarc) or contact the PCIARC Coordinator at 651-266-8970 or [CivilianReview@stpaul.gov](mailto:CivilianReview@stpaul.gov)

**Attention**

If you want help translating this information or need an accommodation, please contact [LEP@ci.stpaul.mn.us](mailto:LEP@ci.stpaul.mn.us) 651-266-8966.

**Atención**

S-i desea recibir asistencia gratuita para traducir esta información o necesita un alojamiento, contactor [LEP@ci.stpaul.mn.us](mailto:LEP@ci.stpaul.mn.us) 651-266-8966.

**Hmong**

Lus ceev

Yog koj xav tau kev pab txhais cov ntaub ntauv no los sis xav tau kev npaj kom yooj yim, ces thov tiv toj [LEP@ci.stpaul.mn.us](mailto:LEP@ci.stpaul.mn.us) 651-266-8966.

**Karen**

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နမ့် လိပ်ဘဉ်တၢ် မၤစၢၤလၢတၢ် ကွဲးကျိၢ်ထံဘဉ်တၢ် ဝှံးတၢ် ကျိၢ်အံၤ မ့တမ့ၢ် လိပ်ဘဉ်တၢ် ဟ့ၣ်ကူၣ်ဟ့ၣ်ဖးန့ၣ် ဝံသးစူၤဆဲးကျါ [LEP@ci.stpaul.mn.us](mailto:LEP@ci.stpaul.mn.us) 651-266-8966.

**Somali**

Haddii and rabto in macliiumaadkan lagu tarjumo ama and u baahantahay adeeg nala soo xiriir [LEP@ci.stpaul.mn.us](mailto:LEP@ci.stpaul.mn.us) 651-266-8966.

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