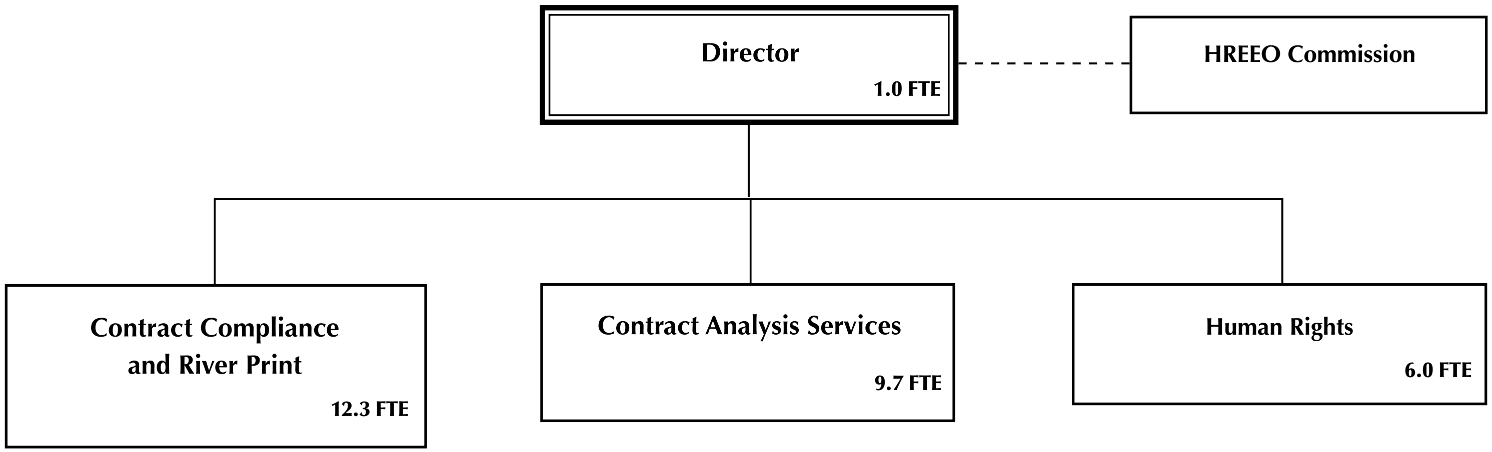
Human Rights and Equal Economic Opportunity

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



(Total 29.0 FTE)

8/02/13

2014 Adopted Budget

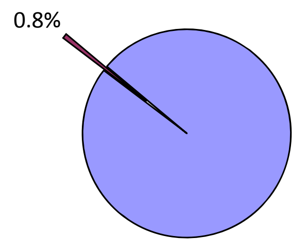
Department of Human Rights and Equal Economic Opportunity

Department Description:

The Department of Human Rights and Equal Economic Opportunity's (HREEO) major functions include:

- Contract analysis and procurement services
- Printing, copying, and design services
- Contract compliance
- Economic opportunities for businesses and workforce
- Investigating human rights violations
- Implementing special projects

HREEO Portion of General Fund Spending



Department Facts

- Total General Fund Budget: $1,812,058
- Total Special Fund Budget: $2,337,158
- Total FTEs: 29.0
- Contract & Analysis processed 305 advertised bids, 788 quotes, 347 master contract renewals, and managed over 1,184 master contracts
- River Print successfully completed 3,263 orders and increased its revenue by 2.2%.
- The department certified 69 businesses under Section 3 to bring the new total to 292 businesses (one of the largest Section 3 business lists in the country)
- Human Rights investigators opened 74 new cases and closed 80 cases. The majority (89%) of cases were related to allegations of employment discrimination.
- The department's Vendor Outreach Program exceeded both its women and minority-owned business goals as well as awarding almost $48 million to small businesses.

Department Goals

- Improve the efficiency, quality, and accountability of our procurement process.
- Improve the availability of economic opportunities for small, minority and women-owned businesses and low-income residents.
- Simplify the compliance responsibilites for contractors.
- Continue to improve responsiveness to human rights complaints.
- Support the success of the EMS Academy.

Recent Accomplishments

- HREEO's CERT database is the most extensive vendor database in the region with over 1,800 certified companies.
- Over 158 construction projects totaling over $437 million were monitored for minority and women employment utilization of the City of Saint Paul's contraction projects.
- Through the Socially Responsible Investment Fund (SRIF), the City of Saint Paul received over $68,000 in interest earned and originated 138 business and home loans.
- The department, in collaboration with other city departments and agencies, participated in more than 20 outreach events.
- The EMS Academy graduated its seventh class in the Spring of 2013 which brought the number of graduates to over 100.
- The EMS Academy in collaboration with other city departments and outside agencies celebrated the one-year anniversary of the Basic Life Support (BLS) transport service which provided jobs for those Academy graduates interested in continuing their education in the Emergency Medical Service field.

2014 Adopted Budget

Department of Human Rights and Equal Economic Opportunity

Fiscal Summary

	2012 Actual	2013 Adopted	2014 Adopted	Change	% Change	2013 Adopted FTE	2014 Adopted FTE
Spending							
1000: General Fund	1,321,313	1,606,998	1,812,058	205,060	12.8%	8.83	19.38
2100: Special Revenue	445,103	878,246	814,246	(64,000)	-7.3%	4.75	4.34
2400: City Grants	571	-	-	-		-	-
6150: River Print	1,396,246	1,457,566	1,463,388	5,822	0.4%	4.90	4.80
7100: Central Services Internal	1,247,339	1,410,712	59,525	(1,351,187)	-95.8%	14.62	0.48
Total	**4,410,572**	**5,353,522**	**4,149,216**	**(1,204,306)**	**-22.5%**	**33.10**	**29.00**
Financing							
1000: General Fund	20,205	24,000	289,226	265,226	0.0%		
2100: Special Revenue	449,232	878,246	814,246	(64,000)	-7.3%		
2400: City Grants	-	-	-	-	-		
6150: River Print	1,210,643	1,457,566	1,463,388	5,822	0.4%		
7100: Central Services Internal	1,221,921	1,410,712	59,525	(1,351,187)	-95.8%		
Total	**2,902,001**	**3,770,524**	**2,626,384**	**(1,144,140)**	**-30.3%**		

Budget Changes Summary

The Department of Human Rights and Equal Economic Opportunity continues to adjust staffing levels across the department to better position itself to achieve its goals of developing a strong diverse workforce; developing stronger contract compliance efforts; and enhancing human rights outreach and impact services to the community, while adjusting to a changing working environment. In 2013, the Contract and Analysis (CAS) Joint Powers Agreement with Ramsey County ended. Coupled with other reductions in revenue, a reduction of 4.1 FTE was required. Despite these changes, HREEO is well positioned to take advantage of efficiencies gained from the COMET project to negotiate favorable contracts for city-wide purchasing efforts.

	Change from 2013 Adopted		
	Spending	Financing	FTE
Current Service Level Adjustments	31,273	-	-
Subtotal:	31,273	-	-

Mayor's Proposed Changes

HUD Workshare agreement

As part the Workshare agreement with the Federal government (HUD) for housing complaint investigations, HUD provided one-time revenue for training and to expand these investigations. Most of this revenue will be spent in 2013. As a result, $90,000 of spending that were transferred from the General Fund for 2013 is being added back in. These funds represent a shift, rather than additional resources for the department.

	Spending	Financing	FTE
Return one-time spending in 2013 for HUD Workshare agreement to General Fund	90,000	-	0.91
Subtotal:	90,000	-	0.91

CAS and CERT Adjustments

The discontinuation of the Joint Powers Agreement (JPA) with Ramsey County to operate Contract and Analysis Services (CAS) as well as a reduction in contract revenues supporting the CERT collaborative requires cost reductions. Department-wide reductions were evaluated to minimize impact on any single function. Among the reductions is one of the department's Deputy Directors as well as shifting some staff time to the General Fund from the CERT collaborative as a result of the downward adjustment on contract revenues.

	Spending	Financing	FTE
Reduce General Fund portion of Deputy Director	(92,397)	-	(0.79)
Transfer staff time to General Fund due to Special Fund revenue shortfall	20,397	-	0.24
Subtotal:	(72,000)	-	(0.55)

Sales Tax exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. HREEO's estimated General Fund savings are shown here.

	Spending	Financing	FTE
Sales tax savings	(1,297)	-	-
Subtotal:	(1,297)	-	-

	Change from 2013 Adopted		
	Spending	**Financing**	**FTE**
Adopted Changes			
CAS Shift to General Fund			

In 2013, the Contract and Analysis (CAS) Joint Powers Agreement with Ramsey County ended. Because of this change, CAS operations have been moved to the General Fund. Work done for the Water Utility, RiverCentre and Port Authority, will continue to be billed directly, accounting for some non-general revenue.

	Spending	Financing	FTE
CAS operating costs moved to General Fund	899,134	-	10.19
Eliminate Transfer from General Fund previously used to support CAS when in a Special Fund	(742,050)	-	-
Other Purchasing revenues moved from Special Fund to General Fund	-	265,226	-
Subtotal:	157,084	265,226	10.19
Fund 1000 Budget Changes Total	205,060	265,226	10.55

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

	Change from 2013 Adopted		
	Spending	**Financing**	**FTE**
Current Service Level Adjustments	23,068	23,068	-
Subtotal:	23,068	23,068	-

Mayor's Proposed Changes

Investigations

The end of one-time HUD housing complaint investigation revenue and reduced EEOC investigation reimbursements result in increased personnel costs shifted to the General Fund. There continue to be ongoing revenues that will support staff time for the workplace investigation program. There is also an increase of .50 FTE in the Women/Minority Owned Business Development (MBDR) accounting unit. This staff time will be devoted primarily to the Schmidt Brewery redevelopment project.

	Spending	Financing	FTE
End of one-time funding from HUD for training and expansion of workplace investigation program	(120,000)	(120,000)	(0.77)
Portion of EEOC investigative staff shifted to General Fund due to reduced revenue	(37,563)	(37,563)	(0.36)
Balance of one-time funding for workplace investigation program carried into 2014	12,269	12,269	-
Staff costs covered with ongoing revenues for workplace investigation program	19,731	19,731	0.22
Temporary staff increase for MBDR-related to Schmidt Brewery redevelopment	38,495	38,495	0.50
Subtotal:	(87,068)	(87,068)	(0.41)
Fund 2100 Budget Changes Total	(64,000)	(64,000)	(0.41)

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

	Change from 2013 Adopted Spending	Financing	FTE
Current Service Level Adjustments	12,269	12,269	-
Subtotal:	12,269	12,269	-
Mayor's Proposed Changes			
Reductions to Match Revised Projections			
Riverprint has taken additional steps to contain costs in 2014, by slightly reducing a graphic design position.			
Reduce graphics position	(6,447)	(6,447)	(0.10)
Subtotal:	(6,447)	(6,447)	(0.10)
Fund 6150 Budget Changes Total	5,822	5,822	(0.10)

HREEO budgets in this fund include Contract and Analysis Services and the Vendor Outreach Program.

	Change from 2013 Adopted		
	Spending	Financing	FTE
Current Service Level Adjustments	-	-	-
Subtotal:	-	-	-
Mayor's Proposed Changes			
CAS and CERT Adjustments			

The CAS Joint Powers Agreement with Ramsey County has been ended, requiring staff reductions, and associated non-personnel spending to align with the reduced workload and resources. Also included in the fund is the CERT collaborative, which is a business certification program that certifies businesses as minority-owned, women-owned, or small businesses to ensure inclusion of these businesses on City contracts. The CERT collaborative, which operates on contract revenues from partner agencies in addition to General Fund support, also needed to reduce its spending due to a reduction in expected contract revenues. A department-wide approach was developed that impacted both programs. The net effect of this eliminated 3.71 FTE while shifting 0.24 FTE to the General Fund, as well as non-personnel spending.

	Spending	Financing	FTE
2 Buyer positions	(178,336)	-	(2.00)
1 Clerical support position	(62,655)	-	(1.00)
Non-personnel reductions	(24,577)	-	-
CERT-funded portion of Deputy Director	(24,932)	-	(0.21)
Reduced Business Assistance Specialist to half-time	(33,015)	-	(0.50)
Shift staff time to General Fund	(20,397)	-	(0.24)
Reduced CAS non-General Fund revenue	-	(250,733)	-
CERT revenue reductions	-	(93,179)	-
Subtotal:	(343,912)	(343,912)	(3.95)

Adopted Changes

CAS Shift to General Fund

With the end of the Contract and Analysis (CAS) Joint Powers Agreement with Ramsey County ended, CAS operations have been moved to the General Fund. Certain expenses, such as the Enterprise Technology Initiative (ETI), the I-Net & Central Service Charges have been eliminated from CAS' budget. These costs are paid centrally within the General Fund.

	Spending	Financing	FTE
Shifted ongoing operating expenses to General Fund	(899,134)	-	(10.19)
Central Service Charges	(83,517)	-	-
ETI & INet charges	(24,625)	-	-
Special Fund Revenues	-	(1,007,276)	-
Subtotal:	(1,007,276)	(1,007,276)	(10.19)
Fund 7100 Budget Changes Total	(1,351,188)	(1,351,188)	(14.14)

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

Department: HUMAN RIGHTS EQUAL ECON OPP | **Budget Year: 2014**

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
Spending by Fund						
1000	GENERAL FUND	1,505,739	1,321,313	1,606,998	1,812,058	205,059
2100	SPECIAL REVENUE	498,104	445,103	878,246	814,246	(64,000)
2400	CITY GRANTS		571			
6150	RIVER PRINT	1,380,017	1,396,246	1,457,566	1,463,388	5,822
7100	CENTRAL SERVICES INTERNAL	1,195,429	1,247,339	1,410,712	59,525	(1,351,188)
	TOTAL SPENDING BY FUND	**4,579,290**	**4,410,571**	**5,353,522**	**4,149,216**	**(1,204,306)**
Spending by Major Account						
EMPLOYEE EXPENSE		2,479,674	2,470,146	2,854,108	2,553,554	(300,554)
SERVICES		1,526,530	1,390,568	1,589,044	682,598	(906,446)
MATERIALS AND SUPPLIES		477,760	489,950	560,370	563,064	2,694
CAPITAL OUTLAY			19,438			
PROGRAM EXPENSE		93,095	37,093	350,000	350,000	
TRANSFER OUT AND OTHER SPEND		2,230	3,376			
	TOTAL SPENDING BY MAJOR ACCOUNT	**4,579,290**	**4,410,571**	**5,353,522**	**4,149,216**	**(1,204,306)**
Financing by Major Account						
GENERAL FUND REVENUES		342	20,205	24,000	289,226	265,226
SPECIAL FUND REVENUES						
INTERGOVERNMENTAL REVENUE				202,125	72,126	(129,999)
FEES SALES AND SERVICES		2,574,256	2,432,564	2,868,278	1,522,912	(1,345,366)
TRANSFERS IN OTHER FINANCING		447,411	449,232	676,121	742,120	65,999
	TOTAL FINANCING BY MAJOR ACCOUNT	**3,022,009**	**2,902,001**	**3,770,524**	**2,626,384**	**(1,144,140)**