



2024 Adopted Budget: Human Rights and Equal Economic Opportunity

Department Mission: HREEO champions justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses.

Learn More: stpaul.gov/HREEO

Department Facts

- **Total General Fund Budget:** \$4,299,844
- **Total Special Fund Budget:** \$202,409
- **Total FTEs:** 33.10 (2.00 FTE included in this total are budgeted in a General Government Account)

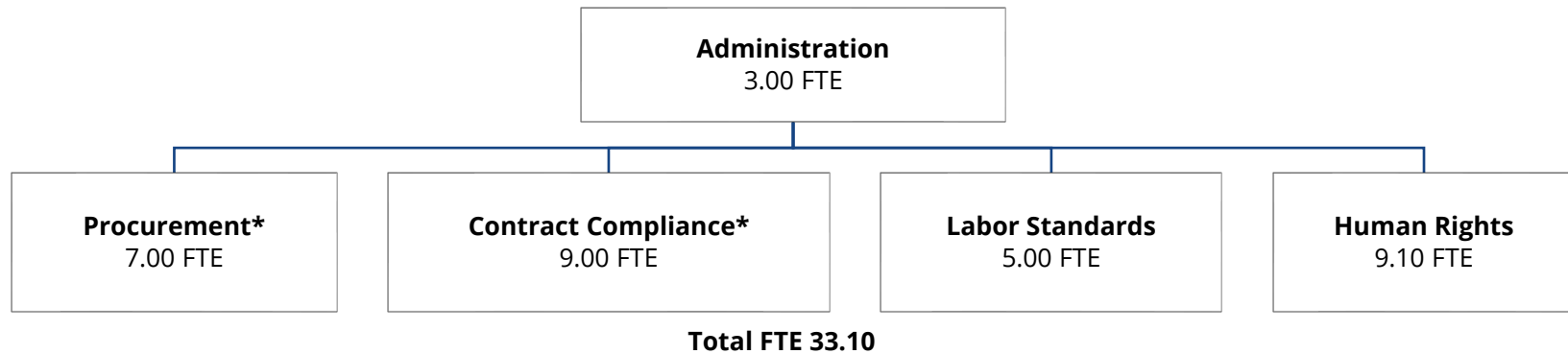
Department Goals

- Hiring, training, and retention.
- Continuous improvement, codifying standard operating procedures based on best practices, and achieving outcomes.
- Executing our core functions in service to the enterprise and the community.

Recent Accomplishments

- **Procurement** division issued 129 solicitation events, executed 499 contracts, and managed \$398,454,038 in City spending. The division saw a 14% increase in the number of contracts managed and an 11% increase in total purchase orders issued.
- **Contract Compliance** division reviewed and certified more than 300 vendor Affirmative Action Plans in 2022 and monitored 18% more City construction contracts and development projects than the previous year. The division achieved the highest workforce and small business inclusion on City projects in recent memory.
- Total **CERT vendor (Small, Women, and Minority Business Enterprise)** spend was 18% of the total City spending in 2022.
- **Prevailing Wage** monitored federal, state, and local labor compliance requirements on City construction projects totaling more than \$1 billion in total development costs, including the Highland Bridge redevelopment. Staff recovered over \$16,000 in restitution owed to underpaid workers on City of Saint Paul publicly funded construction projects.
- In the last half of 2022, **Human Rights Investigators** closed 43 cases and got settlements totaling \$67,750, doubling the number of cases closed the year prior and increasing settlement dollars for complainants by 169%.
- In the last half of 2022, the **Labor Standards** team ordered \$32,942 in back wages to be paid to 475 low wage employees. In the first four months of 2023, the team ordered \$31,517 in back wages and 1,936 banked ESST hours that can be used for employees to care for themselves and/or their family. The team fielded over 125 inquiries and are currently investigating cases that involve over 2,000 low wage workers.
- The **Accessibility** division updated the City's federally required LEP Plan. The division determined that Saint Paul now has four primary languages (Spanish, Hmong, Somali, and Karen) in addition to English instead of three. This change accentuates the vitality of our city and the strength in our diverse communities.
- Received \$460K in American Rescue Plan funding for firefighter recruitment, testing, and hiring process.

Human Rights and Equal Economic Opportunity Organizational Chart



*2.00 FTE included in this total are budgeted in a General Government Account funded by American Rescue Plan funds.

Department Division Descriptions

Human Rights and Equal Economic Opportunity is managed by the HREEO Director and department support staff. It includes the following divisions:

- **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.
- **Contract Compliance:** 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 functions including:
 - Assisting contractors doing business with the City of Saint Paul in meeting contract compliance obligations;
 - Assisting minority-owned, women-owned, small businesses and Section 3 businesses in learning about and seeking business opportunities with the City of Saint Paul, including training and capacity building;
 - Ensuring contractors doing business with the City of Saint Paul have an up-to-date and approved Affirmative Action / Equal Employment Opportunity plans; and,
 - Ensuring prevailing wage(s) and other labor standards requirements are met.
- **Labor Standards:** The Division of Labor Standards Enforcement and Education of Human Rights & Equal Economic Opportunity (HREEO) focuses solely on compliance with the City of Saint Paul's Earned Sick and Safe Time (ESST) and Minimum Wage Ordinances. The Division of Labor Standards Enforcement and Education works to ensure workers and business owners are aware of their rights and responsibilities established by these ordinances. The division is responsible for administering the ESST and Minimum Wage Ordinances, conducting community outreach and engagement, and resolving complaints.
- **Human Rights:** The Human Rights Investigation division is responsible for investigating complaints of discrimination that are alleged to have taken place within the geographic boundaries of the City of Saint Paul.

**2024 Adopted Budget
HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY**

Fiscal Summary

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year	FY 2023 Adopted Budget FTE	FY 2024 Adopted Budget FTE
Spending							
100: CITY GENERAL FUND	2,747,307	2,817,210	3,879,270	4,299,844	420,574	29.58	30.58
200: CITY GRANTS	2,587	2,266	-	-	-	-	-
211: GENERAL GOVT SPECIAL PROJECTS	603,336	183,698	235,688	202,409	(33,279)	1.92	0.52
Total	3,353,230	3,003,174	4,114,958	4,502,253	387,295	31.50	31.10
Financing							
100: CITY GENERAL FUND	983,491	605,780	601,640	601,640	-		
200: CITY GRANTS	-	-	-	-	-		
211: GENERAL GOVT SPECIAL PROJECTS	54,036	270,859	235,688	202,409	(33,279)		
Total	1,037,527	876,638	837,328	804,049	(33,279)		

Budget Changes Summary

The Human Rights and Equal Economic Opportunity (HREEO) 2024 General Fund budget features the addition of a Public Information Specialist tasked with planning, organization, and execution of a comprehensive public relations program for HREEO's multitude of internal and external responsibilities, as well as a net increase in other current service level adjustments, including salary and benefit costs. The adopted budget increases the budgeted allotment for employee attrition, decreasing the General Fund budget by \$19,897.

Special fund changes reflect current service level adjustments as well as changes to special fund revenues to reflect recent trends. In addition, the adopted budget includes a decrease of 1.40 FTE in the HREEO Special Projects Fund. These positions were moved to American Rescue Plan Fund for the remainder of the term of the grant and will replace ARP budgeted HREEO positions which had not been filled.

ARP Funding: HREEO's budget includes ARP administrative staff (2 FTEs) each year for the term of the grant. The FTE counts and budgets on these pages do not include this funding; please see the American Rescue Plan Act State and Local Fiscal Recovery Funds section for additional information.

100: General Fund

Human Rights and Equal Economic Opportunity

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, contract negotiations, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, and other revenue and expense adjustments.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Current service level adjustments	340,320	-	-
Subtotal:	340,320	-	-

Mayor's Proposed Changes

Public Information Specialist Position

The 2024 budget includes the addition of a Public Information Specialist tasked with planning, organization, and execution of a comprehensive public relations program for HREEO's multitude of internal and external responsibilities.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Public Information Specialist I	100,151	-	1.00
Subtotal:	100,151	-	1.00

Adopted Changes

Attrition Adjustment

The 2024 budget includes an attrition adjustment to account for yearly vacancy savings that occur due to standard staff turnover.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Attrition adjustment	(19,897)	-	-
Subtotal:	(19,897)	-	-

Fund 100 Budget Changes Total

420,574 - 1.00

200: City Grants

Human Rights and Equal Economic Opportunity

This fund includes a grant for the Police Civilian Internal Affairs Review Commission.

No Changes from 2023 Adopted Budget

	Change from 2023 Adopted		
	Spending	Financing	FTE
Subtotal:	-	-	-

Fund 200 Budget Changes Total

- - -

211: General Government Special Projects

Human Rights and Equal Economic Opportunity

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

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, contract negotiations, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, as well as other revenue and expense adjustments.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Current service level adjustments	72,682	(33,279)	-
Subtotal:	72,682	(33,279)	-

Adopted Changes

Shift Staff to American Rescue Plan (ARP) Budget

The 2024 budget shifts 1.40 FTE from a HREEO special fund to the American Rescue Plan (ARP) fund. These positions will be budgeted in the ARP fund for the remainder of the term of the grant and will replace budgeted HREEO positions which had not been filled.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Move existing employees to unfilled ARP positions	(105,961)	-	(1.40)
Subtotal:	(105,961)	-	(1.40)

Fund 211 Budget Changes Total

(33,279) (33,279) (1.40)

**Human Rights and Equal Economic Opportunity
Spending Reports**

CITY OF SAINT PAUL
Spending Plan by Department

Department: HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY

Fund: CITY GENERAL FUND

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	2,388,848	2,561,200	3,435,833	3,856,578	420,745
SERVICES	175,239	84,027	74,285	74,285	-
MATERIALS AND SUPPLIES	55,047	117,271	72,523	72,523	-
PROGRAM EXPENSE	125,417	51,169	293,304	293,304	-
ADDITIONAL EXPENSES	-	600	-	-	-
OTHER FINANCING USES	2,756	2,943	3,325	3,154	(171)
Total Spending by Major Account	2,747,307	2,817,210	3,879,270	4,299,844	420,574
Spending by Accounting Unit					
10015100 - HREEO ADMINISTRATION	331,306	489,218	463,560	3,910,862	3,447,302
10015110 - LABOR STANDARDS	120,832	111,819	501,460	-	(501,460)
10015200 - CONTRACT COMPLIANCE	434,392	467,533	404,925	(2,796)	(407,721)
10015300 - PROCUREMENT CAS	601,073	775,750	859,091	2,687	(856,404)
10015400 - HUMAN RIGHTS	561,211	483,633	775,295	-	(775,295)
10015500 - HREEO SPECIAL PROJECTS	92,616	60,823	-	-	-
10015600 - PCIARC	69,436	10,657	122,324	-	(122,324)
10015700 - MINORITY BUSINESS DEVELOPMENT	536,441	417,778	752,615	389,092	(363,523)
Total Spending by Accounting Unit	2,747,307	2,817,210	3,879,270	4,299,844	420,574

CITY OF SAINT PAUL
Spending Plan by Department

Department: HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY

Fund: CITY GRANTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Spending by Major Account					
SERVICES	2,364	2,266	-	-	-
MATERIALS AND SUPPLIES	223	-	-	-	-
Total Spending by Major Account	2,587	2,266	-	-	-
Spending by Accounting Unit					
20015100 - PCIARC GRANTS	2,587	2,266	-	-	-
Total Spending by Accounting Unit	2,587	2,266	-	-	-

CITY OF SAINT PAUL
Spending Plan by Department

Department: HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY

Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	136,389	142,424	206,182	66,462	(139,720)
SERVICES	40,285	40,588	20,700	127,293	106,593
MATERIALS AND SUPPLIES	384	384	8,634	8,465	(169)
PROGRAM EXPENSE	14,650	-	-	-	-
ADDITIONAL EXPENSES	(4,800)	-	-	-	-
OTHER FINANCING USES	416,428	303	172	189	17
Total Spending by Major Account	603,336	183,698	235,688	202,409	(33,279)
Spending by Accounting Unit					
21115210 - PED MINORITY BUSINESS DEVEL	430,950	-	-	-	-
21115220 - CERT PROGRAM	88,796	98,559	127,739	74,405	(53,334)
21115230 - SECTION 3 COLLABORATIVE	25,149	27,351	35,595	47,274	11,679
21115405 - EQUAL EMPLOYMENT OPPORTUNITY	25,698	26,568	33,064	17,390	(15,674)
21115410 - HUD WORKSHARE AGREEMENT	32,743	31,220	39,290	63,340	24,050
Total Spending by Accounting Unit	603,336	183,698	235,688	202,409	(33,279)

**Human Rights and Equal Economic Opportunity
Financing Reports**

CITY OF SAINT PAUL
Financing Plan by Department

Department: HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY
Fund: CITY GENERAL FUND

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
CHARGES FOR SERVICES	27,225	62,814	61,674	61,674	-
MISCELLANEOUS REVENUE	-	3,000	-	-	-
OTHER FINANCING SOURCES	956,266	539,966	539,966	539,966	-
Total Financing by Major Account	983,491	605,780	601,640	601,640	-
Financing by Accounting Unit					
10015300 - PROCUREMENT CAS	4,116	11,322	42,674	42,674	-
10015400 - HUMAN RIGHTS	18,675	22,650	19,000	19,000	-
10015500 - HREEO SPECIAL PROJECTS	4,433	28,842	-	-	-
10015700 - MINORITY BUSINESS DEVELOPMENT	956,266	539,966	539,966	539,966	-
10015800 - HREEO CENSUS FUNDING	-	3,000	-	-	-
Total Financing by Accounting Unit	983,491	605,780	601,640	601,640	-

**CITY OF SAINT PAUL
Financing Plan by Department**

Department: HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY
Fund: CITY GRANTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
Total Financing by Major Account					
Financing by Accounting Unit					
Total Financing by Accounting Unit					

CITY OF SAINT PAUL
Financing Plan by Department

Department: HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY
Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	-	6,600	72,354	80,730	8,376
CHARGES FOR SERVICES	54,038	264,259	160,739	107,405	(53,334)
MISCELLANEOUS REVENUE	(1)	-	-	-	-
OTHER FINANCING SOURCES	-	-	2,595	14,274	11,679
Total Financing by Major Account	54,036	270,859	235,688	202,409	(33,279)
Financing by Accounting Unit					
21115220 - CERT PROGRAM	54,038	186,559	127,739	74,405	(53,334)
21115230 - SECTION 3 COLLABORATIVE	-	60,500	35,595	47,274	11,679
21115405 - EQUAL EMPLOYMENT OPPORTUNITY	-	23,800	33,064	17,390	(15,674)
21115410 - HUD WORKSHARE AGREEMENT	(1)	-	39,290	63,340	24,050
Total Financing by Accounting Unit	54,036	270,859	235,688	202,409	(33,279)