

July 20, 2017

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: MICAH RUNNER, DIRECTOR OF ECONOMIC DEVELOPMENT

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

Introduction

The Economic Development Department is pleased to present our Equal Employment Report. The department continues to work closely with Human Resources in evaluating positions, reclassifications, and assignments to ensure the reorganization of the department equally represents the employees and the department.

Organizational Structure and Responsibilities

MISSION STATEMENT

“To expand and diversify the City of Stockton’s economic base; to provide real property services to City staff and efficient parking facilities downtown; and to facilitate the preservation and production of affordable housing.”

The Economic Development Department is comprised of four divisions: Economic Development, Housing, Parking and Venues, and Successor Agency.

The Economic Development Division engages in activities that expand and diversify the City of Stockton’s economic base to attract and retain businesses, assist with the creation of quality jobs, and to promote business and developments in Downtown Stockton to establish an economically sustainable community. The division works directly with business to facilitate business start-up or expansion within Stockton and interacts with resources providers, such as the San Joaquin Partnership, San Joaquin County WorkNet, San Joaquin Delta College Small Business Development Center, and chambers of commerce to connect those resources to local businesses. This division also supports the Miracle Mile, Downtown Stockton Alliance, and Tourism improvement districts, and is responsible for overseeing implementation of the Economic Development Strategic Plan.

The division manages several Economic Development Incentive Programs including: the Commercial Façade Improvement and Micro Loan, Commercial Emergency Grant, Downtown Financial Incentive, Non-Residential Fee Deferral, Office and Industrial Sales Tax Incentive, and Downtown Infill Infrastructure Incentive programs. In addition to economic development activities, this division provides property management and real estate support services to all departments.

The Housing Division is responsible for administering several Federal and State grant programs. The division uses these funds to preserve and produce affordable and

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workforce housing, fund non-profit organizations that provide public services for low-income residents of the community, rehabilitate or construct public facilities, and assist the homeless. The Federal funds are also used to fund some economic development activities. The division works with a Community Development Committee that acts as an advisory board to the City Council and assists with the preparation of the Five-Year Consolidation and One-Year Action Plans. The Committee also evaluates proposals from non-profit organizations requesting federal funds. The division is responsible for ensuring activities meet State and Federal guidelines.

The Parking and Venues Division manages City parking facilities, entertainment venues, and marina/boat launching facilities. The division administers third-party contracts with operators who are responsible for daily operations at the Downtown Stockton Marina, Arena, Stockton Ballpark, Bob Hope Theatre, Oak Park Ice Rink, and parking in the Downtown Stockton area. This division is also responsible for the boat launching facilities located at Louis Park and Buckley Cove, in addition to overseeing long-term leases for Ladd's and Riverpoint Marinas, and the Stockton Sailing Club. Parking compliance and enforcement services are also provided by this division. The division is working with representatives of the community to develop a Strategic Parking Master Plan, and will also begin working on a Marina Master Plan.

The Successor Agency Division is responsible for winding down the activities of the former Stockton Redevelopment Agency. The Agency financed and development activities in four targeted geographic "project areas," adopted between 1961 and 2009. Activities were financed through increment property taxes earned on property value appreciation over and above the baseline valuations at the time of project area formation. Through the passage of State Assembly Bills x1 26 and 1484, all California redevelopment agencies were dissolved and replaced with successor agencies effective February 1, 2012. The City of Stockton elected to become the Successor Agency. An Oversight Board directs and/or approves actions of the Successor Agency.

Workforce Composition

Currently, there are 14 employees in the Economic Development Department. The Economic Development Department staff is composed of ten (10) female and four (4) male employees belonging to four (4) different ethnic groups. The workforce in our department consists primarily of female employees, 71%, as compared to 51% within Stockton and 50% within San Joaquin County. A breakdown of Ethnicity for the Department as it compares to City Employees, Stockton residents, and San Joaquin County residents is as follows:

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Ethnicity	Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>	
White	10	71%	878	59%	66,836	23%	246,025	36%
Black	0	0	75	5%	33,507	12%	48,657	7%
Hispanic	1	7%	358	24%	117,590	40%	266,584	39%
Asian	2	15%	156	10%	61,945	21%	97,999	14%
Native American	1	7%	16	1%	1,237	0%	3,427	1%
Other	0	0	18	1%	10,592	4%	22,614	3%
Total	14	100%	1501	100%	291,707	100%	685,306	100%

Gender	Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>	
Male	4	29%	1030	68%	142,925	49%	341,230	50%
Female	10	71%	471	32%	148,782	51%	344,076	50%
Total	14	100%	1501	100%	291,707	100%	685,306	100%

Personnel Changes in the Department

The Economic Development Department currently has five (5) vacant positions. These vacancies are due to recent retirements, resignations, and reclassifications of positions. The current vacancies in the department are:

- (1) Administrative Analyst II
- (2) Economic Development Analysts
- (1) Program Manager III
- (1) Supervising Parking Enforcement Officer

Recruitment efforts are underway to fill the vacant Program Manager III position. Also, an incumbent has been selected to fill one (1) of the vacant Economic Development Analyst positions.

In FY 2016-17, the Economic Development continued to focus on the reorganization of the Department to efficiently handle the work load, assignment changes, and staffing. Staff has continued to work closely with Human Resources to evaluate positions held in the Economic Development department to ensure the reorganization of positions and personnel are beneficial to all parties involved. With the assistance of Human Resources, these reorganization efforts will continue into FY 2017-18.

Professional and Diversity Training

The Economic Development Department encourages its employees to further their training and education to be productive and efficient in their current positions, as well as to provide opportunities to enhance skills and abilities for career advancement. The Department requires its employees to attend both customer service and harassment awareness and prevention training provided by the City.

In addition, the Department provides staff with the opportunity to pursue education and training programs, which will allow for future advancement. Many of these programs provide specialized training and are sponsored by U. S. Department of Housing and Urban Development (HUD), and the National Development Council. From July 2016 through June 2017, staff participated in 4 training courses provided by the City and 10 courses offered by other agencies. Listed below are the types of classes that were attended:

- How to Read Vehicle Registration Printout;
- MRA Safety and Maintenance Seminar;
- HUD – Federal Labor Standards Requirements for HUD Funding Recipients and Sub-recipients;
- HUD – HOME Fund Training;
- International Economic Development Conference and Training;
- City Cash Handling Training;
- City Training on Legistar for new employees;
- International Parking Institute;
- ICMA – SEI Leadership;
- Harassment and Awareness for Supervisors; and
- California Notary Training.

Recruitment Efforts

Recruitment outreach efforts are coordinated through the Human Resources Department and emphasis is placed on communication opportunities that reach a multitude of elements within the community. Opportunities are posted in publications with outside

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agencies, including The Record, Modesto Bee, Black Careers Now, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, and newspapers in Sacramento, Manteca, Lodi, Tracy, and the Bay Area.

The Human Resources Department also provides outreach to the community by participating in events such as Worknet Job Fair and various college meet and greet events.

Summary

The Economic Development Department will continue to support the City Council and the Civil Service Commission/Equal Employment Commission goals to make certain that every aspect of the development services function is administered in a fair and equitable manner.

Our department is committed to recognizing and appreciating the unique beliefs, values, skills, attributes, and characteristics of all employees in an environment that promotes and celebrates individual and collective achievement. When appropriate, our department will consider internal job posting to encourage upward mobility of current employees.

We will provide staff with training opportunities that develop their knowledge and skills to increase their professional development.

A handwritten signature in blue ink, appearing to read "Micah Runner", with a stylized, flowing script.

MICAH RUNNER
DIRECTOR OF ECONOMIC DEVELOPMENT