

July 21, 2018

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. This report provides departmental equal employment information for the period of July 1, 2017 to June 30, 2018. 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 with 19 budgeted full-time employees. Staff supports the following division: Economic Development, Housing, Parking and Venues, and Successor Agency.

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

3. The Parking and Venues Division also 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.
4. 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.

Staff also supports the following boards and commissions: Successor Agency Oversight Board, Community Development Committee, Central Parking District Advisory Board, and iHub.

Workforce Composition

Currently, there are 17 employees in the Economic Development Department. The Economic Development Department staff is composed of twelve (12) female and five (5) male employees belonging to five (5) 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	Economic Development Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau		San Joaquin County (Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau	
White	10	58.82%	867	56.41%	66,836	22.91%	246,025	35.90%
Hispanic	1	5.88%	387	25.18%	117,590	40.31%	266,584	38.90%
Black	2	11.77%	84	5.47%	33,507	11.49%	48,657	7.10%
Asian	3	17.65%	161	10.47%	61,945	21.24%	97,999	14.30%
American Indian	1	5.88%	16	1.04%	1,237	0.42%	3,427	0.50%
Two or More Races	0	0%	18	1.17%	0	0%	0	0%
Other	0	0%	4	0.26%	10,592	3.63%	22,614	3.30%
Total	17	100%	1537	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	5	29.41%	1059	68.90%	142,925	49.01%	341,230	49.79%
Female	12	70.59%	478	31.10%	148,782	51.99%	344,076	50.21%
Total	17	100%	1537	100%	291,707	100%	685,306	100%

Personnel Changes in the Department

The Economic Development Department started the reporting period with seven (7) vacancies. These vacancies were due to recent retirements, resignations, and reclassifications of positions. During the reporting period, three department employees were promoted into the following positions:

- Administrative Analyst I

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- Senior Administrative Analyst
- Supervising Parking Enforcement Officer

The following positions were recruited and filled from established eligible lists:

- Economic Development Analyst
- Administrative Analyst II

The following reclassified positions were filled from outside recruitment efforts:

- Economic Development Manager – Program Manager III
- Housing Manager – Program Manager III

The following positions are currently vacant:

- (1) Office Specialist
- (1) Parking Enforcement Officer

The Parking Enforcement Position is scheduled to be filled on July 2, 2018 and recruitment efforts are underway to fill the vacant Office Specialist position.

The efforts in the FY 2017-18 to reorganize the Economic Development was very successful. 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 were very successful in 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 2017 through June 2018, staff participated in training courses provided by the City and courses offered by other agencies. Listed below are the training courses that were attended:

- Leadership Academy;
- Davis Bacon Training;
- HUD – Federal Labor Standards Requirements for HUD Funding Recipients and Sub-recipients;
- HUD – HOME Fund Training;
- International Economic Development Conference and Training

- International Right of Way Training;
- City Cash Handling Training;
- City Training on Legistar for new employees;
- International Parking Institute;
- MMANC Leadership;
- Harassment and Awareness for Supervisors;
- National Housing Trust Fund Training; and
- Parking – Hearing Officer 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 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 advertises to the community by participating in events such as State of the City, Cinco de Mayo, Black Family Day, Juneteenth, and the Pride Festival.

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", is positioned above the printed name.

MICAH RUNNER
DIRECTOR OF ECONOMIC DEVELOPMENT