

ANNUAL EQUAL EMPLOYMENT REPORT – ECONOMIC DEVELOPMENT DEPARTMENT

RECOMMENDATION

Accept by motion the Annual Equal Employment Report of the Economic Development Department.

AUTHORITY

Per City Council Resolution 97-0393, that City Departments provide a report annually to the Commission detailing the progress and the current status regarding implementation of the Equal Employment Plan in their respective departments.

Introduction

The Economic Development Department is pleased to present our Equal Employment Report. During the past year the department has been working closely with Human Resources in evaluating positions, classifications, and assignments to ensure the reorganization of the department equally represented the employees and the department.

Organizational Structure and Responsibilities

The Economic Development Department is comprised of four divisions: Economic Development, Successor Agency, Housing and the Parking/Asset Management. Staff within the Department provides support to several boards and committees including: Stockton City Council, Stockton Successor Agency Oversight Board, Community Development Committee, and Parking Authority Advisory Board.

MISSION STATEMENT

“To expand and diversify the City of Stockton’s economic base; to aid in the elimination of slum and blight; to provide real property services to City and Agency 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/sections, namely:

The Economic Development Division engages in activities that expand and diversify the City of Stockton's economic base to attract, retain, and assist with the creation of quality jobs in an effort to establish an economically sustainable community. The division works directly with businesses to facilitate start-up or expansion within Stockton and interacts with resource 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 business. The division also supports the Miracle Mile, Downtown Stockton, and Tourism improvement districts. The division manages a micro loan program, commercial facade improvement forgivable loan program, commercial emergency grant program, non-residential fee deferral program, and use tax business incentive rebate program.

The Successor Agency Division is responsible for winding down the activities of the former Stockton Redevelopment Agency (SRDA). The SRDA financed development activities in four targeted geographic “project areas,” adopted between 1961 and 2009. Activities were financed through incremental 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 Bill x1 26, which was amended by Assembly Bill 1484, all California redevelopment agencies were dissolved and replaced with successor agencies effective February 1, 2012. An Oversight Board directs and/or approves actions of the Successor Agency.

The Housing Division is responsible for administering a number of 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, to rehabilitate or construct public facilities, and to assist the homeless.

The Parking/Asset Management Division manages City facilities, such as the Downtown Stockton Marina, boat launch facilities, Entertainment Venues, vacant City and Successor Agency properties, and provides real estate related services to City departments. The division is responsible for overseeing parking and enforcement in the Downtown Parking District and with the Parking Authority.

Workforce Composition

The Economic Development Department currently has 17 full-time employees on staff and two full-time parking enforcement officers will begin working in July 2015. The department is composed of six (6) male and eleven (11) female employees belonging to four (4) different ethnic groups. A breakdown of the ethnicity of the department as it compares to City of Stockton full-time workers, Stockton and San Joaquin County employable workforce is detailed below:

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	12	70%	837	61%	66,836	23%	246,025	36%
Black	1	6%	68	5%	33,507	12%	48,657	7%
Hispanic	2	12%	319	23%	117,590	40%	266,584	39%
Asian	2	12%	137	10%	61,945	21%	97,999	14%
Native American		0	14	1%	1,237	0%	3,427	1%
Other					10,592	4%	22,614	3%
Total	17	100%	1375	100%	291,707	100%	685,306	100%

Gender			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	6	35%	941	68%	142,925	49%	341,230	50%
Female	11	65%	434	32%	148,782	51%	344,076	50%
Total	17	100%	1375	100%	291,707	100%	685,306	100%

The Economic Development Department continually seeks to recruit and retain employees of all genders and races. The Department as a whole strives to create a better workforce by improving recruitment efforts, providing adequate training, and by hiring qualified, educated staff.

Personnel Changes in the Department

During this fiscal year there was one vacancy due to resignation that was filled in December 2014. One department employee was promoted from an Office Assistant position to an Office Specialist position, filling a vacancy created when an Office Specialist promoted to another position within the City.

In Fiscal Year 2014-15 the Economic Development Department focused on reorganizing the Department to efficiently handle the work load, assignment changes, and staffing due to the elimination of the Central Parking District and the implementation of the Parking Authority established by the City Council in December 2013.

During the reorganization staff worked with Human Resources to evaluate the positions held in the Central Parking District to ensure the reorganization of positions and personnel were beneficial to all parties involved. During this process, two full-time and 31 part-time positions were eliminated from the Central Parking District. Department Staff and Human Resources work diligently to find other positions for the positions that

were eliminated from the Central Parking District. Due to those efforts, one full-time employee transferred to the Police Department, one full-time position transferred to the Parking Authority, and 30 part-time employees were hired with the new Parking Operator. One Program Manager III position was added to the Parking Authority and the position was filled during this reporting period. Two new employees will begin working as parking enforcement officers in July 2015.

To date, there is only one vacancy for an Office Assistant position in the department.

Professional and Diversity Training

The Department's program involves mandatory training workshops, as well as optional or voluntary training opportunities for existing and new personnel. Various training programs and/or educational opportunities are available to employees as skill refresher courses or as preparation for future advancement.

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 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 2014 through June 2015, staff participated in three training courses provided by the City and 17 courses offered by other agencies. A sample of the types of courses attended includes:

- HUD – Federal Labor Standards Requirements for HUD Funding Recipients and Sub-recipients
- HUD – HOME Fund Training
- HUD – Building HOME Program Primer
- International Economic Development Conference and Training
- International Right of Way Association Training
- Society of Industrial and Office Realtors
- California Association of Economic Development Training Conference
- City Cash Handling Training
- City Training on Legistar for new employees
- International Parking Institute
- ICSC Idea Exchange and Ricon
- League of California Cities
- Completed staff work
- Harassment Awareness for Supervisors
- How to Pay for Brownfield Clean Up

- CDBG For California

Recruitment Efforts

Recruitment outreach efforts are coordinated through the Human Resources Department and place emphasis on communication opportunities that reach a multitude of elements within the community. Opportunities are posted in publications and with agencies such as The Record, Modesto Bee, Public Sector Job Bulletin, Associated News Group, Black Careers, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, Employment Development website, and newspapers in the Bay Area and Sacramento.

The Human Resources Department also advertises to the community by participating in events such as Ag Expo, State of the City, Earth Day Festival, Cinco de Mayo, Black Family Day, National Pollution Prevention Week, Family Literacy Day in the Park, and Make a Difference Day. These opportunities frequently result in contacts with people of diverse backgrounds, experiences, and cultures.

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.

MICAH RUNNER, DIRECTOR
ECONOMIC DEVELOPMENT DEPARTMENT