

June 23, 2016

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, classifications, and assignments to ensure the reorganization of the department equally represented the employees and the department.

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.”

Organizational Structure and Responsibilities

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

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 in an effort to establish an economically sustainable community. The division works directly with businesses to facilitate business 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 businesses. This division also supports the Miracle Mile, Downtown Stockton, and Tourism improvement districts, and is responsible for overseeing implementation of the Economic Development Strategic Plan, manages several Economic Development Incentive Programs, and provides 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 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 preparation of the Five-Year Consolidated and One-Year Action plans, including making recommendations for non-profit organizations that should receive Federal funding. The division is responsible for ensuring activities meet the 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 (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.

Workforce Composition

The Economic Development Department currently has 19 full-time employees. The department is composed of eight (8) male and eleven (11) female employees belonging to five (5) 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	63%	846	59.4%	66,836	23%	246,025	36%
Black	1	5%	72	5.1%	33,507	12%	48,657	7%
Hispanic	3	16%	345	24.2%	117,590	40%	266,584	39%
Asian	2	11%	137	9.6%	61,945	21%	97,999	14%
Native American	1	5%	16	1.1%	1,237	0%	3,427	1%
Native Hawaiian			3	0.2%				
Two or more races			5	0.4%				
Other			0	0%	10,592	4%	22,614	3%
Total	19	100%	1,424	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	8	42%	924	68%	142,925	49%	341,230	50%
Female	11	58%	425	32%	148,782	51%	344,076	50%
Total	19	100%	1349	100%	291,707	100%	685,306	100%

During this fiscal year there were five vacancies due to newly budgeted positions, retirement, separation, and a transfer. Four of the five positions have been filled. These positions include: (1) Administrative Analyst II, (2) Parking Enforcement Officers and (1) Senior Economic Development Analyst. Those positions were filled by three males and one female.

In Fiscal 2015-16 the Economic Development Department continued its focus on the reorganization of 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 Economic Development Department to ensure the reorganization of positions and personnel were beneficial to all parties involved. During this process, one of the vacant positions was reclassified from a Supervising Real Property Agent to an Administrative Analyst II position to assist with the additional workload in the Parking and Venues Division.

To date, there is one vacancy for an Office Assistant position. The department is currently in the process of reallocating this vacant position to a higher level position. Once this process is complete, the department will work on the recruitment to fill this vacancy.

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
- Section 106
- Appraisal and Acquisition
- 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
- ICMA – SEI Leadership
- CALED
- League of California Cities
- Completed staff work
- Harassment Awareness for Supervisors
- Outlook
- SharePoint

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.



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