



Equal Employment Opportunity Committee

2013 Annual Report

February 13, 2014

City of Santa Cruz Equal Employment Opportunity Committee 2013 Annual Report

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EEO Committee Members and Staff - 2013



Katherine Donovan, 3/27/12-present
Management Association Appointment



J Guevara, 8/9/13-present
City Manager's Appointment



Deborah Holmes, 1/27/09-present
City Council Appointment



Jonna Hubling, 1/25/10-present
SEIU Local #521 Appointment



Rachel Kaufmann, 8/9/13-present
Non-Management Association Appointment



Teresa Landers, 7/1/12-present
City Manager's Appointment (Director)



Heather Sawyer, 8/9/13-present
City Manager's Appointment



Valerie Simmons, 9/10/13-present
City Council Appointment



Filipina Warren, 8/17/12-present
City Manager's Appointment



Joe McMullen
Staff Liaison

Not pictured

Kathy Stagnaro, Human Resources Technician
Jackie Trumbull, Human Resources Assistant
Dale Zevin, Human Resources Analyst II/Training Manager

Staff Support
Staff Support
Staff Support

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The 2013 Equal Employment Opportunity Committee Annual Report was created by
Katherine Donovan, Filipina Warren, and Joe McMullen
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Section 1: Overview of Committee and 2013 Activities

Katherine Donovan

The purpose of the EEO Committee is to serve as a communication channel between City employees, the community, the City Manager, the City Council and the EEO Coordinator on equal employment opportunity concerns. The EEO Committee meets quarterly on the second Thursday of February, May, September, and November at 1:30 pm in the City Council Chambers. The EEO Committee consists of nine members. The City Council appoints two members of the public; the City Manager appoints one executive and three employee representatives; the service employees bargaining unit (SEIU Local 521) appoints one member; and the other bargaining units take turns appointing two members.

During 2013, the EEO Committee continued to review and discuss activities to support the Goals and Objectives of the Committee. In particular, the Committee presented “It’s Time to Evolve How We Resolve,” a TedxSantaCruz presentation by Rev. Deborah L. Johnson, at the January 24, 2013 Quarterly Supervisor/Manager Meeting. The Committee also had the TedxWomen video “Fifty Shades of Gay” by iO Tillet Wright posted on the Committee’s Resources and Training page, along with Rev. Johnson’s video. These two videos present ideas regarding the ways in which people interact with others they view as different from themselves, with the intent of broadening perspectives and building acceptance of our differences. In addition to these two videos, the online posting of the updates of the City’s APO II-Ia, Council Policy 25.2, and Personnel Rules and Regulations 2.1 was completed.

Other activities by the Committee included discussion of sub-committees and the possibility of forming a subcommittee to recommend community standards for public images. The need for this subcommittee was suggested by comments received regarding a Weight Watchers poster that some employees felt to be inappropriate.

In conclusion, the EEO Committee would like to thank the Human Resources Division of the Administrative Services Department for all the administrative and logistical support they have provided.

City Contact and EEO Committee Coordinator:

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Section 2: Statement of EEO Committee Goals & Objectives

Updated September 12, 2013

Goal #1: Be more vigilant and committed to a respectful work environment

Objective(s):

- Review and make recommendations from City's Discrimination/Harassment Complaint logs to address recurring issues
- Maintain a full membership and attendance of the Committee
- Remain current in knowing EEO-related city, state, and federal laws and policies

Goal #2: Be visible and raise awareness about the Committee in the City of Santa Cruz workplace

Objective(s):

- Be creative and innovative about using the City's Intranet and Internet
- Reach out to departments at departmental staff meetings and at quarterly Supervisors/Managers meetings
- Provide workshops, speakers, and other media at Committee meetings and other City events
- Send out periodic announcements and content changes made to the EEOC web page

Goal #3: Be more proactive in Committee's outreach

Objective(s):

- Take opportunities to build relationships with the public (community outreach)
- Be a resource to the community as a whole

Activities Planned in Support of Goals & Objectives

Updated September 12, 2013

ACTIONS	WHO	TIMELINE
E-mail complaint logs to Committee members with Agendas (<u>Goal #1</u>)	Staff	2 weeks prior to regular Committee meetings
Discuss issues on Complaint Logs (<u>Goal #1</u>)	All	At regular Committee meetings
Meet deadline to fill any Committee vacancy (<u>Goal #1</u>)	All	By subsequent meeting held
Provide EEOC update at Supervisors/Managers quarterly meeting (<u>Goal #2</u>)	Rotating	At least once a year
Select Subcommittee members and develop Annual Report (<u>Goal #2</u>)	Annual Report Ad Hoc Subcommittee	Draft to Committee - November Final approval by Committee - February FYI to City Council - March
Support October <i>Access to Employment</i> Job Fair (<u>Goal #3</u>)	All	Select new Job Fair Committee City Representative at the prior November meeting annually
Offer resources to present at EEOC meetings (<u>Goal #2</u>)	All	Ongoing
Inform members of updated EEO laws (<u>Goal #1</u>)	Staff	Ongoing
Review Committee's Goals and Action Items (<u>Goals #1, #2, & #3</u>)	All	September and November meetings

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Section 3: Training & Employee Development

Joe McMullen, EEO Committee Staff Liaison

In order to comply with City requirements and State mandates, the City continues to provide Harassment Prevention and Cultural Diversity trainings to employees, including elected officials (Council Members). Both of these trainings are provided twice a year in classroom format, and Harassment Prevention training is also offered in webinar format.

Harassment Prevention Training

Employees who are new hires or have never met their initial Harassment Prevention Training requirements are provided with three-hour 'live' classroom training. The curriculum is designed to satisfy the requirements of AB1825 (supervisory training) and is presented by a certified attorney.

We also offer refresher training to supervisory & management employees (except for the groups mentioned above) in an online format presented by TargetSolutions as an alternative option to 'live' classroom training. Their two-hour online course, 'Sexual Harassment for Supervisors' meets the State mandate for a two-year refresher course for regular managers and supervisors and all other employees with ongoing supervisory responsibilities. Their one-hour online course, 'Sexual Harassment,' is offered to temporary employees who do not have supervisory responsibilities. The Human Resources Department also provides another option for seasonal Temporary employees in Parks & Recreation - a one-hour 'live' large group presentation training.

Our ongoing efforts to provide Harassment Prevention refresher training to non-supervisory employees who are temporarily working out of class as supervisors or managers resulted in greatly improved compliance.

Cultural Diversity Training

In 2013 the City provided two 'live' sessions of Cultural Diversity Training presented by Wally Anderson, Consultant, United Behavioral Health (the City's Employee Assistance Program). Evaluation ratings and comments were excellent.

Brown Bag Lunch Workshops offered to all employees during 2013:

- February 13, 2013: "Meeting the Challenge of the Difficult Customer" presented by Wally Anderson, United Behavioral Health Consultant.
- June 5, 2013: "Social Media" presented by Chris Stathis, Chief IT Officer and Scott Collins, Assistant to the City Manager.

- July 25, 2013: “Effective Conflict Management” presented by Claire Laughlin, Director, Cabrillo College Corporate Training.
- August 28, 2013: “Strengthening Your Resources” presented by Wally Anderson, United Behavioral Health Consultant.

Employee Leadership and Development Program

The Employee Leadership and Development Program offers interested employees (new and incumbent supervisors and managers, and service employees who have expressed an interest in developing their leadership skills with an eye to being promoted) eight competency-based modules that strengthen participants’ knowledge, skills, and abilities to more effectively perform in their current and/or future positions and be prepared for professional and/or leadership advancement to positions of greater responsibility. The Program serves as one component of the City’s Succession Planning initiative. Almost all module presenters are City executive senior managers and department heads. Participants complete an evaluation form at the end of each session in order to provide data for improvement of future modules and the Program.

By the end of 2013, a total of 198 City employees had participated in the Program since its original inception in 2008 (63 new participants this year). Twenty participants completed all 8 classes in 2013 (39 since inception), receiving a Certificate of Completion which may be used in lieu of one year of actual supervisory experience when applying for some positions. The following modules were offered:

- January 31, 2013: “Communication Skills for Facilitating Effective Meetings” presented by Claire Laughlin, Director, Cabrillo College Corporate Training.
- February 21, 2013: “Planning and Organizing Your Work” presented by Steve Clark, Deputy Police Chief and Mary Arman, Public Works Operations Manager.
- March 11, 2013: “Decision Making & Problem Solving” presented by Grant Parker, Deputy Fire Marshall and Mauro Garcia, Superintendent of Parks.
- March 21, 2013: “Communication Skills for Facilitating Effective Meetings” presented by Claire Laughlin, Director, Cabrillo College Corporate Training.
- April 22, 2013: “Customer Delight” presented by Mark Dettle, Public Works Director and Eric Aasen, Fire Division Chief and City Safety Officer.
- May 30, 2013: “Motivating Your Team” presented by Bill Kocher, Water Director and Steve Clark, Deputy Police Chief.
- September 17, 2013: “Performance Evaluation” presented by Tina Shull, Assistant City Manager and Teresa Landers, Director of Libraries.
- October 15, 2013: “Addressing Performance Concerns” presented by Joe McMullen, Chief Human Resources Officer and Wally Anderson, United Behavioral Health Consultant.
- November 26, 2013: “Project Management” presented by Andy Bullington, Public Works Operations Manager and Kevin Crossley, Associate Civil Engineer (Water).

Mentoring Program

The City's Mentoring Program is another component of our Succession Planning initiative and provides a professional development opportunity for participating Mentors and Mentees. In the November 2012 – June 2013 round, 11 Mentor/Mentee pairs participated in a 1:1 mentoring relationship. Matches were identified by the interdepartmental Succession Planning Advisory Committee and were based on Mentee's desired skills and competencies and Mentor self-described strengths.

The Program requires commitment and dedication from both parties who sign an Agreement and together develop the Mentee's 'Individual Development Plan' and goals based on the City's identified Leadership Competencies. All Mentors and Mentees complete Mid-Point and Final Questionnaires in order to improve future Mentoring Programs.

The 2013-2014 round began in September 2013 with 7 Mentor/Mentee pairs participating.

Monterey Bay Employment Relations Consortium (ERC) workshops presented by Liebert Cassidy Whitmore attorneys

The City is a member of the ERC which annually provides up to ten different workshops chosen by its members. All employees of the member Agencies are eligible to attend free of charge.

The 2013 workshops were:

- February 28, 2013: "Labor Code 101 for Public Agencies" Webinar.
- April 3, 2013: "The ABC's of Sustaining Discipline" Webinar.
- April 17, 2013: "Public Sector Employment Law Update" Webinar.
- May 9, 2013: "A Guide to Negotiations," hosted by the City of Watsonville.
- June 4, 2013: "Public Service – Understanding the Roles and Responsibilities of Public Servants" Webinar.
- September 25, 2013: "Legal Issues Regarding Hiring" and "Accommodating Bad Behavior: The Limits on Disciplining Disabled Employees" hosted by the City of Hollister.
- October 16, 2013: "Principles for Public Safety Employment" Webinar.
- November 7, 2013: "Supervisory Skills for the First Line Supervisor/Manager" and "Workplace Bullying, a Growing Concern" hosted by the City of Watsonville.

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Section 4: Sub-Committee Reports

- ❖ Website Sub-Committee Report

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Report of the Rotating Website Ad-Hoc Sub-Committee

Joe McMullen, EEO Committee Staff Liaison

The EEO Committee has an ongoing/rotating ad hoc Website Subcommittee. The subcommittee reviews the websites for any changes thought to be needed, and how to communicate them. The goal is to evaluate the presence of the Committee on both the City's public internet and internal Employee intranet sites and make recommendations for enhancements.

Subcommittee members worked with HR Staff Jacqueline Trumbull throughout 2013 to implement updates and changes recommended by the full Committee to keep the EEO pages of the websites current.

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Section 5: Appendices

- ❖ 2009-2013 Harassment/Discrimination Complaint Summary & Analysis
- ❖ 2012 United States Census Demographics
- ❖ United States Department of Labor Contractor Program Veterans' Employment Report ("VETS-100 Report")
- ❖ United States Equal Employment Opportunity Commission State & Local Government Information ("EEO-4 Report")

Summary and Analysis of the 2009 to 2013 Discrimination/Harassment/Retaliation Complaints

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Thirty-seven (37) complaints were filed from 2009 to 2013, some of which involved single individuals with multiple complaints and some of which involved multiple individuals (in the “Multiple” column of the following chart, a “Yes” indicates a single individual with multiple complaints, filed on the same date and investigated together).

Twenty-eight (28) complaints were filed by employees or employee representatives in five departments under the provisions of City Council Policy 25.2 and Administrative Procedure Order II-1a-*Discrimination/Harassment Policy Implementation & Complaint Procedure*; nine (9) were filed by members of the public under Municipal Code Chapter 9.83-*Prohibition Against Discrimination*.

For employee complaints, following is a breakdown by department in descending order of the number/percent of employees showing the number and percent of complaints for each, followed by rank order of number of complaints and rank order of percent of complaints:

<u>Department</u> <u>(in order of # and % of employees)</u>	<u>#/%ee's</u> <u>Employees</u>	<u>#/%</u> <u>Complaints</u>	<u>Rank</u> <u>#</u>	<u>Rank</u> <u>%</u>
Public Works	248/26%	15/54%	(1)	(1)
Library	155/16.5%	1/3.5%	(5)	(4)
Parks & Recreation	145/15%	5/18%	(2)	(2)
Police	119/12.5%	0/na	na	na
Water	102/11%	3/11%	(4)	(3)
Fire	65/7%	0/na	na	na
Planning	30/3%	0/na	na	na
Finance	25/2.5%	0/na	na	na
Human Resources/Information Technology:	25/2.5%	0/na	na	na
Economic Development	13/1%	0/na	na	na
City Clerk/Manager/Council:	11/1%	4/1.5%	(3)	(5)

The great majority of employee complaints were filed against supervisors and management (as opposed to against co-workers/peers) and not sustained in terms of a violation of the City’s anti-discrimination/harassment/retaliation policy. In some cases there was conduct found to have violated other City policy(ies) and in those cases the conduct was addressed appropriately in a manner designed to prevent the conduct from reoccurring in the future. There is no obvious pattern noted regarding the basis and/or type of complaints.

While the raw numbers of employee complaints are commensurate with the size of each department with the exception of Public Works, a closer look at the components making up the above numbers and this author’s personal knowledge of the nature and source of the complaints reveals no greater need for training in any one department over another. There may instead more likely be a need to address/improve communication and teamworking/relationships in individual work groups.

For complaints received from members of the public the majority show “no response to information request.” In these cases, when an identified respondent failed to respond to a request by the City for mediation the only recourse available to

the City itself is to inform the complainant of their other statutory rights. In a couple of cases the City has been successful in negotiating mutually agreeable settlements, both when a complaint was sustained and also when not sustained.

Discrimination/Harassment/Retaliation Complaints - 2009 to 2013

Prepared for the City of Santa Cruz Equal Employment Opportunity Committee 2013 Annual Report - February 13, 2014

Date	Multiple (Y/N)	Basis	Type	Department	Findings
2009/04/03	Y	Disability	Discrimination	Public	No Response to Info Request
2009/04/03	Y	Sexual Orientation (Homosexual)	Harassment	Public	No Response to Info Request
2009/05/11	Y	Gender (Female)	Discrimination	Public	No Response to Info Request
2009/05/11	Y	Gender (Female)	Harassment	Public	No Response to Info Request
2009/10/27	N	Disability	Discrimination	Parks & Recreation (Rec)	Not Sustained
2009/11/02	N	Gender (Female)	Harassment	Public	No Jurisdiction (size of employer)
2010/01/28	N	Veteran Status (Viet Nam)	Harassment	Public Works (WWTF)	Not Sustained
2010/01/28	N	Veteran Status (Viet Nam)	Harassment	Public Works (WWTF)	Not Sustained
2010/05/30	N	Gender (Female)	Discrimination	Public Works (WWTF)	Not Sustained
2010/10/21	Y	Protected Activity	Retaliation	Public Works (Parking)	Not Sustained
2010/10/21	Y	Protected Activity	Retaliation	Public Works (Parking)	Not Sustained
2010/12/02	N	Sexual Orientation (Homosexual)	Discrimination	Public	Sustained
2011/01/18	N	Age	Harassment	Library	Sustained (Policy Statement issued to all Library employees)
2011/06/20	N	Sexual Orientation (Homosexual)	Discrimination	Public Works (Parking)	Not Sustained
2011/09/07	N	Disability	Discrimination	Public	No Jurisdiction (outside City limits)
2011/10/25	Y	Disability	Discrimination	Parks & Recreation (Rec)	No Response to Info Request
2011/10/25	Y	Age	Discrimination	Parks & Recreation (Rec)	No Response to Info Request
2012/01/19	N	Gender (Female)	Harassment	Public Works (RRF)	Sustained (all RRF employees re-signed Har/Disc Policy)
2012/01/20	N	Gender (Male)	Discrimination	Public	No response to Info Request
2012/06/22	N	Disability	Discrimination	Water (Distribution)	Not Sustained
2012/09/13	N	Disability	Discrimination	Parks & Recreation (Rec)	Not Sustained
2012/09/24	Y	Gender (Male)	Discrimination	City Manager (City Clerk)	Not Sustained
2012/09/24	Y	Age	Discrimination	City Manager (City Clerk)	Not Sustained
2012/09/24	Y	Sexual Orientation (Homosexual)	Discrimination	City Manager (City Clerk)	Not Sustained
2012/10/04	N	Disability	Harassment	City Manager (City Clerk)	Not Sustained
2013/01/29	Y	Gender (Female)	Discrimination	Water (Loch Lomond)	Not Sustained
2013/01/29	Y	Protected Activity	Retaliation	Water (Loch Lomond)	Not Sustained
2013/02/25	Multiple Complainants; Single Investigation	Race	Discrimination	Public Works (RRF)	Not Sustained
2013/02/25		Gender (Female)	Harassment	Public Works (RRF)	Not Sustained
2013/02/25		Union Affiliation	Retaliation	Public Works (RRF)	Not Sustained
2013/02/25		Union Affiliation	Discrimination	Public Works (RRF)	Not Sustained
2013/03/28	N	Gender (Male)	Harassment	Parks & Recreation	Not Sustained
2013/06/24	N	Age	Discrimination	Public Works (Parking)	Not Sustained
2013/09/05	N	Sexual Orientation (Heterosexual)	Discrimination	Public	Not Sustained
2013/10/01	Multiple Complainants; Single Investigation	Gender (Male)	Discrimination	Public Works (Parking)	Not Sustained
2013/10/01		Protected Activity	Retaliation	Public Works (Parking)	Not Sustained
2013/10/16		Gender (Female)	Harassment	Public Works (Parking)	Not Sustained

United States 2010-2012 Federal Census Demographics

(Source: US Census Bureau QuickFacts)

People QuickFacts	City of Santa Cruz	City of Watsonville	Santa Cruz County	California	USA
Population, 2012 estimate	62,041	51,881	266,776	38,041,430	313,914,040
Population, 2010 (April 1) estimates base	59,948	51,199	262,382	37,253,956	308,747,508
Population, percent change, April 1, 2010 to July 1, 2012	3.5%	1.3%	1.7%	2.1%	1.7%
Population, 2010	59,946	51,199	262,382	37,253,956	308,745,538
Persons under 5 years, percent, 2012	3.9% (2010)	9.5% (2010)	5.7%	6.7%	6.4%
Persons under 18 years, percent, 2012	13.7% (2010)	31.5% (2010)	20.6%	24.3%	23.5%
Persons 65 years and over, percent, 2012	8.8% (2010)	8.3% (2010)	12.2%	12.1%	13.7%
Female persons, percent, 2012	49.9% (2010)	50.2% (2010)	50.2%	50.3%	50.8%
White alone, percent, 2012 (a)	74.5% (2010)	43.7% (2010)	88.0%	73.7%	77.9%
Black or African American alone, percent, 2012 (a)	1.8% (2010)	0.7% (2010)	1.4%	6.6%	13.1%
American Indian and Alaska Native alone, percent, 2012 (a)	0.7% (2010)	1.2% (2010)	1.7%	1.7%	1.2%
Asian alone, percent, 2012 (a)	7.7% (2010)	3.3% (2010)	4.8%	13.9%	5.1%
Native Hawaiian and Other Pacific Islander alone, percent, 2012 (a)	0.2% (2010)	0.1% (2010)	0.2%	0.5%	0.2%
Two or More Races, percent, 2012	5.7% (2010)	4.4% (2010)	3.9%	3.6%	2.4%
Hispanic or Latino, percent, 2012 (b)	19.4% (2010)	81.4% (2010)	32.7%	38.2%	16.9%
White alone, not Hispanic or Latino, percent, 2012	66.7% (2010)	13.7% (2010)	58.9%	39.4%	63.0%
Living in same house 1 year & over, percent, 2007-2011	69.9%	85.3%	82.5%	84.2%	84.6%
Foreign born persons, percent, 2007-2011	12.3%	41.9%	18.6%	27.2%	12.8%
Language other than English spoken at home, percent age 5+, 2007-2011	20.9%	74.8%	30.3%	43.2%	20.3%
High school graduate or higher, percent of persons age 25+, 2007-2011	91.8%	51.7%	84.0%	80.8%	85.4%
Bachelor's degree or higher, percent of persons age 25+, 2007-2011	52.2%	10.1%	38.1%	30.2%	28.2%
Veterans, 2007-2011	2,400	1,425	13,170	1,997,566	22,215,303
Mean travel time to work (minutes), workers age 16+, 2007-2011	22.3	22.1	25.7	27	25.4
Housing units, 2011	23,316 (2010)	14,089 (2010)	104,466	13,720,462	132,312,404
Homeownership rate, 2007-2011	45.4%	47.0%	59.4%	56.7%	66.1%
Housing units in multi-unit structures, percent, 2007-2011	32.1%	30.5%	21.2%	30.8%	25.9%
Median value of owner-occupied housing units, 2007-2011	\$695,400	\$389,800	\$613,500	\$421,600	\$186,200
Households, 2007-2011	21,626	13,800	93,834	12,433,172	114,761,359
Persons per household, 2007-2011	2.46	3.61	2.67	2.91	2.6
Per capita money income in the past 12 months (2011 dollars), 2007-2011	\$31,898	\$16,407	\$32,975	\$29,634	\$27,915
Median household income, 2007-2011	\$63,110	\$46,073	\$66,030	\$61,632	\$52,762
Persons below poverty level, percent, 2007-2011	20.2%	20.4%	13.7%	14.4%	14.3%

Business QuickFacts	City of Santa Cruz	City of Watsonville	Santa Cruz County	California	USA
Private nonfarm establishments, 2011	NA	NA	6,673	849,316	7,354,043
Private nonfarm employment, 2011	NA	NA	68,341	12,698,427	113,425,965
Private nonfarm employment, percent change, 2010-2011	NA	NA	0.3%	1.3%	1.3%
Nonemployer establishments, 2011	NA	NA	23,330	2,887,014	22,491,080
Total number of firms, 2007	7,116	3,110	29,122	3,425,510	27,092,908
Black-owned firms, percent, 2007	S	S	S	4.0%	7.1%
American Indian- and Alaska Native-owned firms, percent, 2007	S	S	S	1.3%	0.9%
Asian-owned firms, percent, 2007	S	7.5%	4.8%	14.9%	5.7%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	F	F	0.3%	0.1%
Hispanic-owned firms, percent, 2007	S	36.0%	S	16.5%	8.3%
Women-owned firms, percent, 2007	S	32.6%	34.2%	30.3%	28.8%
Manufacturers shipments, 2007 (\$1000)	310,852	459,371	1,502,419	491,372,092	5,319,456,312
Merchant wholesaler sales, 2007 (\$1000)	622,435	1,081,908	D	598,456,486	4,174,286,516
Retail sales, 2007 (\$1000)	830,524	1,540,445	3,725,362	455,032,270	3,917,663,456
Retail sales per capita, 2007	\$15,118	\$31,174	\$14,894	\$12,561	\$12,990
Accommodation and food services sales, 2007 (\$1000)	193,044	69,389	513,826	80,852,787	613,795,732
Geography QuickFacts	Santa Cruz	Watsonville	Santa Cruz County	California	USA
Land area in square miles, 2010	12.74	6.69	445.17	155,779.22	3,531,905.43
Persons per square mile, 2010	4,705.3	7,656.5	589.4	239.1	87.4
Metropolitan or Micropolitan Statistical Area	Santa Cruz-Watsonville, CA Metro Area				
(a) Includes persons reporting only one race.					
(b) Hispanics may be of any race, so also are included in applicable race categories.					
NA: Not available					
D: Suppressed to avoid disclosure of confidential information					
S: Suppressed; does not meet publication standards					
F: Fewer than 100 firms					
Source U.S. Census Bureau: State and County QuickFacts.					
Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Census of Governments					
Last Revised: Thursday, 27-Jun-2013					
The Census Bureau conducts a variety of censuses and surveys, every month, quarter, and year surveys are conducted with households and businesses.					
A workforce of trained field representatives and telephone interviewers conduct a variety of household surveys by telephone and in-person interviews, as well as through the mail and the Internet.					

APPENDIX A TO PART 61-300 -- FEDERAL CONTRACTOR VETERANS' EMPLOYMENT
REPORT VETS-100A

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A

(For covered contracts entered into or modified on or after December 1, 2003.)

OMB NO: 1293-0005

Expires: 04/30/2014

Persons are not required to respond to this collection of information unless it displays a valid OMB number

RETURN COMPLETED REPORT TO:
VETS-100 Submission
VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
Service Center
In care of: Department of Labor National Contact Center (DOL-NCC) (Suite 200)
14120 Newbrook Drive
Chantilly, VA 20151

ATTN: Human Resource/EEO Department

TYPE OF REPORTING ORGANIZATION (Check one or both, as applicable)	TYPE OF FORM (Check only one)
<input type="checkbox"/> Prime Contractor	<input checked="" type="checkbox"/> Single Establishment
<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Multiple Establishment-Headquarters
	<input type="checkbox"/> Multiple Establishment-Hiring Location
	<input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) _____ (MSC)

COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No: T135738	TWELVE MONTH PERIOD ENDING 0 8 3 1 2 0 1 3 M M D D Y Y Y Y		
NAME OF PARENT COMPANY: City of Santa Cruz	ADDRESS (NUMBER AND STREET): 809 Center Street 7		
CITY: Santa Cruz	COUNTY: Santa Cruz	STATE: CA	ZIP CODE: 95060
NAME OF COMPANY CONTACT: Debbie Levy	TELEPHONE FOR CONTACT: 8314205048	EMAIL: dlevy@cityofsantacruz.com	

NAME OF HIRING LOCATION:	ADDRESS (NUMBER AND STREET):		
CITY:	COUNTY:	STATE:	ZIP CODE:

NAICS: 9 2 1 1 1 0	DUNS: 0 5 - 0 5 1 - 5 8 8 1	EMPLOYER ID (IRS TAX No.): 9 4 - 6 0 0 0 4 2 7
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INFORMATION ON EMPLOYEES

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE. DATA ON NUMBER OF EMPLOYEES IS TO BE ENTERED IN COLUMN L, M, N, O, AND P, LINES 1-10. DATA ON NEW HIRES IS TO BE ENTERED IN COLUMNS Q, R, S, T, AND U. ENTRIES IN COLUMNS Q THROUGH U, LINES 1-10, AND COLUMNS L, M, N, O, AND P. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES. INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.

JOB CATEGORIES	NUMBER OF EMPLOYEES					NEW HIRES (PREVIOUS 12 MONTHS)				
	DISABLED VETERANS (L)	OTHER PROTECTED VETERANS (M)	ARMED FORCES SERVICE MEDAL VETERANS (N)	RECENTLY SEPARATED VETERANS (O)	TOTAL EMPLOYEES, BOTH VETERANS AND NON-VETERANS (P)	DISABLED VETERANS (Q)	OTHER PROTECTED VETERANS (R)	ARMED FORCES SERVICE MEDAL VETERANS (S)	RECENTLY SEPARATED VETERANS (T)	TOTAL NEW HIRES, BOTH VETERANS AND NON-VETERANS (U)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1	0	0	0	0	0	0	0	0	0	0
FIRST/MID LEVEL OFFICIALS AND MANAGERS 2	1	1	1	0	3	0	0	0	0	4
PROFESSIONALS 3	1	0	1	0	2	0	0	0	0	3
TECHNICIANS 4	0	0	0	0	0	0	0	0	0	0
SALES WORKERS 5	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS 6	1	2	0	0	3	0	0	0	0	5
CRAFT WORKERS 7	0	2	8	0	10	0	0	0	0	2
OPERATIVES 8	0	0	2	0	2	0	0	0	0	0
LABORERS/HELPERS 9	0	0	2	0	2	0	0	0	0	0
SERVICE WORKERS 10	0	1	4	0	5	0	0	0	0	1
TOTAL 11	3	6	18	0	27	0	0	0	0	15

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
1114	873

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)				APPROVED BY OMB 30460008
EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				EXPIRES 12/31/2005
DO NOT ALTER INFORMATION PRINTED IN THIS BOX CONTROL NUMBER : 06303400 Survey Year : 13			MAIL COMPLETED FORM TO: EEO-4 Reporting Center PO Box 8127 Reston VA 20195	
A. TYPE OF GOVERNMENT (Check one box only)				
<input type="checkbox"/> 1. State	<input type="checkbox"/> 2. County	<input checked="" type="checkbox"/> 3. City	<input type="checkbox"/> 4. Township	<input type="checkbox"/> 5. Special District
<input type="checkbox"/> 6. Other (Specify)				
B. IDENTIFICATION				
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C) SANTA CRUZ CITY				
2. Address Number and Street 809 CENTER STREET	CITY/TOWN SANTA CRUZ	COUNTY SANTA CRUZ	STATE/ZIP CA-95060	EEOC USE ONLY A B
C. FUNCTION				
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)				
<input checked="" type="checkbox"/>	SUMMARY FUNCTION			
<input type="checkbox"/>	1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.	
<input type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.	<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.	
<input type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.	
<input type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.	<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	<input type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marines, zoos, etc.	<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
<input type="checkbox"/>		<input type="checkbox"/>	15. OTHER (Specify on Page Four)	

D. EMPLOYMENT DATA AS OF JUNE 30

FUNCTION TYPE 16

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL-TIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
			B	C	D	E	F	G	H	I	J	K
Officials and Administrators	1. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	2. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	3. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	4. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	5. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	6. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	7. 55.0-69.9	1	0	0	0	0	0	0	0	1	0	0
	8. 70.0 Plus	32	15	0	3	1	0	13	0	0	0	0
Professionals	9. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	10. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	11. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	12. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	13. 33.0-42.9	2	0	0	0	0	0	2	0	0	0	0
	14. 43.0-54.9	7	1	0	0	1	0	5	0	0	0	0
	15. 55.0-69.9	35	6	0	1	0	0	23	0	2	2	1
16. 70.0 Plus	76	38	0	6	3	0	23	0	2	3	1	
Technicians	17. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	18. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	19. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	20. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	21. 33.0-42.9	1	0	0	0	0	0	1	0	0	0	0
	22. 43.0-54.9	2	0	0	0	0	0	2	0	0	0	0
	23. 55.0-69.9	6	4	0	0	1	0	1	0	0	0	0
	24. 70.0 Plus	9	5	0	0	0	0	4	0	0	0	0
Protective Service Workers	25. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	26. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	27. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	28. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	29. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	30. 43.0-54.9	3	1	0	0	0	0	2	0	0	0	0
	31. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
	32. 70.0 Plus	31	23	2	4	1	0	1	0	0	0	0
Paraprofessionals	33. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	34. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	35. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	36. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	37. 33.0-42.9	1	0	0	0	0	0	1	0	0	0	0
	38. 43.0-54.9	15	3	0	0	0	0	11	0	1	0	0
	39. 55.0-69.9	4	0	0	0	1	0	3	0	0	0	0
	40. 70.0 Plus	13	12	0	0	0	0	1	0	0	0	0
Administrative Support	41. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	42. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	43. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	44. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	45. 33.0-42.9	7	3	0	0	0	0	2	1	1	0	0
	46. 43.0-54.9	32	5	0	1	0	0	21	1	3	1	0
	47. 55.0-69.9	11	0	0	0	0	0	7	0	4	0	0
	48. 70.0 Plus	5	0	0	0	0	0	5	0	0	0	0

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

FUNCTION TYPE 16

(Do not include elected/appointed officials. blanks will be counted as zero)

1. FULL-TIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
			B	C	D	E	F	G	H	I	J	K
Skilled Craft Workers	49. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	50. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	51. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	52. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	53. 33.0-42.9	5	4	0	1	0	0	0	0	0	0	0
	54. 43.0-54.9	24	15	0	5	1	1	2	0	0	0	0
	55. 55.0-69.9	28	19	0	7	0	1	1	0	0	0	0
	56. 70.0 Plus	24	14	1	5	2	1	1	0	0	0	0
Service-Maintenance	57. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	58. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	59. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	60. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	61. 33.0-42.9	22	8	1	5	2	0	6	0	0	0	0
	62. 43.0-54.9	40	19	1	11	2	0	5	0	2	0	0
	63. 55.0-69.9	2	1	0	0	0	0	1	0	0	0	0
	64. 70.0 Plus	2	1	0	0	0	0	1	0	0	0	0
65. TOTAL FULL TIME (Lines 1-64)		440	197	5	49	15	3	145	2	16	6	2
2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)												
66.OFFICIALS/ADMIN	1	0	0	0	0	0	1	0	0	0	0	0
67.PROFESSIONALS	23	8	0	0	0	0	0	14	0	1	0	0
68.TECHNICIANS	2	1	0	0	0	0	0	0	0	0	1	0
69.PROTECTIVE SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
70.PARA-PROFESSIONAL	134	54	0	12	2	0	0	55	3	5	2	1
71.ADMIN. SUPPORT	82	22	1	3	2	0	0	39	0	12	2	1
72.SKILLED CRAFT	2	2	0	0	0	0	0	0	0	0	0	0
73.SERVICE/MAINTENANCE	87	31	1	15	1	1	1	28	1	7	1	1
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)		331	118	2	30	5	2	136	4	25	6	3
3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30												
75.OFFICIALS/ADMIN	1	0	0	0	0	0	0	0	0	1	0	0
76.PROFESSIONALS	7	2	0	0	0	1	0	3	0	0	0	1
77.TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
78.PROTECTIVE SERVICE	4	3	0	1	0	0	0	0	0	0	0	0
79.PARA-PROFESSIONAL	1	0	0	0	0	0	0	1	0	0	0	0
80.ADMIN. SUPPORT	1	0	0	0	0	0	0	1	0	0	0	0
81.SKILLED CRAFT	2	2	0	0	0	0	0	0	0	0	0	0
82.SERVICE/MAINTENANCE	2	0	1	0	1	0	0	0	0	0	0	0
83. TOTAL NEW HIRES (Lines 75-82)		18	7	1	1	2	0	5	0	1	0	1

FUNCTION TYPE 16

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

LIST AGENCIES INCLUDED ON THIS FORM

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM		TITLE		
Debbie Levy		HR Technician		
ADDRESS (Number and Street, City, State, Zip Code)		TELEPHONE NUMBER	Ext	FAX NUMBER
809 Center Street Rm 7, Santa Cruz, CA, 95060		831-420-5048		831-420-5004
DATE	EMAIL	TYPED NAME/TITLE OF AUTHORIZED OFFICIAL		SIGNATURE
2013-09-25	dlevy@cityofsantacruz.com	Debbie Levy		<input checked="" type="checkbox"/>

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)				APPROVED BY OMB 30460008
EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				EXPIRES 12/31/2005
DO NOT ALTER INFORMATION PRINTED IN THIS BOX CONTROL NUMBER : 06303400 Survey Year : 13			MAIL COMPLETED FORM TO: EEO-4 Reporting Center PO Box 8127 Reston VA 20195	
A. TYPE OF GOVERNMENT (Check one box only)				
<input type="checkbox"/> 1. State	<input type="checkbox"/> 2. County	<input checked="" type="checkbox"/> 3. City	<input type="checkbox"/> 4. Township	<input type="checkbox"/> 5. Special District
<input type="checkbox"/> 6. Other (Specify)				
B. IDENTIFICATION				
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C) SANTA CRUZ CITY				
2. Address Number and Street 809 CENTER STREET	CITY/TOWN SANTA CRUZ	COUNTY SANTA CRUZ	STATE/ZIP CA-95060	EEOC USE ONLY A B
C. FUNCTION				
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)				
<input type="checkbox"/> SUMMARY FUNCTION				
<input type="checkbox"/>	1. FINANCIAL ADMINISTRATION. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.	
<input type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.	<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.	
<input type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.	
<input checked="" type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.	<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	<input type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
<input type="checkbox"/>		<input type="checkbox"/>	15. OTHER (Specify on Page Four)	

D. EMPLOYMENT DATA AS OF JUNE 30											FUNCTION TYPE 4	
(Do not include elected/appointed officials. Blanks will be counted as zero)												
1. FULL-TIME EMPLOYEES (Temporary employees are not included)												
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL COLUMNS B-K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
A	B	C	D	E	F	G	H	I	J	K		
Officials and Administrators	1. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	2. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	3. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	4. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	5. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	6. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	7. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
	8. 70.0 Plus	3	2	0	1	0	0	0	0	0	0	0
Professionals	9. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	10. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	11. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	12. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	13. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	14. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	15. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
16. 70.0 Plus	4	3	0	1	0	0	0	0	0	0	0	
Technicians	17. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	18. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	19. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	20. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	21. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	22. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	23. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
24. 70.0 Plus	0	0	0	0	0	0	0	0	0	0	0	
Protective Service Workers	25. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	26. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	27. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	28. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	29. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	30. 43.0-54.9	2	2	0	0	0	0	0	0	0	0	0
	31. 55.0-69.9	6	2	0	0	0	0	3	0	1	0	0
	32. 70.0 Plus	63	39	0	11	7	0	5	0	1	0	0
Paraprofessionals	33. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	34. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	35. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	36. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	37. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	38. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	39. 55.0-69.9	1	0	0	0	0	0	1	0	0	0	0
	40. 70.0 Plus	14	10	1	2	0	1	0	0	0	0	0
Administrative Support	41. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	42. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	43. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	44. 25.0-32.9	1	0	0	0	0	0	1	0	0	0	0
	45. 33.0-42.9	1	0	0	0	0	0	1	0	0	0	0
	46. 43.0-54.9	10	2	0	0	0	0	6	0	2	0	0
	47. 55.0-69.9	1	0	0	0	0	0	1	0	0	0	0
	48. 70.0 Plus	1	0	0	0	0	0	1	0	0	0	0

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

FUNCTION TYPE 4

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL-TIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K) A	MALE						FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	
			WHITE	BLACK				WHITE	BLACK				
			B	C	D	E	F	G	H	I	J	K	
Skilled Craft workers	49. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	
	50. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	
	51. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	
	52. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	
	53. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	
	54. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	
	55. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	
56. 70.0 Plus	0	0	0	0	0	0	0	0	0	0	0		
Service-Maintenance	57. \$0 1-15.9	0	0	0	0	0	0	0	0	0	0	0	
	58. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	
	59. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	
	60. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	
	61. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	
	62. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	
	63. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	
64. 70.0 Plus	0	0	0	0	0	0	0	0	0	0	0		
65. TOTAL FULL TIME (Lines 1-64)		107	60	1	15	7	1	19	0	4	0	0	

2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)

66.OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0
67.PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
68.TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
69.PROTECTIVE SERVICE	1	1	0	0	0	0	0	0	0	0	0	0
70.PARA-PROFESSIONAL	1	1	0	0	0	0	0	0	0	0	0	0
71.ADMN. SUPPORT	0	0	0	0	0	0	0	0	0	0	0	0
72 SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0
73 SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)	2	2	0	0	0	0	0	0	0	0	0	0

3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30

75.OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0
76.PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
77.TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
78.PROTECTIVE SERVICE	6	4	0	1	0	0	1	0	0	0	0	0
79.PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0
80.ADMN. SUPPORT	3	0	0	0	0	0	2	0	1	0	0	0
81.SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0
82.SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0
83. TOTAL NEW HIRES (Lines 75-82)	9	4	0	1	0	0	3	0	1	0	0	0

FUNCTION TYPE 4

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

LIST AGENCIES INCLUDED ON THIS FORM

CERTIFICATION, I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM		TITLE		
Debbie Levy		HR Technician		
ADDRESS (Number and Street, City, State, Zip Code)		TELEPHONE NUMBER	Ext	FAX NUMBER
809 Center Street Rm 7, Santa Cruz, CA, 95060		831-420-5048		831-420-5004
DATE	EMAIL	TYPED NAME/TITLE OF AUTHORIZED OFFICIAL		SIGNATURE
2013-09-25	dlevy@cityofsantacruz.com	Debbie Levy		<input checked="" type="checkbox"/>

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)				APPROVED BY OMB 30460008
EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				EXPIRES 12/31/2005
DO NOT ALTER INFORMATION PRINTED IN THIS BOX CONTROL NUMBER : 06303400 Survey Year : 13			MAIL COMPLETED FORM TO: EEO-4 Reporting Center PO Box 8127 Reston VA 20195	
A. TYPE OF GOVERNMENT (Check one box only)				
<input type="checkbox"/> 1. State	<input type="checkbox"/> 2. County	<input checked="" type="checkbox"/> 3. City	<input type="checkbox"/> 4. Township	<input type="checkbox"/> 5. Special District
<input type="checkbox"/> 6. Other (Specify)				
B. IDENTIFICATION				
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C) SANTA CRUZ CITY				
2. Address Number and Street 809 CENTER STREET	CITY/TOWN SANTA CRUZ	COUNTY SANTA CRUZ	STATE/ZIP CA-95060	EEOC USE ONLY A B
C. FUNCTION				
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)				
<input type="checkbox"/>	SUMMARY FUNCTION			
<input type="checkbox"/>	1. FINANCIAL ADMINISTRATION. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.	
<input checked="" type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.	<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.	
<input type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.	
<input type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.	<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	<input checked="" type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
<input type="checkbox"/>	15. OTHER (Specify on Page Four)			

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

FUNCTION TYPE 13

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL-TIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K) A	MALE					FEMALE						
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE		
			WHITE	BLACK				WHITE	BLACK				B	C
Skilled Craft Workmen	49. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	50. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	51. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	52. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	53. 33.0-42.9	2	1	0	1	0	0	0	0	0	0	0	0	0
	54. 43.0-54.9	4	3	0	1	0	0	0	0	0	0	0	0	0
	55. 55.0-69.9	14	10	0	4	0	0	0	0	0	0	0	0	0
	56. 70.0 Plus	18	12	1	4	0	0	0	0	0	1	0	0	0
Service-Maintenance	57. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	
	58. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	
	59. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	
	60. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	
	61. 33.0-42.9	15	7	0	8	0	0	0	0	0	0	0	0	
	62. 43.0-54.9	49	23	0	22	1	0	1	0	2	0	0	0	
	63. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	
	64. 70.0 Plus	4	3	0	1	0	0	0	0	0	0	0	0	
65. TOTAL FULL TIME (Lines 1-64)	138	73	2	41	2	0	15	0	3	2	0	0		
2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)														
66.OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0		
67.PROFESSIONALS	2	1	0	0	0	0	1	0	0	0	0	0		
68.TECHNICIANS	1	1	0	0	0	0	0	0	0	0	0	0		
69.PROTECTIVE SERVICE	2	0	1	0	0	0	1	0	0	0	0	0		
70.PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0		
71.ADMIN. SUPPORT	0	0	0	0	0	0	0	0	0	0	0	0		
72.SKILLED CRAFT	1	1	0	0	0	0	0	0	0	0	0	0		
73.SERVICE/MAINTENANCE	1	0	0	0	0	1	0	0	0	0	0	0		
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)	7	3	1	0	0	1	2	0	0	0	0	0		
3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30														
75.OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0		
76.PROFESSIONALS	3	1	0	0	0	0	2	0	0	0	0	0		
77.TECHNICIANS	2	1	0	0	1	0	0	0	0	0	0	0		
78.PROTECTIVE SERVICE	0	0	0	0	0	0	0	0	0	0	0	0		
79.PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0		
80.ADMIN. SUPPORT	0	0	0	0	0	0	0	0	0	0	0	0		
81.SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0		
82.SERVICE/MAINTENANCE	2	1	0	1	0	0	0	0	0	0	0	0		
83. TOTAL NEW HIRES (Lines 75-82)	7	3	0	1	1	0	2	0	0	0	0	0		

FUNCTION TYPE 13

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

LIST AGENCIES INCLUDED ON THIS FORM

CERTIFICATION: I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

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DATE	EMAIL	TYPED NAME/TITLE OF AUTHORIZED OFFICIAL		SIGNATURE
2013-09-25	dlevy@cityofsantacruz.com	Debbie Levy		<input checked="" type="checkbox"/>