

SUPPLEMENTAL REPORTS & COMMUNICATIONS I
Office of the City Clerk

City Council of the City of Napa
Regular Meeting

September 1, 2020

FOR THE CITY COUNCIL OF THE CITY OF NAPA:

AFTERNOON SESSION:

5. ADMINISTRATIVE REPORTS:

5.B. Proclamation of Local Emergency to Respond to the Coronavirus (COVID-19).

- PowerPoint Presentation by City Staff.
- Proclamation P2020-006 Authorizing the temporary rounding of charges for services at the Materials Diversion Facility to offset a shortage of coins resulting from the Coronavirus pandemic (COVID-19).

5.C. Equal Employment Opportunity Annual Report, and Equity and Inclusion Plan – 2019/2020.

- PowerPoint Presentation by City Staff.

****EMAIL OR HANDWRITTEN COMMENTS WILL BE READ INTO THE RECORD BY CITY STAFF
DURING THE MEETING.***



**City Council Meeting
9/1/2020
Supplemental I - 5.B.
From: City Staff**

**September 1, 2020
Local Emergency (Coronavirus COVID-19) Update
City Manager, Steve Potter**

Tier Framework

	Higher Risk → Lower Risk of Community Disease Transmission			
	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
Measures*				
New cases**/100,000 population per day (<u>7 day average</u> ; 7 day lag)	>7	4-7	1-3.9	<1
Testing % Positivity (<u>7 day average</u> ; 7 day lag)	> 8%	5-8%	2-4.9%	<2%

*To advance to the next tier, a county must also meet health equity measures as described below.

**Case rate will be determined using confirmed (by PCR) cases, and will not include state and federal inmate cases. Case rates include an adjustment factor for counties that are testing above the state average. The incidence is adjusted downwards in a graduated fashion, with a maximum adjustment at twice the State average testing rate.

Risk Criteria

Criteria used to determine low/medium/high risk sectors

- ✓ Ability to accommodate face covering wearing at all times (e.g. eating and drinking would require removal of face covering)
- ✓ Ability to physically distance between individuals from different households
- ✓ Ability to limit the number of people per square foot
- ✓ Ability to limit duration of exposure
- ✓ Ability to limit amount of mixing of people from differing households and communities
- ✓ Ability to limit amount of physical interactions of visitors/patrons
- ✓ Ability to optimize ventilation (e.g. indoor vs outdoor, air exchange and filtration)
- ✓ Ability to limit activities that are known to cause increased spread (e.g. singing, shouting, heavy breathing; loud environs will cause people to raise voice)

PROCLAMATION NO. P2020-006

PROCLAMATION OF THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE TEMPORARY ROUNDING OF CHARGES FOR SERVICES AT THE MATERIALS DIVERSION FACILITY TO OFFSET A SHORTAGE OF COINS RESULTING FROM THE CORONAVIRUS PANDEMIC (COVID-19)

WHEREAS, on March 15, 2020, the City Manager (acting as the Director of Emergency Services) issued Proclamation No. P2020-001 to proclaim the existence of a “local emergency based on the existence of conditions related to the novel coronavirus known as “SARSCoV-2,” named “coronavirus disease 2019” and abbreviated “COVID-19”; and

WHEREAS, the City Council has subsequently reviewed and ratified the actions taken by the City Manager related to the local emergency described in P2020-001 during multiple public Council meetings, notably including March 16, 2020 (R2020-037), March 31, 2020 (R2020-039), April 21, 2020 (R2020-055), the most recent prior ratification on August 18, 2020, and the planned recommended ratification of this proclamation on September 1, 2020; and

WHEREAS, the City has been notified by its bank that the COVID-19 pandemic has resulted in a serious shortage of coins, and the City is likely to not be able to obtain sufficient coins to make change for customers paying cash for services at the Materials Diversion Facility; and

WHEREAS, the Utilities Director has identified a short-term solution to mitigate the impacts of the coin shortage, as set forth in this Proclamation, by which non-cash payment will be encouraged, and all change will be provided without use of coins by rounding up the amount owed back in change, at a cost to the City of approximately \$200 per two-week period.

NOW, THEREFORE, BE IT PROCLAIMED by the City Manager of the City of Napa, in the capacity of the Director of Emergency Services of the City of Napa, as follows:

1. The City Manager hereby authorizes the Utilities Director (“Director”) to issue administrative directives to City staff responsible for managing and operating the Scalehouse at the Materials Diversion Facility to implement this Coin Shortage Proclamation, to include the elements set forth herein. The administrative directives shall include procedures by which the availability of coins for making change is regularly monitored, and these Coin Shortage procedures will only be implemented during

periods in which the City has insufficient coins available to make actual change. The administrative directives shall include the following elements:

a. Encourage payments by customers that do not require the City to provide coin change to the customer for the amount owed, including: electronic payment (bank card), payment by check, or payment of exact change.

b. For cash transactions that require coin change, round the amount of change given to the customer up to the next dollar. For example, if change due to the customer is between \$7.01 and \$7.99, the City would pay the customer change of \$8.00.

c. Establish accounting procedures to clearly document the actual cost for the service, and the actual amount received by the City; with daily cash reconciliations.

2. The term of any administrative directive issued under the Program shall be no longer than the duration of any health order by the State of California or Napa County in response to COVID-19. The Director shall monitor the implementation of the administrative directive under this Coin Shortage Proclamation in order to terminate it as soon as feasible.

3. This proclamation shall expire if not confirmed and ratified by the City Council within 21 days of the proclamation.

4. The City Manager hereby finds that the facts set forth in the recitals to this proclamation are true and correct, and establish the factual basis for this proclamation.

5. The City Manager hereby determines that the emergency actions authorized by this proclamation are exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines Section 15269.

6. This Proclamation shall take effect immediately upon its execution.

This proclamation is hereby issued by the City Manager, Director of Emergency Services.



Name: Steve Potter

Title: City Manager

Director of Emergency Services

Date: 8/26/2020, 2020



Equity & Inclusion Plan

2020

Purpose

Attracting and retaining highly skilled employees is paramount to the City of Napa's success. The long-term success of the City is predicated on a workforce of highly competent, motivated people whose behavior exemplifies the stated values of the organization. In order to ensure the City attracts, hires and retains a high quality workforce, the City has developed equity and inclusion objectives outlined in this document.



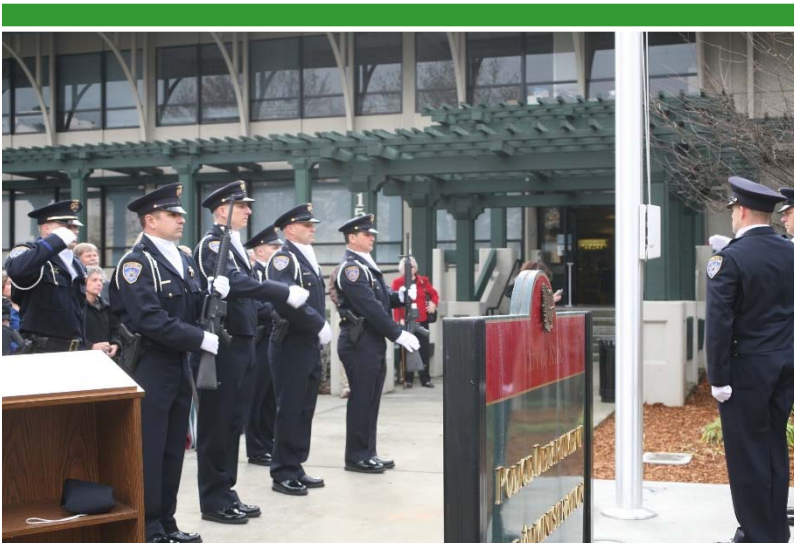
2019 Goals Achieved

- Completed 99 competency-based recruitments for full-time classified positions, which resulted in quality hires based upon job requirements.
- Created a paperless New Hire Orientation enabling us to focus creating a positive first-day experience.
- Implemented a Performance Development pilot program with the Fire Department. Taking a more ongoing, qualitative approach to performance feedback will be facilitated by an integrated web-based tool.
- Provided the entire workforce with a web-based learning and development platform.
- Delivered Citywide Harassment Prevention trainings to all full-time and part-time employees.
- Established and/or updated the following Administrative Regulations: Gender Inclusion, Employee Identification, Family and Medical Leave Act, Pregnancy Disability Leave and Lactation Accommodation.
- Supported the organization in the E3 (Energized, Empowered and Engaged) Training.
- Provided DiSC profiles for departments and facilitated team building discussions.
- Partnered with LGBTQ Connection to provide training throughout the City.



Enhancing the *City of Napa* Employment Brand

Talented employees reflecting the community



Moving Forward – Attraction

New Import Export Link Delete Undo History

Document library Analytics MJ ▼

Office Assistant

Job post for an Administrative role in Napa

By MJ Tueros

Draft Shared **Finished**

The City of Napa Human Resources Department is looking for you, a **dynamic** professional with incredible customer service skills and the ability to serve the public in a **positive** and professional manner. **You love** interacting with all members of our Napa community and pride yourself on your **empathetic** assistance to others.

You enjoy providing administrative support for our department, which may include receptionist duties, typing, processing, recordkeeping, filing, reporting, and other related work/special projects as assigned. In addition to meeting the qualifications listed below, you will have shown success in demonstrating:

- **Customer Service** – Provides excellent service to ensure a **positive** experience for both internal and external customers.
- **Communication** – Conveys clear, concise, and **transparent** messaging in the appropriate manner.
- **Attention to Detail** – Follows procedures, ensures high-quality output, and takes action.
- **Initiative** – Responds quickly, takes independent action, and goes above and beyond.

84 Textio Score Strong

Neutral tone



Finished by MJ Tueros
January 24th, 2019 with a Textio Score of 84 and a neutral tone.

The header and footer of this job post has changed since it was finished.

Copy to clipboard
for use in your other apps

Reuse this text
in a new job post

Export to a file on
your computer or Dropbox

Textio is currently comparing your writing to 135,442 recent Administrative job posts in California.



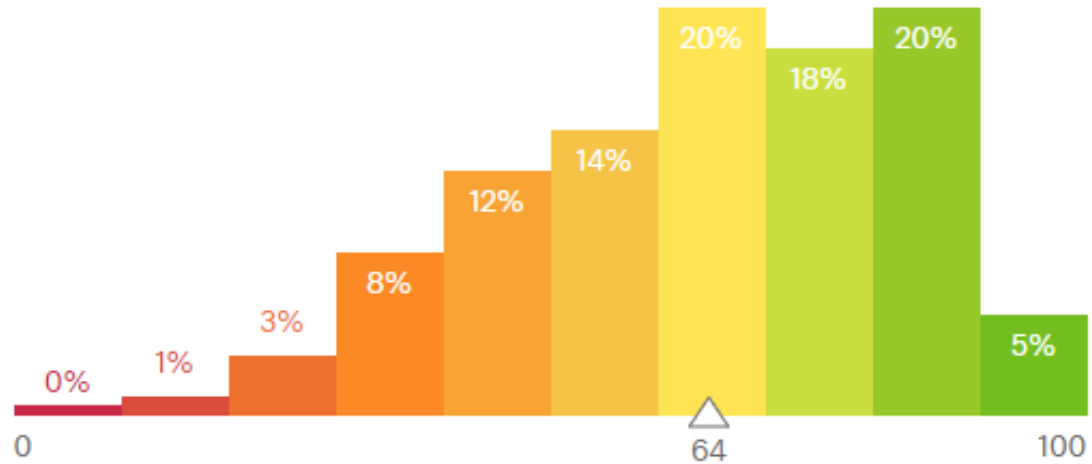
Overall Textio Score vs. competition

Textio has analyzed the 117 job posts in your team's Textio Document Library, most of which are for **Government**, **Maintenance**, and **Sports/Recreation** roles. The Textio Index tracks and compares the average scores of thousands of companies, including your own. Until competitors are predicted, your team will be compared to some well-known companies. You can always search for any company to see their results.



Fair

Overall Textio Score

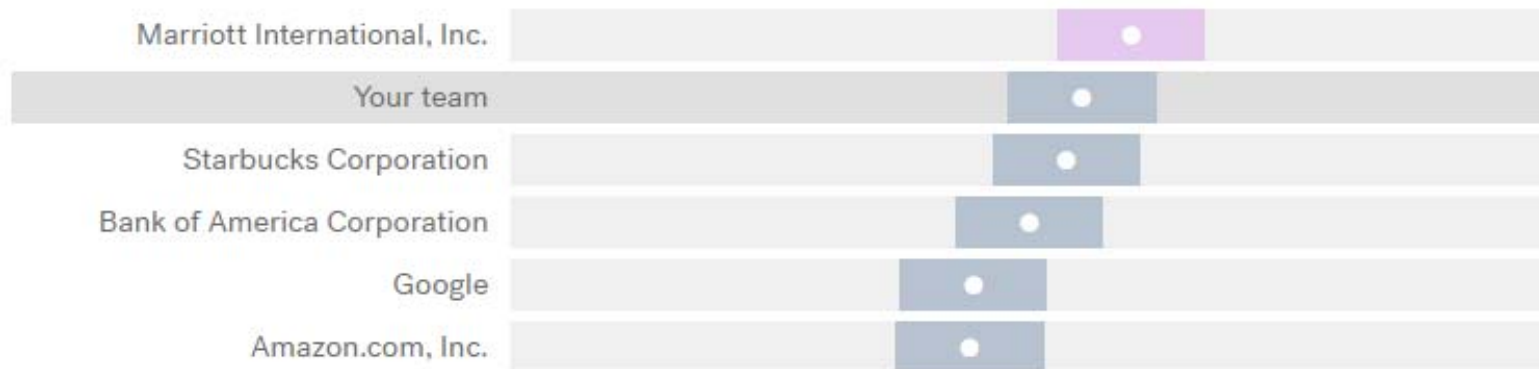
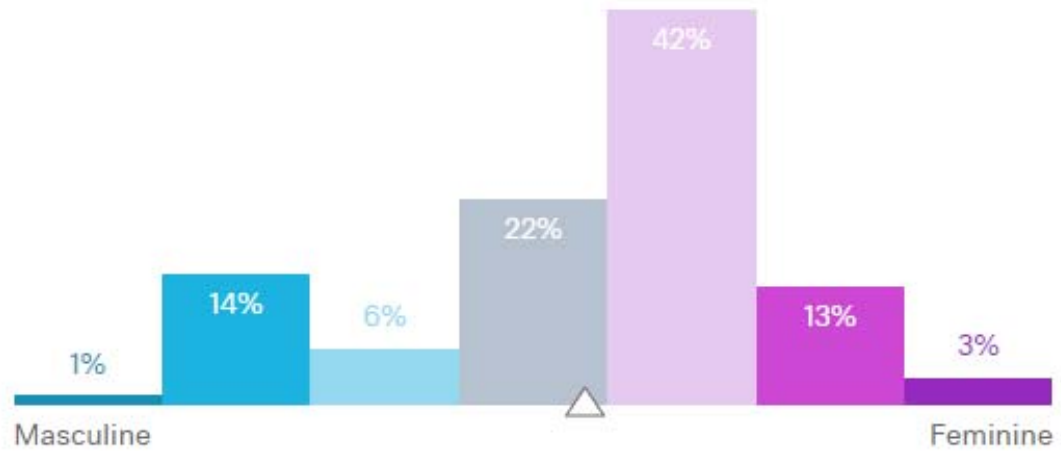


Overall tone vs. competition



Neutral

Overall tone





Textio Score
Very Strong

Neutral tone



Appeals to younger people

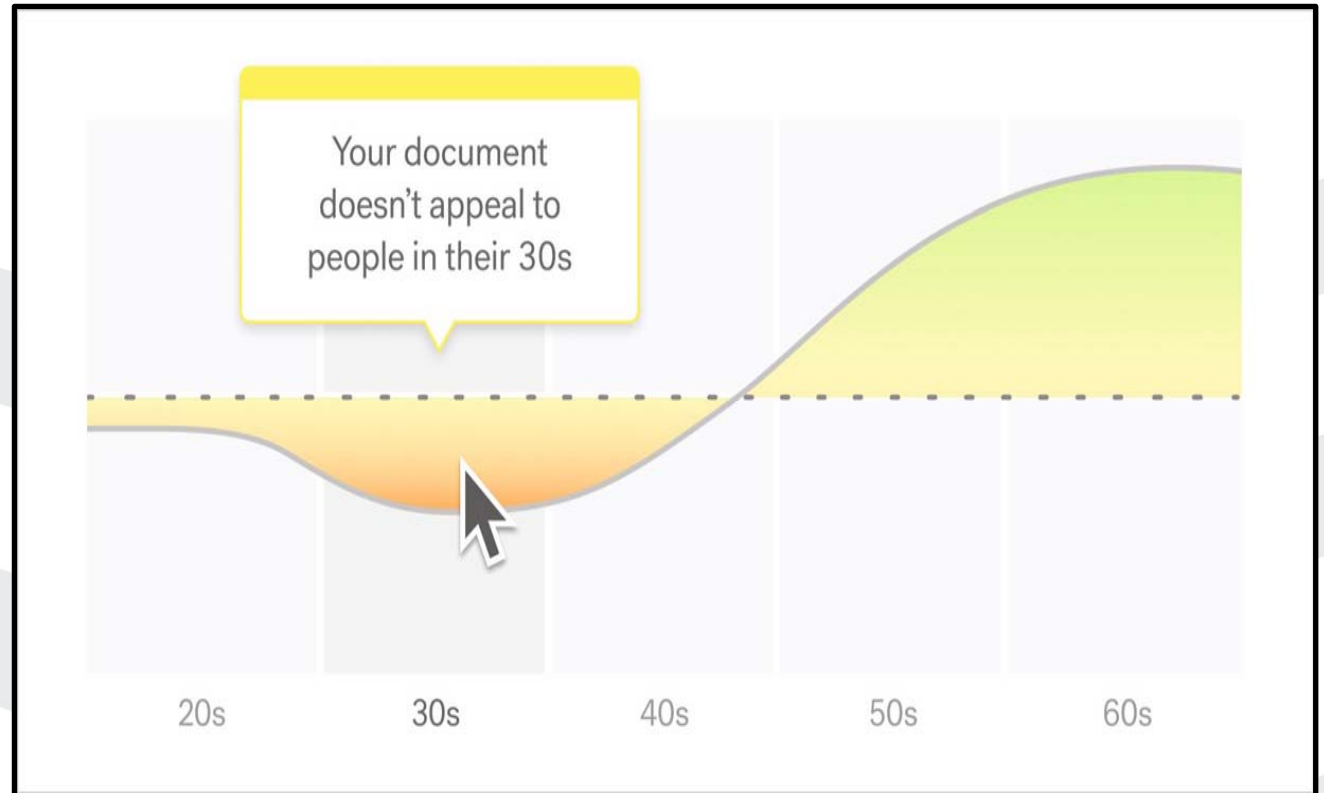


Finished by Gabrielle Petersen
February 20th, 2020 with a
Textio Score of 93.

Copy to clipboard
for use in your other apps

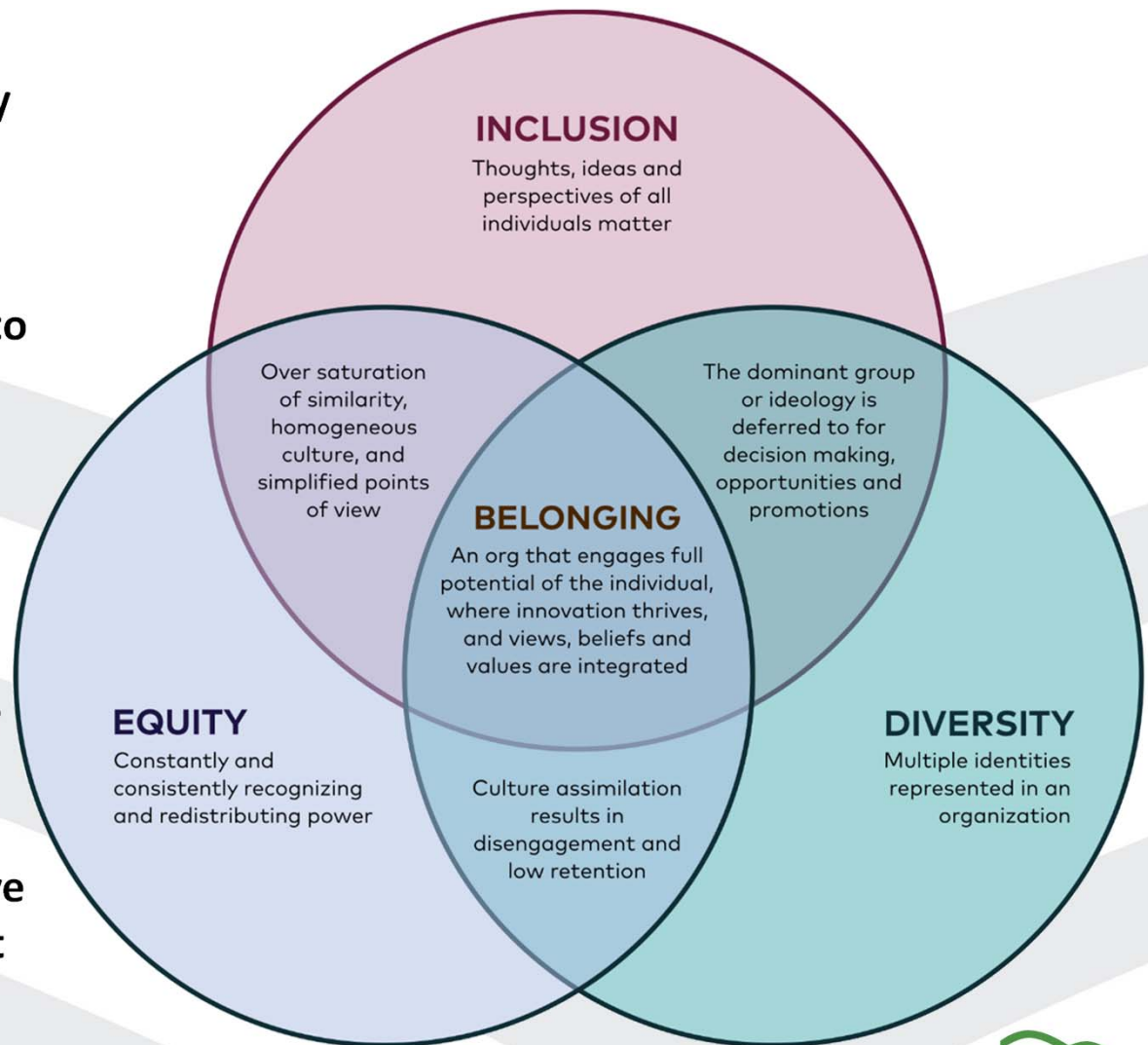
Reuse this text
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California.



Objectives for 2020

- 1) Integrate new tools and technology to increase the quality and diversity of our applicants.
- 2) In partnership with operating departments, develop programs to enhance employee engagement and retention.
- 3) Increase training opportunities for all staff, with a focus on professional development and promoting from within whenever possible.
- 4) Develop innovative and creative strategies to improve recruitment of diverse candidates.
- 5) Quarterly updates on progress and key accomplishments.



City of Napa Employee Diversity

City of Napa Avail. Workforce		FT Employees
Ethnicity	%	%
Native American	0.20%	2.56%
Asian/ Pacific Islander	2.70%	2.56%
Black/ African American	0.80%	1.71%
Hispanic/ Latinx	39.70%	21.11%
Other/ Multi-Ethnic	2.40%	2.35%
White	54.20%	69.72%



Diversity, Equity & Inclusion Training

- Create multi-year, multi-phase training program
- D,E,&I training for all employees
- Partnership with local organizations
- Employee Advisory Group
- Topics may include:
 - Implicit Bias
 - Cultural Awareness & Celebrating Diversity
 - Racial Justice & Equality
 - LGBTQ+, Gender Identity & Equality
 - Age & Ability



Moving Forward

The employees at the City of Napa are inspired to serve our community. As we harness the strength of our unique set of experiences, perspectives, skills and ideas, we will maximize opportunities to discover and leverage our talents to benefit the residents we serve.



The City of Napa is an Equal Opportunity Employer, and we believe that a diverse, equitable and inclusive workplace will maximize our talents to benefit the residents we serve.

Ensuring that all employees and job applicants for employment are protected by federal, state and local laws designed to protect employees and job applicants from discrimination on the basis of race/ethnicity, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training and career development programs.

