

**RESOLUTION NO. 2020-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON RATIFYING AND CONTINUING THE PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY ISSUED BY THE DIRECTOR OF EMERGENCY SERVICES**

**WHEREAS**, Government Code Section 8630 and City of American Canyon ("City") Municipal Code Section 2.48.040B authorize the City Manager, as the Director of Emergency Services, to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the City, and the City Council is not in session; and,

**WHEREAS**, international, national, state, and local health and governmental authorities have been and are responding to an outbreak of respiratory disease caused by a novel coronavirus named "SARS-CoV-2," and the disease it causes has been named "coronavirus disease 2019" ("COVID-19"); and,

**WHEREAS**, COVID-19 has infected more than 150,000 people and caused more than 5,700 deaths worldwide, including a total of 472 positive cases and eleven deaths in California; and,

**WHEREAS**, although the majority of individuals infected with COVID-19 recover from the disease without special treatment, there is significant potential for serious infection and death; and,

**WHEREAS**, the World Health Organization ("WHO") has reported that sustained human-to-human transmission of COVID-19 is occurring; and transmission from asymptomatic individuals has been documented and suspected community transmission of the virus is occurring in the United States, and,

**WHEREAS**, WHO declared the COVID-19 outbreak a public health emergency of international concern on January 30, 2020, and made an assessment on March 11, 2020 that COVID-19 can be characterized as a pandemic; and,

**WHEREAS**, the Federal Centers for Disease Control and Prevention ("CDC") has determined that COVID-19 presents a serious public health threat, requiring coordination among state and local health departments to ensure readiness for potential health threats associated with it; and,

**WHEREAS**, the CDC has issued guidelines to local and state health departments, including the Napa County Health & Human Services Agency ("HHSA"), concerning risk assessment and public health management of persons with potential exposure to COVID-19 and these guidelines require HHSA to make extraordinary efforts to monitor ongoing communicable disease threats and prepare for management of individuals who may have been exposed to COVID-19; and,

**WHEREAS**, HHS, the Office of Emergency Services, and other County partners (including the City) have been working diligently to implement the CDC guidelines, but now require additional tools and resources to protect the public health given the current state of the epidemic and the need for a sustained response; and,

**WHEREAS**, in response to COVID-19, the Governor of the State of California issued a Proclamation of a State of Emergency in response to COVID-19 on March 4, 2020, and issued Executive Order N-25-20 on March 12, 2020 proclaiming temporary amendments to State law and regulations related thereto; and,

**WHEREAS**, the Napa County Health Officer declared a local health emergency on March 12, 2020 as a result of the imminent and proximate threat to public health from the potential introduction of COVID-19 in Napa County; and,

**WHEREAS**, the President of the United States issued the Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19 Outbreak) on March 13, 2020; and,

**WHEREAS**, in response to COVID-19, the Governor of the State of California issued Executive Order N-28-20 on March 16, 2020 proclaiming temporary amendments to State law and regulations related thereto; and,

**WHEREAS**, the CDC and HHS have urged local government, employers, organizations and individuals to take preventative actions to slow the spread of the virus and mitigate its effects, including observing good personal hygiene practices, social distancing, cancelling unnecessary travel and large gatherings, and working from home where possible; and,

**WHEREAS**, the City has implemented daily communication to inform residents and connect them with HHS and the CDC guidance; urged residents to practice good personal hygiene and social distancing; encouraged remote work where possible; and modified non-essential services to protect employees and the public, while maintaining City services; and,

**WHEREAS**, the conditions resulting from the potential spread of COVID-19 in the City described herein will require ongoing law enforcement, emergency response, and health and medical health support resources for the City community that are beyond the capacity and control of the services, personnel, equipment, and facilities of the City and the American Canyon Fire Protection District ("ACFPD"); and,

**WHEREAS**, during a local emergency, the Director of Emergency Services is authorized by City Municipal Code Section 2.48.040G to issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, that such rules and regulations must be confirmed at the earliest possible time by the City Council; and,

**WHEREAS**, on March 16, 2020 the American Canyon City Council was not in session and could not immediately be called into session; and,

**WHEREAS**, on March 16, 2020 the Director of Emergency Services issued the Proclamation of a Local Emergency By the City of American Canyon Director of Emergency Services and Acknowledgement of a State Proclamation Declaring of a State of Emergency and Acknowledgement of a Federal Proclamation Declaring of a National Emergency (P2020-001) (the "Proclamation").

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of American Canyon, as follows:

1. That beginning on or about March 16, 2020, at 8:00 a.m., there existed conditions of extreme peril to the safety of persons and property within the City caused by COVID-19.
2. That a local emergency, as defined in Government Code Section 8558(c) and City of American Canyon Municipal Code section 2.48.020, existed on March 16, 2020 and now exists within the City and such conditions described herein are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and of the subsidiary special district of the City, the American Canyon Fire Protection District ("ACFPD"), requiring the combined forces of other political subdivisions to combat.
3. That in connection with the local emergency identified in the March 16, 2020 Proclamation, a meeting of the City Council has been scheduled for March 17, 2020, where the Ratification of the Proclamation can be considered.
4. That the March 16, 2020 Proclamation of a Local Emergency by the Director of Emergency Services is ratified and continued.
5. That the Director shall work with appropriate local, state, and federal representatives in order to seek disaster relief assistance as may be necessary from the County of Napa, neighboring jurisdictions, the State of California, and the Federal Government.
6. That the Director is hereby authorized to execute for and on behalf of the City, and on behalf of the ACFPD, any agreement or application for, and to file the agreement with, the California Governor's Office of Emergency Services for the purposes of obtaining Federal or State financial assistance.
7. That the Governor of the State of California include the City in any emergency declaration by the State; ensure the City and ACFPD is included in any emergency declaration that may be issued by the President of the United States of America; and make available California Disaster Act and State Private Nonprofit Organizations Assistance Program Funding.

8. That other than that Council meeting on March 17, 2020, the Director's order that for the protection of persons and property, the cancellation of public meetings for all City legislative bodies (*i.e.*, the City Council, and all City boards and commissions) is ratified through March 30, 2020, including all of the following previously scheduled meetings:
  - a. Special City Council, including the meeting previously scheduled for March 18, 2020.
  - b. General Plan Education and Lifelong Learning Element Advisory Committee scheduled for March 23, 2020.
  - c. General Plan Circulation Element Advisory Committee scheduled for March 24, 2020.
  - d. Planning Commission, including the meeting previously scheduled for March 25, 2020.
  
9. That the City Council ratifies the Director's order, for the protection of persons and property, of the closure of the following facilities to the general public:
  - a. Public Safety Building (911 Donaldson Way)
  - b. Philip West Aquatics Center (100 Benton Way)
  - c. Community Center (60 Benton Way)
  - d. Corporation Yard (205 Wetlands Edge Road)
  - e. Water Treatment Plant (250 Kirkland Ranch Road)
  - f. Water Reclamation Facility (151 Mezzetta Court)
  - g. Fire Station #1 (225 James Road)
  
10. That the City will continuously operate its water, sanitary sewer, and recycled water services.
  
11. That the water service by the City will not be disconnected for non-payment during the emergency and late fees will be waived. Payment for water service during the emergency is not suspended.
  
12. The ACFPD and City Police Department shall continue operations and provide ongoing emergency response services for the protection of public safety.
  
13. That the City Council will determine whether the facts and circumstances require the continuation of the declaration of emergency at least once every sixty days until the City Council terminates the local emergency, pursuant to City Municipal Code Section 2.48.040(B) and Government Code Section 8630.
  
14. That the City Council hereby finds that the facts set forth in the recitals to the Proclamation and to this Resolution are true and correct, and establish the factual basis for ratifying the Proclamation and adopting this Resolution.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 17<sup>th</sup> day of March 2020, by the following vote:

AYES: Council Members Aboudamous, Joseph, Leary, Vice Mayor Oro, and Mayor Garcia  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
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Leon Garcia, Mayor

ATTEST:

  
\_\_\_\_\_  
Suellen Johnston, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
William D. Ross, City Attorney

OPERATIONAL PERIOD (03/18/20 1100h to 03/19/20 1100h)



# CITY OF AMERICAN CANYON

## INCIDENT ACTION PLAN

for

## 2020 PANDEMIC (COVID-19)

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME 2020 Pandemic (COVID-19)	2. DATE 03/18/20	3. TIME 1100h
4. OPERATIONAL PERIOD (DATE/TIME) 03/18/20 1100h to 03/19/20 1100h			
<p>5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)</p> <ol style="list-style-type: none"> <li>1. Activate EOC and assign EOC staff for needed functions             <ol style="list-style-type: none"> <li>a. Level 3 - Command/PIO/Planning/Logistics only.</li> </ol> </li> <li>2. Provide education and information about COVID-19 to employees, elected officials and the general public</li> <li>3. Develop and implement a prevention plan for all City/District employees (ie. "social distancing", hygiene, etc.).</li> <li>4. Develop and implement operational changes at the following "City Facilities":             <ol style="list-style-type: none"> <li>a. Public Safety Building – Full Staffing/Closed to General Public</li> <li><b>b. City Hall - Full Staffing/Closed to General Public</b></li> <li>c. Aquatics Center – Partial Staffing/Closed to General Public</li> <li>d. Senior Center - Partial Staffing/Closed to General Public</li> <li>e. Corporation Yard - Full Staffing/Closed to General Public</li> <li>f. Water Treatment Plant - Full Staffing/Closed to General Public</li> <li>g. Water Reclamation Facility - Full Staffing/Closed to General Public</li> </ol> </li> <li>5. Develop a continuity plan to close all City Facilities to the General Public while still maintaining essential services (eg. "Digital City Hall"):             <ol style="list-style-type: none"> <li>a. Finance (AR/AP, UB, Payroll, Budget).                 <ol style="list-style-type: none"> <li><b>i. Develop and Implement Administrative Time Policy</b></li> </ol> </li> <li>b. Human Resources.</li> <li>c. City Clerk.</li> <li>d. Community Development (Applications, Inspections, Code Enforcement).</li> <li>e. Public Works (Encroachment Permit, Development Review).</li> <li>f. Maintenance and Utility (Treatment Plant Operations).</li> </ol> </li> <li>6. Coordinate with officials from agencies within the Napa Operational area to share planning, preparedness, response and recovery information.</li> <li>7. Establish partnerships with members of the community (including private businesses) to provide support and maintenance of essential services where possible.             <ol style="list-style-type: none"> <li>a. Recology.</li> </ol> </li> </ol>			

OPERATIONAL PERIOD (03/18/20 1100h to 03/19/20 1100h)

8. Develop Cleaning Plan at all staffed facilities.
9. Assure safety and security of all employees:
  - a. Implement infection control protocols along with training of employees.

**6. WEATHER FORECAST FOR OPERATIONAL PERIOD**

Not applicable

**7. GENERAL SAFETY MESSAGE**

Wash hands frequently, keeps hands away from eyes and mouth, clean work surfaces regularly.

Experts believe a significant portion of the population may be sick at the same time. When pandemic flu occurs, there will likely be NO VACCINE for the first 12 months of the pandemic, and anti-viral medication will be in very limited supply.

To control the spread of illness, social distancing, such as closing non-essential departments and/or social distancing may be necessary.

**PREPARED BY**

Jason Holley, Director of Emergency Services

**APPROVED BY**

