



**City of St. Helena
Special City Council Meeting
Friday, October 2, 2020 @ 10:00 AM**

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the meeting: <https://us02web.zoom.us/j/84496150006>

Or iPhone one-tap: US: +16699006833,,84496150006# or +12532158782,,84496150006#

Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Meeting ID: 844 9615 0006

International numbers available: <https://us02web.zoom.us/j/kzdwQTItG>

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER
2. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members:
Anna Chouteau, David Knudsen and Mary Koberstein
3. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.
4. NEW BUSINESS:

- 4.1. Ratify Emergency Declaration Issued by the City Manager/Director of Emergency Services Proclaiming the Existence of a Local Emergency Related to the Glass Fire (Resolution forthcoming)

5 - 11

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafoopoulos, City Clerk

Recommendation:

Adopt Resolution No _____ ratifying the declaration of a local emergency.

[Staff Report - Pdf](#)

5. ADJOURNMENT

The next Regular City Council meeting is scheduled for October 13, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on September 30, 2020.



Cindy Tzafoopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

St. Helena, CA— The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website

3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

1. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
2. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

1. Listen Only by Telephone:

1. **Dial** the number listed on the Council Agenda.
2. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in by 4:00 PM Prior to the Meeting to:
publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **“raise hand”** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the **‘raise hand’** button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



Report to the City Council
Special City Council - 02 Oct 2020

Agenda Section: NEW BUSINESS:

Subject: Ratify Emergency Declaration Issued by the City Manager/Director of Emergency Services Proclaiming the Existence of a Local Emergency Related to the Glass Fire (Resolution forthcoming)

CEQA Not a CEQA project
Determination:

Prepared By: Cindy Tzafopoulos, City Clerk

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On Sunday, September 27, 2020, a fire broke out outside of the City limits on the eastside of the City burning out of control with no containment. The City is also experiencing conditions of high temperatures and red flag warning.

The following day, September 28, 2020, Governor Gavin Newsom issued an emergency proclamation for the counties of Napa, Sonoma and Shasta due to the Glass and Zogg fires, which have burned tens of thousands of acres, destroyed homes and critical infrastructure and caused the evacuation of tens of thousands of residents.

The Fire followed from multiple days of extreme heat and significant weather events, and the City experienced power outages related to the Fire on September 27 through September 29. Various evacuation orders have been issued resulting in all portions of the City under either a mandatory evacuation or evacuation order by September 30.

DISCUSSION

California Government Code section 8630 and St. Helena Municipal Code section 2.64.060 empowers the City Manager, as the Director of Emergency Services for the

City of St. Helena, to proclaim the existence of a local emergency when the City Council is not in session.

On September 27, 2020, the City Manager, as Director of Emergency Services, proclaimed the existence of local emergency in the City of St. Helena in response to the Glass Fire. The proclamation was issued pursuant to St. Helena Municipal Code section 2.64.06; however, the City Council must ratify that declaration within seven days or the declaration of local emergency will not be effective thereafter.

An emergency exists when conditions are beyond the control of the services, personnel, equipment, and facilities of this City. The declaration is an acknowledgement of the needs for the combined forces of other political subdivisions to combat. The City may require additional assistance in the future, and a formal declaration of emergency allows additional resources to flow to the City in a timely fashion. The declaration of emergency also allows needed flexibility in staffing decisions and steps needed to continue to deliver essential services and to protect the City's residents. The declaration enables the City to more effectively respond to the fire and potentially obtain reimbursement for the response.

FISCAL IMPACT

While there will be costs associated with City's emergency response to the fires, approval of the proclamation of a Local Emergency by the City Council has no direct cost impact. However, it may enable potential external sources for reimbursement to costs associated with the City's emergency response.

RECOMMENDED ACTION

Adopt Resolution No _____ ratifying the declaration of a local emergency.

ATTACHMENTS

[Resolution Ratifying CM Emergency Proclamation - Glass Fire-c1](#)
[Glass Fire Disaster Proclamation 09272020](#)

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ST. HELENA RATIFYING THE PROCLAMATION OF THE
CITY MANAGER, PROCLAIMING THE EXISTENCE OF A
LOCAL EMERGENCY RELATED TO THE GLASS FIRE**

WHEREAS, Chapter 2.64 of the St. Helena Municipal Code empowers the City Council to proclaim a local emergency when the City of St. Helena is affected or threatened to be affected by an emergency; and

WHEREAS, on September 27, 2020, the City Manager, in accordance with Section 2.64.060(A) of the St. Helena Municipal Code, issued a Proclamation (Exhibit A) proclaiming the existence of a local emergency related to the Glass Fire; and

WHEREAS, the City Council must ratify the proclamation of the existence of a local emergency within seven (7) days following the proclamation; and

WHEREAS, Government Code section 8630 generally requires the City Council to review the need for continuing the local emergency at least every sixty (60) days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the City of St. Helena as a result of the Glass Fire, which started on Sunday, September 27, 2020; and

WHEREAS, the City additionally experienced power outages related to the Glass Fire between September 27 and September 29, 2020; and

WHEREAS, the fires are currently burning out of control with no containment and the City is experiencing conditions of high temperatures, red flag warning, and a water shortage; and

WHEREAS, CalFire has issued mandatory evacuation orders for areas in and around the City of St. Helena; and

WHEREAS, the Glass Fire has created conditions that are beyond the control of local resources and require the combined forces of other political subdivisions to combat; and

WHEREAS, the City's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by the State and Federal governments will be critical to successfully responding to the Glass Fire; and

WHEREAS, the conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. HELENA AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council of the City of St. Helena hereby ratifies the Proclamation issued by the City Manager on September 27, 2020.

SECTION 3. The City Council of the City of St. Helena hereby declares and proclaims that a local emergency now exists throughout the City.

SECTION 4. During the existence of said local emergency, the powers, functions, and duties of the Director of Emergency Services and the Emergency Organization of this City shall be those prescribed by state law, ordinances, and resolutions of this City.

SECTION 5. All City employees shall take all steps requested by the Director of Emergency Services to mitigate fire impacts.

SECTION 6. The City Manager shall forward a copy of this Resolution to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act funds, and any other local, State, or Federal Funds available to mitigate this emergency; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

SECTION 7. Pursuant to Section 2.64.060(B) of the St. Helena Municipal Code, the City Council approves of the Director of Emergency Services' designation of the order of succession to that office, in particular to have the following persons, in the following order, serve as the Director of Emergency Services in the event the Director of Emergency Services is unable to attend meetings and otherwise perform his duties during an emergency: (1) the Finance Director; (2) the Planning and Building Director; and (3) the Public Works Director.

SECTION 8. During the existence of said local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, ordinances, and resolutions of the City of St. Helena.

SECTION 9. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of St. Helena.

SECTION 10. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.

SECTION 11. This Resolution shall become effective immediately.

Approved at a Special Meeting of the St. Helena City Council on October 2, 2020, by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Council Member Chouteau:

Council Member Knudsen:

Council Member Koberstein:

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk

PROCLAMATION NO. _____

**A PROCLAMATION OF THE DIRECTOR OF EMERGENCY
SERVICES OF THE CITY OF ST. HELENA PROCLAIMING THE
EXISTENCE OF A LOCAL EMERGENCY RELATED TO THE
GLASS FIRE**

WHEREAS, California Government Code Section 8630 and St. Helena Municipal Code Section 2.64.060 empowers the City Manager, as Director of Emergency Services to proclaim the existence of a local emergency when the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of St. Helena does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the City as a result of the Glass Fire, which started on Sunday, September 27, 2020; and

WHEREAS, the fires are currently burning out of control with no containment and the City is experiencing conditions of high temperatures, red flag warning, and a water shortage; and

WHEREAS, the City Council of the City of St. Helena is not in session (and cannot immediately be called into session).

NOW, THEREFORE, BE IT PROCLAIMED by the City Manager of the City of St. Helena, as follows:

Section 1. Pursuant to California Government Code Section 8630 and St. Helena Municipal Code Section 2.64.060, the City Manager hereby finds and proclaims a local emergency caused by conditions or threatened conditions of the Glass Fire, which constitute an extreme peril of health and safety of persons within the territorial limits of the City.

Section 2. The local emergency shall be deemed to continue to exist provided that it is ratified by the City Council within seven days, and shall continue until it is terminated by the City Council.

Section 3. During the emergency, the City Manager, acting as the Director of Emergency Services, will furnish information, promulgate orders and regulations necessary to provide for the protection of life and property pursuant to California Government Code Section 8634, enter into agreements, and take all actions necessary to obtain State emergency assistance to implement preventive measures to protect and preserve the residents of the City within the scope of the local emergency hereby proclaimed.

Section 4. All City Departments are hereby ordered to track costs associated with staffing, supplies, and equipment related to this emergency and to furnish the Finance Department with such information on a regular basis during the course of the emergency.

Section 5. All City employees shall take all steps requested by the Director of Emergency Services to protect the health, safety, and welfare of the residents of the City of St. Helena in addressing the impacts of this emergency.

Section 6. During the existence of said local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, ordinances, and resolutions of the City of St. Helena.

Section 7. A copy of this proclamation will be forwarded to the Director of California's Governor's Office of Emergency Services, requesting that the Director find it acceptable in accordance with State law, and that recovery assistance will be made available utilizing the California Disaster Assistance Act funds, and any other local, State, or Federal Funds available to mitigate this emergency, which include, but are not limited to, weather response, and repair and recovery costs.

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

Mark T. Prestwich, City Manager

Adopted this 27th day of September, 2020.