



# MEMORANDUM

City Manager's Office

**DATE:** March 31, 2020  
**TO:** Mayor and Council  
**THROUGH:** Steve McHarris, Interim City Manager *Steve McHarris*  
**FROM:** Ashwini Kantak, Assistant City Manager  
**SUBJECT:** Novel Coronavirus/COVID-19 Update #5

**The health of our employees, residents, and businesses remains the highest priority for the City of Milpitas.**

## **Overview:**

The City of Milpitas continues to implement its response regarding the outbreak of the novel coronavirus and the COVID-19 disease in Santa Clara County in collaboration with the Santa Clara County Department of Public Health. The previous Council update on March 27 discussed community partnerships for personal protection equipment for first responders, an update on an upcoming item on the April 7 City Council meeting agenda, and information about the Silicon Valley Strong initiative.

On March 31, the Santa Clara County, along with six other regional Counties, extended its [shelter-in-place order](#) through May 3, 2020. The updated order supersedes the March 17, 2020 order and will go into effect at 11:59 p.m. on March 31, 2020. The City is working closely with the County to ensure the safety and security of our community.

This is a rapidly evolving situation that is changing daily. As the lead agency on public health the County is regularly updating its guidance, which can be viewed [here](#).

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## **Coronavirus Stimulus Package – CARES Act:**

On Friday, March 27, President Trump signed into law a historic \$2 trillion stimulus package in response to the COVID-19 crisis. The legislation designates \$339.8 billion for programs that will benefit state and local governments and designates \$377 billion towards small businesses. Staff is reviewing the details of the legislation and will provide an Info Memo to Council shortly.

## **Family First Coronavirus Response Act:**

The U.S. Department of Labor issued guidance on the Families First Coronavirus Response Act ('Act'). The Act requires certain public and private employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The provisions are effective through December 31, 2020. For more information [please see this memo](#) from the Department of Labor. Staff is reviewing the Act provisions and will incorporate requirements into recommendations for Council consideration on April 7.

### **Milpitas Response and Preparations:**

The City of Milpitas continues to operate at Stage 5 (Extremely High Response) of our Pandemic Management Plan. Operating at Stage 5 translates into the suspension of all non-essential City programs and services, the closure of City facilities, and full activation of the City's Emergency Operations Center (EOC).

Our City's response will enable us to fulfill the four priorities of our Pandemic Response Plan:

1. **Protecting Our People:** Ensuring the safety and well-being of our employees.
2. **Continuity of Essential City Operations:** Sustaining delivery of critical City services.
3. **Effective Communication:** Ensuring timely and consistent communication internally with our employees and externally with our community.
4. **Support the Santa Clara County Public Health Department:** Provide resource and communication support to assist the County Public Health Officer, the County, and all our partners in mutual commitment to protect the people of our communities.

### **Updated County Shelter-in-Place Order**

Notable updates to the County shelter-in-place order intended to slow the spread of COVID-19 include:

- Prohibiting use of "high-touch" equipment, such as playgrounds and outdoor gym equipment, at all public parks. The City of Milpitas had already closed access to playgrounds, courts, and other gathering areas last week.
- Construction is now limited to essential infrastructure repair or maintenance, projects associated with healthcare operations such as building healthcare facilities, shelters and temporary housing (but not hotels or motels), and affordable housing. All other construction projects are ordered to cease, and sites must be closed in a safe and secure manner.
- Essential businesses must create and post a social distancing protocol, and all stores open must provide hand sanitizer.
- Delivery of goods, but not services, to residents and businesses is still allowed.

### **Current Status on City Services and Operations:**

All City facilities remain closed to the public until further notice. The Office of Emergency Services continues to operate the Emergency Operations Center (EOC) at a full activation level.

- **Public Meetings:** City Council meetings will continue to be set up for Council and required staff to call in. Due to the State's relaxation of the Brown Act, there will be no publicly accessible gathering space set up. The public may livestream the meeting on the City's website, Facebook Live, and YouTube and virtually provide [public comments](#) during the meeting. The majority of Board, Commission, and Committee meetings are cancelled or postponed until further notice. Accommodations are being made to hold any essential meetings virtually.
- **City Employees:** The City is continuing to have employees work in person or remotely on essential services and other City functions. For those employees who are unable to work, the City is providing Temporary Emergency Pay through April 7, 2020. Since the shelter-in-place order has now been extended beyond April 7, staff will bring forward recommendations for Council consideration at the April 7 City Council meeting.

- **Permit Center and Inspection Services:** Although the Permit Center located at City Hall is closed for all in-person services, staff continues to provide permit and plan review services via email, website information, telephone, and tele or web conferencing. The March 31 County shelter-in-place Order has further limited allowable construction activities. Therefore, building inspection and fire inspection services will be available only for those very limited types of projects that are in accordance with the County Order. Developers and builders with active construction projects, that are no longer permitted, have been contacted by staff. They have been asked to take the necessary measures to ensure that all construction activities are halted effective April 1, except for those limited activities required to safely secure the construction sites. Please see detailed Permit Center and Inspection Service options [here](#).
- **Recreation and Community Services:** All Park playgrounds are taped off and closed to the public until further notice. Information about these closures was posted on the City's Social Media pages and are posted at each playground site. All sport courts continue to be closed to the public. Parks are still available for passive recreation. All community programs and gatherings are cancelled until further notice, including private rentals in city facilities and park picnic areas. The Senior Nutrition Program continues to provide To-Go lunches to seniors. Social distancing measures for the Nutrition Program are being observed. Staff is also coordinating with Milpitas Unified School District to provide information and request services through the Silicon Valley Strong effort.
- **Public Works:** Water, sewer, stormwater, and traffic signal operation services continue to operate at normal levels. Staff also continues to provide maintenance services for facilities, fleet, parks, enhanced cleaning for some City facilities, emergency services for trees and streets, and Underground Service Alert services for construction projects that are allowed under the County order. Staff also continues to work with Milpitas Sanitation to ensure adequate staffing is available for solid waste collection in the City. Public Works staff are also working to ensure compliance with local, state, and federal regulations for all public works services.

### **Public Information:**

The City will continue to update its [COVID-19 webpage](#) that has been established specifically for information about coronavirus. We will also be providing regular public updates through our social media accounts on Facebook, Nextdoor, and Twitter.