



MEMORANDUM

City Manager's Office

DATE: May 7, 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 #11

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 to 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 April 29 discussed the changes to the County's updated stay-at-home order, including the allowance for construction. It also discussed updates on providing meals to seniors, the community survey, face coverings, and small-business assistance.

On May 7, 2020, Governor Newsom announced upcoming changes to the statewide stay-at-home order, emphasizing that science, data, and public health will be used to determine safe reopening or relaxing of the order. Further, local conditions will take precedence over the statewide order, particularly if there are special conditions such as a surge in cases in a local area. More details about the updated statewide order, which may include guidelines on reopening dine-in restaurants, will be released on Tuesday, May 12, 2020.

Conditional on any entity reopening within Phase II is a "Self-Certification" process conducted by the Santa Clara County Public Health Officer and the State Department of Public Health to attest that specified criteria have been met to approve a Regional Health Variance. For more information, please read the [County Variance](#) and visit the overall roadmap [here](#).

Criteria include:

- Confirmed COVID cases less than or equal to 1 per 10,000 in the last 14 days;
- No deaths in the last 14 days;
- Ability to provide adequate personal protective equipment (PPE) to Essential Workers;
- Ability to support Essential Workers;
- Provide testing at 1.5 test per 1000 residents;
- Provide Tracing at 15 tracers per 100,000 residents;
- Support homeless with temporary housing;
- Hospital capacity must maintain 35% minimum with a plan to protect employees;
- Vulnerable populations (Long term care facilities) must have 14-day supply of PPE and ability to re-order; and
- County must demonstrate ability to understand data and pivot guidelines based on the County's specific data points.

As the lead agency on public health the County is regularly updating its guidance, which is available in five different languages and can be viewed [here](#). The County also has a [data dashboard](#) that is updated with all the latest information. The City continues to work closely with the County to ensure the safety and security of our community.

Key Updates:

COVID-19 Testing in Milpitas

At a May 5, 2020 Special City Council meeting, the City Council approved a mobile testing model for Milpitas and directed the City Manager to enter into a formal agreement with local business IGeneX to provide and conduct COVID-19 testing. There were several key steps that needed to be completed prior to initiating this testing including obtaining approval from the County for Fire department staff to administer tests, executing a contractual agreement with IGeneX, coordinating scheduling and testing locations, and developing policies and training staff. On May 6, staff received approval from the County EMS Director allowing Fire Department Emergency Medical Technicians to administer the nasal swab tests. Staff is working with the City Attorney on the contractual agreement. The Interim City Manager has also sent a letter to the County's Chief Executive to request further discussion about potential reimbursement through the County's allocation of the federal stimulus funding. A target start date of May 18 for mobile testing was discussed with the Council.

Virtual Events

All summer special events such as the Summer Concert and Movies in the Park have been cancelled. Staff is currently working on the following virtual special events:

- Memorial Day Ceremony
 - Staff is currently preparing an online program to honor those who died in military service to our country. To nominate a former Milpitas resident or service member loved ones who made the ultimate sacrifice for the country be honored on Memorial Day, please send their name, rank, branch, birth date, death date and photo if available, by May 21, to tmclane@ci.milpitas.ca.gov.
- Independence Day (4th of July)
 - On May 5, 2020, City Council directed City Staff to create virtual events rather than the annual Fourth of July Fireworks Display. City Staff is developing alternate plans for the City to celebrate through community partnerships and collective activities to show community spirit and patriotism.

More details regarding these events will be forthcoming. Any cost savings from converting these events to virtual events will be directed to the Budget Stabilization Reserve to offset the significant revenue losses occurring due to COVID-19.

Online Public Forum

Prior to the shelter-in-place order, the Planning Department was coordinating with several developers to organize a series of informal "neighborhood meetings" to receive public input on proposed projects in the City of Milpitas. Since the City is currently unable to host public gatherings, Planning staff has created an "Online Public Forum" to allow residents and property owners in the neighborhood to review the project plans online and submit comments or questions via email. The developer/project applicant is responsible for mailing postcards to everyone within 1000 ft. of the project and inviting people to use the link to the "Online Public Forum" instead of inviting them to attend the public meeting. City staff will also share the Online Public Forum link on the City's social media pages and will update the project webpage regularly and include any comments or questions received and our brief responses to any questions. The Online Public Forum can be accessed from [the Planning Department's webpage](#).

Community Partnerships

The City has received more donations of personal protective equipment from Sikhs for Humanity, Taiwanese American Junior Chamber of Commerce for Northern California, and other community members.

The City continues its community partner outreach to provide first responders with needed protective equipment, including hand sanitizer, sanitizing wipes, non-latex gloves, N95 face masks, and simple face masks in their original packaging. All donations for first responders can be dropped off at any Milpitas fire station.

On May 5, City Council voted to provide \$3,000 in funding to the Lion's Executive Club and Milpitas Rotary Club for the purchase of face covering supplies. The two service clubs are partnering with the City to create and distribute face coverings to community members in need. Residents can email MilpitasMasks@yahoo.com to make donations or request face coverings and receive directions on when and where to pick them up.

Friendly Visitor Calls

The City's Senior Center staff have started offering **Friendly Visitor** calls approximately once a week to check-in with Senior Center members and also to connect them to any of the City's remote, over-the-phone services, such as Case Management, Senior Adults Legal Assistance (SALA), AARP Tax Assistance, etc. Additionally, the Institute on Aging offers a 24-hour toll-free **Friendship Line** for older adults who may be feeling isolated, lonely, anxious, depressed or even suicidal. Seniors can call anytime at (800) 971-0016. This valuable resource is being provided to the Senior Center members who are receiving phone calls from our staff.

Volunteers

The City's Milpitas Volunteer Program (MVP) is assisting in recruiting volunteers for various community support efforts during the COVID-19 pandemic. Current volunteer opportunities include sewing face coverings and assisting with food distribution. To register as a volunteer and receive regular monthly updates on local volunteer needs, [visit our Volunteer page](#).

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.

Current Status on City Services and Operations:

All City facilities are 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 arrangements. The public may livestream the meeting on the City's Facebook 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. On Monday, April 13, during a virtual town hall meeting for all employees, the City Manager's Office, Finance, and Human Resources presented information specific to the COVID-19 emergency including a staffing plan, fiscal impact and budget update, and resources available to employees during this time. For those that were unable to attend, the recorded town hall as well as all the employee resources discussed at the town hall is available on the City's intranet.
- **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. All construction is allowed effective May 4 as indicated in the Santa Clara County Public Health Order. Construction activities must comply with either the [Small Construction Project Safety Protocol](#) or [Large Construction Project Safety Protocol](#) depending on which category the project is in. City staff will be resuming all building inspection services starting May 4.
- **Recreation and Community Services:** All Park playgrounds are taped off and closed to the public until further notice. Information about these closures has been 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 Center remains closed for programming during the current COVID-19 situation. The center offers "to-go" lunches, as a continuation of its Senior Nutrition Lunch Program. Each day, Senior community members can reserve a hot "to-go" lunch that is prepared and packaged for them. Staff is also continuing to coordinate with Milpitas Unified School District to provide information and request services through Silicon Valley Strong.
- **Other City Services:** 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 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. The City has established a virtual Utility Call Center from employees' homes to ensure continuity of services. Meter reading staff will continue to respond to water service calls and maintain the City's meter reading schedule.

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.