



MEMORANDUM

City Manager's Office

DATE: April 5, 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 #6

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 and plans 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 31 discussed the Coronavirus Stimulus Bill (also known as the CARES Act), the Families First Coronavirus Response Act, and an update on the County's Shelter-in-Place Order.

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](#). The City continues to work closely with the County to ensure the safety and security of our community.

Key Updates:

Virtual Community Center

The City is launching a Virtual Community Center to help our residents stay physically, mentally, and emotionally healthy during the shelter-in-place order. There are a wide range of offerings planned for our youth, teens, and seniors. The website will launch on Monday, April 6.

Economic Development Webinar

The City is planning to host a webinar to inform local businesses about loans from the U.S. Small Business Administration (SBA), State of California and local lending institutions. The webinar will specifically focus on the CARES Act Paycheck Protection Program, SBA Economic Injury Disaster Loan, and California's IBank and CalCap programs. While the City will be the host, co-hosts may include the Small Business Development Corporation of Orange County, Silicon Valley Small Business Development Center, Milpitas Chamber of Commerce, Office of County Supervisor Dave Cortese, Office of Assembly Member Kansen Chu, and Office of Senator Bob Wieckowski. Although the webinar date has not been determined, details will be disseminated through the [Economic Development website](#), Constant Contact message, and the City's Facebook and Twitter. Our City's response will enable us to fulfill the four priorities of our Pandemic Response Plan:

Community Partnerships

The City has received more donations of personal protective equipment, including from J and J Luxury Nails, and other community members. The City continues its community partner outreach to assist 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 can be dropped off at any City Fire Station.

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. 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.