



# MEMORANDUM

City Manager's Office

**DATE:** April 10, 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 #7

**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 April 5 discussed the Virtual Community Center, the City's efforts surrounding the U.S. Small Business Administration (SBA) webinar, and ongoing community partnerships.

[A memo on April 6](#) also provided a preliminary analysis of potential grant opportunities from the Federal Government's CARES Act Stimulus Fund.

On April 8, the County Health Officer [issued an order](#) requiring all entities and individuals in the County to disclose any large inventories of personal protective equipment (PPE) and ventilators. Entities and individuals with more than the minimum quantity are required to [fill out a survey](#) for the County. The survey is available in five different languages. The order will ensure that the Health Officer has sufficient information regarding the availability of PPE and ventilators to adequately plan for the needs of medical staff and patients.

In addition to the existing shelter-in-place order, the County has also recommended individuals use face coverings when leaving their house for any reason. Personal Protective Equipment should continue to be prioritized for healthcare professionals and first responders. On April 7, the City Council also expressed an interest in supporting this message. Consistent with the County guidance and Council discussion, the City has included information on its social media pages to raise awareness of these recommendations for 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 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:**

### **Temporary Pay Extension and Staffing Plan**

At a special meeting on April 7, the City Council approved a proposal for temporary pay extension for full-time and part-time employees through April 11, 2020. Council also approved a recommended staffing plan from April 12 and related benefits through the end of the County's Shelter-in-Place Order, or until the City ends its declared emergency and resumes regular operations.

### **Business Assistance**

The COVID-19 crisis is impacting our local business community. In particular, local restaurants are only allowed to provide take-out and delivery services during the shelter-in-place period. As a way to support our local restaurant industry, the Office of Economic Development, in partnership with the Milpitas Chamber of Commerce and Milpitas Lions Club, are launching a restaurant promotions campaign. The restaurant promotions campaign will share information about restaurants and their specific hours of operations and whether they are offering take-out, deliveries, or both services. It is expected that the restaurant promotions campaign will go live on the Office of Economic Development's website and through social media channels during the week of April 13<sup>th</sup>.

### **Silicon Valley Strong Update**

The Silicon Valley Strong (SVS) initiative continues with increased participation from the public in food distribution efforts county-wide. Milpitas continues to serve To-Go lunches through the Senior Nutrition Program five days a week. Approximately fifty seniors participate daily. This past week, staff saw an increase of thirty new nutrition program signups due to increased outreach of the available resources. Additionally, City staff are reaching out to Senior Center members 60 years and older to encourage enrollment in the Meals on Wheels program.

The SVS Fund, having used its initial \$12 million of fund donations to assist needy families in Santa Clara County, held a fundraiser Telethon on Saturday, April 4. The telethon raised \$272,000, and additional corporate donations of \$2.6 million dollars have also been given. The nonprofit organizations Sacred Heart and Destination: Home are distributing these monies to low-income households throughout the County. Staff has requested and is awaiting information on the number of Milpitas households receiving assistance through this program.

### **Community Partnerships**

The City has received more donations of personal protective equipment, including from Chinese American Community Group 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 can be dropped off at any City Fire Station.

### **Milpitas Response:**

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.
- **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. All construction projects no longer permitted under the Order were 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.

- **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 also continues to work with Milpitas Sanitation to ensure adequate staffing is available for solid waste collection in the City. City 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.