



# MEMORANDUM

City Manager's Office

**DATE:** April 24, 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 #9

**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 16 discussed Office of Economic Development's business assistance efforts (including the Business Resiliency and Recovery webinar), food distribution efforts, and the start of non-public COVID-19 testing in Milpitas.

City staff continues to prepare for an ongoing Shelter-In-Place (SIP) order, while monitoring federal and state plans to help the economy and gradually reopen while maintaining public health.

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:**

### **Additional Stimulus Plan Passed by Congress**

A \$484 billion bill to deliver aid to small businesses and hospitals, and expand COVID-19 testing, was passed by the Senate on April 21 and the House of Representatives on April 23. The President signed the bill on April 24.

This latest bill authorizes an additional \$310 for the Paycheck Protection Program, which was set up to help small businesses adversely impacted by COVID-19. The legislation also provides \$75 billion for hospitals and healthcare providers and \$25 billion to facilitate and expand COVID-19 testing.

### **Plan to Reopen California**

On April 22 Governor Gavin Newsom announced the implementation of several key indicators that will be used by State of California to determine when to loosen shelter-in-place restrictions. While the governor did not provide an expected date for a reopening, he stated that the State of California will expand testing sites around the state, particularly "testing deserts" in rural areas and minority communities. A total of 86 new sites are expected to open in the coming weeks.

The State will also begin using contact tracers to reach out to anyone who may have been in contact with a person confirmed to have COVID-19. Expanding testing and using contact tracing are both part of the six key indicators in [the State's roadmap](#) to modify the current Stay-at-Home Order:

- Monitoring and protecting our communities through testing, contact tracing, isolating, and supporting those exposed
- Preventing infection for at-risk populations
- Ensuring the health system is able to handle surges
- Developing therapeutics to meet a rise in demand
- Schools, businesses, and childcare facilities being able to support social distancing
- Having the ability to reinstate measures if necessary

### **Non-Public COVID Testing Facility in Milpitas**

Based on Council request and support, the City worked with Santa Clara County [to set up a testing facility](#) for Santa Clara Valley Medical Center Hospitals and Clinics' patients in Milpitas; this facility is not open to the public and is only available to those who have a physician's referral and appointment. The testing facility opened on April 15, 2020, with a testing capacity of up to 20 patients per day, though capacity is expected to increase. On April 21, Council directed staff to continue conversation with County staff to explore options to ramp up capacity and broaden testing to local residents in the future.

### **Milpitas Rotary Presentation by Interim City Manager and Vice Mayor Bob Nuñez on COVID-19**

The presentation reviewed the City's proactive emergency response activities that range from activation of the City's Emergency Operations Center to the City's outreach to its residents and businesses and to its workforce. Representatives from the Milpitas Executive Lions Club and Kiwanis Club of Milpitas joined in as active participants. The Interim City Manager and Vice Mayor provided a live demonstration of the City's COVID-19 website which identifies numerous community health, wellness, and housing resources, as well as technical and financial assistance to businesses. The presentation also included various City Council actions taken to address the concerns of the Milpitas community. The presenters also fielded questions regarding protections in place and future plans in keeping the community safe.

### **Recreation and Community Services Events**

Due to the COVID-19 shelter-in-place order, the City of Milpitas has canceled all nonessential programs, events, and site operations. The City continues to provide essential services like the Senior Nutrition Program, social services support, citywide marketing and communications support, and communitywide food distribution efforts. The City has also launched a Virtual Community Center.

Staff is committed to reinstating programs and services responsibly once the shelter-in-place is lifted. Annual summer events take months of planning, purchasing, and preparation, and with the uncertainty around when the shelter-in-place will be lifted, staff proposed to City Council to cancel large events, or turn them into virtual gatherings, through August. On April 21, the following events were approved by City Council to be canceled:

- Summer Concert Series & Movies in the Park (June 19-August 11)
- Summer Flag Raisings (April-August)
- Milpitas Pride (June 6)

The Memorial Day celebration will be done through a virtual event. Staff has been asked to come back to Council with more information about the July 4 fireworks show, at which time a decision will be made. City staff will continue to report to Council and receive direction on a post-COVID-19 events transition plan.

### **Face Coverings**

Based on Council direction, the Interim City Manager, in his role as the Director of Emergency Services signed an Order requiring the use of face coverings in essential businesses throughout the City of Milpitas. The order went into effect at 8:00 am on April 24, 2020. Face coverings are not required or recommended for children six years and under, during exercise, or for individuals who have difficulty breathing or have been instructed by a doctor not to wear a face covering. All businesses within city limits must provide employees with face coverings, and can require customers to wear face masks when inside business locations. The City is recommending residents use homemade fabric face coverings, bandanas, or scarves to preserve N95 and surgical masks for healthcare workers and first responders.

City staff are continuing to work with the Lions Executive Club, the Rotary Club, and other community partners to ensure that all residents have access to face coverings, while the Recreation and Community Services Department is encouraging residents to make their own face coverings. The press release is available [here](#).

### **Small Business Assistance and Loan Program**

On April 21, City Council approved the renaming of the Economic Development Subcommittee to "Small Business Assistance Subcommittee." Council also directed staff to bring back additional information about the creation of a \$200,000 or \$250,000 city-sponsored Small Business Loan Program utilizing the services of the Silicon Valley Community Foundation (SVCF) and Opportunity Fund as a fiscal agent and administrator of the loan program, respectively. A Special City Council meeting will be scheduled to discuss this item.

### **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 (MINT).
- **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. 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.