

MEMORANDUM

Office of Economic Development



DATE: September 18, 2023
TO: Economic Development and Trade Commission
FROM: Michael Thomas, Economic Development Specialist
VIA: Alex Andrade, Director of Economic Development
SUBJECT: Item 9a: Quorum for Commission Meetings

BACKGROUND:

Per the [EDTC's Bylaws](#), the Commission meets regularly on the second Monday of the month at 4:30 PM in the Committee Conference Room at City Hall in compliance with the Brown Act. The Commission does not meet in July and December. Per [The Commissioners Handbook](#), special meetings may be called by majority vote, the chair, staff liaison, or the City Council. The Commission is composed of seven voting members, two alternate members and one student representative who acts in a non-voting capacity.

At its regular meeting on September 11, 2023, the Commission voted to agendize discussion of commission attendance and quorum for its special meeting on September 18, 2023. Quorum for the EDTC is four members, which can be a mix of voting members and alternates elevated to voting status when voting members are absent or voting seats are vacant. Two regular meetings (February and June) have been canceled due to lack of quorum in calendar year 2023. Average attendance through six regular meetings in calendar year 2023 is six members. Vacancies to the hospitality and Milpitas Chamber of Commerce seats have impacted quorum at times, but alternates have helped mitigate this impact. The chamber's seat has since been filled following City Council's approval of Victor San Vicente at the Council's regular meeting on September 5, 2023.

ANALYSIS

Commissioners serve at the pleasure of the Mayor and City Council as voluntary members from the community advising the City Council on policies related to the purpose of their Commission. The EDTC's mission is to advise the City Council on business issues, international trade relationships, and make recommendations on the design, development, and implementation of economic development in Milpitas. Members are expected to attend all meetings, actively participate and deliberate, and vote on any matters requested for recommendation to the City Council.

Attendance and participation in the business of the Commission is necessary for the success of the Commission in achieving its annual work plan goals. When a Commissioner is unable to attend a meeting, it is courteous to notify the City staff liaison and Commission Chair of expected absence.

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Attendance is tracked by staff and the City Clerk shall report to the City Council quarterly. If any Commissioner is absent from three or more meetings in a year, that information will be reported to the City Council and can be grounds for removal. This policy allows for another resident to be appointed to the Commission.

The City Attorney may be available to provide legal advice when asked by the staff liaison regarding the Brown Act, parliamentary procedure, or on topics related to the Commission's business. Except for the Planning Commission, the City Attorney will not attend Commission meetings on a regular basis.

Changes to the Commission's bylaws including its regular meeting schedule are subject to City Council consideration and decision. Changes to the meeting schedule cannot conflict with regular meeting schedules of other City commissions and committees (Attachment A).

FISCAL / ECONOMIC ANALYSIS OR IMPACT

There is no fiscal impact associated with this item.

RECOMMENDATION

Discuss potential alternatives to regular meeting schedule.

City Commission and Committee Regular Meeting Schedule

**All commissions and committees meet in the Committee Conference Room at City Hall unless otherwise noted.*

Commission / Committee	Meeting Day	Meeting Time	Meeting Location*
Arts Commission	4 th Monday of January, March, May, September and November	7:00 PM	
Community Advisory Commission	1st Wednesday of every month	7:00 PM	
Energy & Environmental Sustainability Commission	3rd Wednesday of every month except July	6:00 PM	
Library & Education Advisory Commission	2nd Monday of January and 3rd Monday of March, May, September, and November	7:00 PM	Milpitas Library Conference Room
Measure F Oversight Committee	Quarterly meetings held the third Thursday of March, June, September, and December	5:30 PM	
Parks, Recreation & Cultural Resources Commission	1st Monday of every month except July	7:00 PM	
Planning Commission	2nd and 4th Wednesday of each month	7:00 PM	Council Chambers
Public Safety & Emergency Preparedness Commission	3rd Thursday of every January, March, May, September, and November		Fire Station 1, Training Room
Science, Technology, & Innovation Commission	Eleven times per year on the 3rd Monday of the month, except July	7:00 PM	
Senior Advisory Commission	4th Tuesday of February, April, June, August, October, and December	1:30 PM	Barbara Lee Senior Center, Rooms 140/141
Veterans Commission	1st Wednesday of February, April, June, August, October, and December	5:30 PM	
Youth Advisory Commission	2nd Thursday of every month	6:00 PM	Milpitas Teen Center, Rooms 140/141

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DATE: September 18, 2023
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FROM: Michael Thomas, Economic Development Specialist
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SUBJECT: **Item 9b – FY 2023-24 Work Plan**

BACKGROUND

Per the [EDTC's Bylaws](#), the Commission's mission is to advise the City Council on business issues, international trade relationships, and make recommendations on the design, development, and implementation of economic development in Milpitas. [The Commissioners Handbook](#) requires that each commission prepare its own annual work plan to identify anticipated tasks, goals and projects to address during a 12-month period related to their advisory area. Staff works with commissions to develop their respective work plans and takes them to Council for review and approval in the fall.

The Commission's FY 2022-23 Work Plan (Attachment A). This item was originally agendized for the Commission's regular meeting of August 14, 2023, but was continued to the Commission's regular meeting on September 11 to enable more Commissioners to provide feedback. The Commission voted to continue this item to the special meeting scheduled for September 18. The City Council is scheduled to consider advisory commission FY 2023-24 work plans during its regular meeting on October 17, 2023.

DISCUSSION

At its special meeting on March 28, 2023, the Commission voted to add a standing item to its regular meeting agenda so Commissioners may introduce items the Commission may consider including or modifying in future work plans. Ideas suggested during the Commission's previous meetings are included to help with discussing the FY 2023-24 Work Plan:

Meeting Date	Suggested Item	Commissioners
April 10, 2023	Explore the nexus between zoning and economic development	Norwood
	Subsidized Housing for unhoused individuals, educators and students	Daryani
	Home affordability and financial assistance education	Romero
	Student scholarships	
	Commercial and residential real estate activity and data	
May 8, 2023	Highway 237 / Calaveras Blvd. widening	Daryani and McNeil

At the Commission's regular meeting on September 11, Chair McNeil requested guidance and discussion of which items can be added or not added in the work plan and reasons why. Guidance lies in the Commission's mission as noted above. The Commission should review tasks from its FY 2022-23 Work Plan and determine which items were accomplished, need to be carried over or modified in the FY 2023-

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24 Work Plan. The Commission may also recommend new items for inclusion in the FY 2023-24 Work Plan. Work plan items may include items that occur outside of regularly scheduled meetings including joint events with other commissions if identified in the annual work plan. Per the Commission Handbook, commission annual work plan activities and assignments are to be completed by Commissioners. The City Council may request annual work plan reports, which are typically submitted to the City Council as part of the annual work plan adoption process in the fall.

FISCAL IMPACT

City Council shall allocate \$1,000 annually for each Commission. Funds are to be used towards City Council approved work plan tasks and projects, and administrative costs related to the Commission. Those Commissions that determine a need for additional funding shall return to City Council with a stated request for more funds and the purpose for those. City Council shall approve or deny any request for such expenditures.

Certain Commission work plans call for fundraising efforts. Those funds may be used for events, contributions to non-profits, or for other City services. Money raised on behalf of the City of Milpitas will be held by the City as part of and in accordance with best practices of the Finance Department. Disbursement of those funds require City Council approval. City staff will work with commissions to ensure proper accounting procedures and practices are followed to reflect compliance with City and state regulations.

RECOMMENDATION

Identify tasks, goals and projects to include in the Commission's FY 2023-24 Work Plan in preparation of City Council's consideration at its regular meeting on October 17, 2023.

ATTACHMENT

FY 2022-23 Work Plan



**ECONOMIC DEVELOPMENT & TRADE COMMISSION (EDTC)
WORK PLAN FY 2022-2023**

Topic/Overall Goal	Specific Action(s) Required	Schedule
Economic Development Strategy	Implement Strategies and Actions: Storefront Improvement Grant Program, Business Improvement District (BID), economic indicators, branding/marketing assets, improving & updating website, & demonstration project policy. • EDTC Commissioners may volunteer as ambassadors to assist in formal and informal business outreach as directed by staff, particularly along Main Street • EDTC Commissioners may participate and present at Chamber of Commerce events such as breakfast and lunch convenings	
American Rescue Plan Act (ARPA) Economic Vitality Framework	Economic Vitality: support re-building the Milpitas economy through a Small Business Assistance Grant Program, Workforce Development, Financial Assistance to Chamber & Hotels, Main St. Revitalization & Limited Term Economic Development Specialist. • EDTC Commissioners may provide expertise and feedback on hospitality and workforce development matters • Volunteer ambassadors may help with business outreach for re-building the Milpitas economy	
Main Street Revitalization	Main Street Revitalization will encourage economic vitality, enhance business marketability, increase property values, and attract people and new businesses. • Economic Development Strategy 31: Position Midtown as a community destination for independent retail & restaurants and Implementation Action 9.1: Implement Pilot Storefront Improvement Grant Program under Retail and Restaurant Strategies • Business Improvement District Feasibility Analysis	
Workforce Development & Education	Promote a diversified workforce and provide training opportunities for Milpitas residents. • COVID-19 Workforce Recovery implementation, education/outreach on Phase II • FlexFactor Initiative - Workforce dev./training to Milpitas High School students • City/MUSD MOU - Workforce/Educ., MFG Day, career fair, business outreach • As directed by staff, EDTC Commissioners may help facilitate opportunities with MUSD, engage with Milpitas High School students, and leverage networks at San Jose State University, San Jose City College, Evergreen Valley College, NextFlex, etc.	

Innovation District	Market development opportunities with the real estate development & brokerage communities & business attraction in the emerging technologies arena.	
International Trade & Commerce	Support business expansion into global markets, attract foreign investment through information gathering, needs assessment, & cultivate relationships w/service providers. • Provide expertise and feedback on the draft International Trade and Commerce work effort • Help facilitate trade events, including hosting dignitaries, trade missions, attending trade shows, etc.	
Manufacturing Day 2022	Manufacturing Day 2022: Focus on career opportunities in tech/advanced manufacturing, impacts of on-shoring of jobs and supply chain disruption on Milpitas and Silicon Valley manufacturing industry. • Continue to partner with the Office of Economic Development to support Manufacturing Day 2022 by participating as program speakers; event promotion and marketing; leveraging networks, and/or providing feedback.	Oct. 13, 2022