



CITY OF MILPITAS

Economic Development and Trade Commission

DRAFT REGULAR MEETING MINUTES

4:30 PM

Monday, August 14, 2023

First Floor Committee Conference Room

1. **CALL TO ORDER** Chairperson Casey McNeil called the meeting to order at 4:32 PM.
2. **PLEDGE OF ALLEGIANCE** Commissioner Schapira led the pledge of allegiance.
3. **ROLL CALL** Economic Development Coordinator Daniel Degu called the roll.

PRESENT: Chair Casey McNeil, Vice Chair Chris Norwood, Commissioner Lynne Rice and Alternate Conrad Schapira. Mayor Carmen Montano (Council Liaison), and City staff members Alex Andrade, Daniel Degu and Margaret Tamisiea.

ABSENT: Commissioners Parkash Daryani and Cheri Romero; Alternate Michael Nguyen
4. **SEATING OF ALTERNATES** Alternate Member No. 1: Conrad Schapira was seated in place of Commissioner Daryani

Alternate Member No. 2: Michael Nguyen was absent for this meeting
5. **APPROVAL OF AGENDA** **Recommended Action:** Approve August 14, 2023 regular meeting agenda of the Economic Development & Trade Commission as submitted.

Mover/Second: Norwood/Rice

Motion carried by a vote of: AYES: 4 NOES: 0

Ayes: Shapira, Rice, Norwood, McNeil

Noes: None **Abstentions:** None
6. **APPROVAL OF MINUTES** **Recommended Action:** Approve May 8, 2023 regular meeting minutes of the Economic Development & Trade Commission as submitted.

Action on this item not taken due to lack of quorum of members from the Commission's May 8, 2023 meeting. This item will be agendized for a future meeting.
7. **PUBLIC FORUM** No public comment was submitted.
8. **ANNOUNCEMENTS** Chairperson McNeil discussed the significance of quorum and to inform City staff when commissioners will be absent from commission meetings.

Commissioner Rice stated that the Great Mall of Milpitas' annual "Touch a Truck" event is scheduled for August 19, 2023, in partnership with the City Fire and Public Works Departments. Commissioner Rice stated that new retail tenants are planned to take tenancy at the Great Mall in 2023 and 2024.

Vice Chair Norwood stated that instruction for Milpitas Unified School District's 2023-24 academic year began August 10.

Mayor Montano informed the Commission of agenda items for the City Council's regular meeting of August 15, 2023.

Economic Development Coordinator Degu stated that the Milpitas Youth Force summer employment program completed and summarized its results. Mr. Degu introduced Acting City Manager Ned Thomas, who made introductory remarks to the Commission.

Commissioner Rice asked how many commission seats are vacant. Coordinator Degu stated the seats representing the Milpitas Chamber of Commerce, hospitality sector and student representative are vacant.

Motion: Re-open Item 5 (Approval of Agenda).

Mover/Second: Norwood/Schapira

Motion carried by a vote of: AYES: 4 NOES: 0

Ayes: Shapira, Rice, Norwood, McNeil

Noes: None **Abstentions:** None

Motion: Remove Item 9c (Commission FY 24 Workplan) from the agenda and agendaize for a future Commission meeting so more Commission members can consider this item.

Mover/Second: Rice/Norwood

Motion carried by a vote of: AYES: 4 NOES: 0

Ayes: Shapira, Rice, Norwood, McNeil

Noes: None **Abstentions:** None

BUSINESS ITEMS

9a. City Bidding Process

Recommended Action: Receive presentation and suggest methods and practices to engage the local business community in the City's bidding opportunities and process.

Chair McNeil introduced this item. Deputy City Manager Matt Cano presented a slide deck dated August 14, 2023.

Chairperson McNeil opened the public forum on this item. No comment was submitted. Chairperson McNeil closed the public forum on this item.

After discussion the following motion was made: Receive presentation and incorporate the Commission's suggestions.

Mover/Second: Norwood/Rice

Motion carried by a vote of: AYES: 4 NOES: 0

Ayes: Shapira, Rice, Norwood, McNeil

Noes: None **Abstentions:** None

9b. Business Improvement District Feasibility Study Update

Recommended Action: Receive presentation on the status of the Business Improvement District (BID) Feasibility Study.

Chair McNeil introduced this item. Senior Special Project Associate Margaret Tamisiea and Consultant Civitas Advisors presented a slide deck dated August 14, 2023.

Chairperson McNeil opened the public forum on this item. No comment was submitted. Chairperson McNeil closed the public forum on this item.

Mayor Montano left the meeting at 5:00 PM

After discussion, the following motion was made: Receive presentation.

Mover/Second: Rice/Schapira

Motion carried by a vote of: AYES: 4 NOES: 0

Ayes: Shapira, Rice, Norwood, McNeil

Noes: None **Abstentions:** None

9c. Commission FY 24 Workplan

Item removed from the agenda and agendaized for a future commission meeting as recorded on page two of these minutes.

9d. New Business Item Discussion

Recommended Action: Continue this item to a future Commission meeting as this item was addressed in agenda Item 9c (Commission FY 24 Workplan).

Chairperson McNeil opened the public forum on this item. No comment was submitted. Chairperson McNeil closed the public forum on this item.

Note and file that the following item be considered for inclusion in the Commission's annual Work Plan provided that it aligns with the Economic Development Strategy: City bidding process.

ADJOURNMENT

Motion to adjourn meeting at 5:57 PM

Mover/Second: Rice/Norwood

Motion carried by a vote of: AYES: 4 NOES: 0

Ayes: Shapira, Rice, Norwood, McNeil

Noes: None **Abstentions:** None



CITY OF MILPITAS

Economic Development and Trade Commission

DRAFT REGULAR MEETING MINUTES

4:30 PM

Monday, September 11, 2023
First Floor Committee Conference Room

1. **CALL TO ORDER** Chairperson Casey McNeil called the meeting to order at 4:32 PM.
2. **PLEDGE OF ALLEGIANCE** Commissioner Romero led the pledge of allegiance.
3. **ROLL CALL** Economic Development Specialist Michael Thomas called the roll.

PRESENT: Chair Casey McNeil, Commissioners Lynne Rice Parkash Daryani, Cheri Romero, and Victor San Vicente. Alternates Conrad Schapira and Michael Nguyen. Mayor Carmen Montano (Council Liaison), and City staff: Alex Andrade, Daniel Degu, Michael Thomas and Margaret Tamisiea

ABSENT: Vice Chair Chris Norwood
4. **SEATING OF ALTERNATES** Alternate Member No. 1: Conrad Schapira was seated in place of Vice Chair Norwood

Alternate Member No. 2: Michael Nguyen was seated in place of the vacant seat representing the hospitality sector
5. **APPROVAL OF AGENDA** **Recommended Action:** Approve September 11, 2023 regular meeting agenda of the Economic Development & Trade Commission as submitted.

Mover/Second: Rice/Daryani

Motion carried by a vote of: AYES: 7 NOES: 0

Ayes: Nguyen, Schapira, San Vicente, Romero, Daryani, Rice, McNeil

Noes: None **Abstentions:** None
6. **APPROVAL OF MINUTES** **Recommended Action:** Approve May 8, 2023 regular meeting minutes of the Economic Development & Trade Commission as submitted.

Mover/Second: Daryani/Schapira

Motion carried by a vote of: AYES: 6 NOES: 0

Ayes: Nguyen, Schapira, San Vicente, Romero, Daryani, McNeil

Noes: None **Abstentions:** Rice
7. **PUBLIC FORUM** No public comment was submitted.

8. ANNOUNCEMENTS Commissioner Rice stated that the Great Mall of Milpitas will host its annual family festival Saturday, October 14 from 11:00 AM to 3:00 PM.

Mayor Montano stated that The City will propose extending the SMART on-demand shuttle service operational hours to service operator Rideco. New operational hours would be Monday through Saturday from 6:00 AM to 9:00PM. Mayor Montano requested transient occupancy tax revenue from hotel bookings resulting from events held at Levi's Stadium in August.

Economic Development Coordinator Daniel Degu announced his final day of employment with the City of Milpitas will be September 20. Mr. Degu informed the Commission of Worker Adjustment Retraining Notification's (WARN) received by the City since July. The Commission requested that business openings and closings be agendaized for a future Commission meeting.

Sr. Special Project Associate Margaet Tamsiea informed the Commission of the business improvement district stakeholder meetings schedule.

Specialist Thomas informed the Commission of the business representative seat vacancy on the Energy & Environmental Sustainability Commission and asked commissioners to inform eligible individuals about this opportunity.

BUSINESS ITEMS

9a. Comprehensive Zoning Ordinance Update

Recommended Action: Receive presentation and provide suggestions on the draft zoning districts (Business Park Research and Development Zone and Metro Area Zones).

Chairperson McNeil introduced this item. Associate Planner Kristina Phung presented a slide deck dated September 11, 2023.

Chairperson McNeil opened the public forum

Senior Construction Manager Phil Sidles with real estate developer Goodman North America expressed his concerns with proposed Business Park-Research and Development zoning standings.

Director Andrade read an email from industrial real estate broker Matt Taylor's concerns with proposed Business Park-Research and Development zoning standings.

Chairperson McNeil open the public forum on this item and no comment was submitted. Chair McNeil closed the public forum.

After discussion, the following motion was made: Receive presentation and incorporate the Commission's suggestions.

Mover/Seconder: Rice/Daryani

Motion carried by a vote of: AYES: 7 NOES: 0

Ayes: Nguyen, Shapira, San Vicente, Romero, Daryani, Rice, McNeil

Noes: None **Abstentions:** None

9b. Manufacturing Day 2023

Recommended Action: Receive presentation and provide event planning feedback.

Chairperson McNeil introduced this item.

Specialist Thomas provided a status update regarding planning and preparations for the 7th Annual Manufacturing Day event in Milpitas.

Mayor Montano asked if Metro Education students would be invited to the Manufacturing Day event. Staff will forward inquiry to Milpitas Unified School District staff for follow-up.

Commissioner Rice offered to assist with event preparation and execution.

Chairperson McNeil opened the public forum on this item and no comment was submitted. Chairperson McNeil closed the public forum.

After discussion, the following motion was made: Receive presentation.

Mover/Seconder: Daryani/Rice

Motion carried by a vote of: AYES: 7 NOES: 0

Ayes: Nguyen, Shapira, San Vicente, Romero, Daryani, Rice, McNeil

Noes: None **Abstentions:** None

9c. Commission FY 24 Work Plan

Recommended Action: Identify prospective topics, assignments and goals for development and consideration at a future Commission meeting in preparation of City Council consideration.

Chairperson McNeil introduced this item.

Director Andrade summarized the work plan's purpose, components, goals and development process.

Chairperson McNeil opened the public forum on this item and no comment was submitted. Chairperson McNeil closed the public forum.

Chairperson McNeil requested that this item be agendized for a special meeting to allow more time for discussion, development and determine the work plan's nexus to the Commission's scope.

Chairperson McNeil requested an item regarding quorum also be agendized for the same special meeting.

After discussion, the following motion was made: Agendize FY 24 Work Plan and quorum for a special meeting scheduled for September 18, 2023.

Mover/Seconder: Rice/Daryani

Motion carried by a vote of: AYES: 7 NOES: 0

Ayes: Nguyen, Shapira, San Vicente, Romero, Daryani, Rice, McNeil

Noes: None **Abstentions:** None

ADJOURNMENT

Motion to adjourn meeting at 6:07 PM

Mover/Seconder: Daryani/Nguyen

Motion carried by a vote of: AYES: 7 NOES: 0

Ayes: Nguyen, Shapira, San Vicente, Romero, Daryani, Rice, McNeil

Noes: None **Abstentions:** None

DRAFT



CITY OF MILPITAS

Economic Development and Trade Commission

DRAFT SPECIAL MEETING MINUTES

4:30 PM

Monday, September 18, 2023

First Floor Committee Conference Room

1. **CALL TO ORDER** Chairperson Casey McNeil called the meeting to order at 4:33 PM.
2. **PLEDGE OF ALLEGIANCE** Chairperson McNeil led the pledge of allegiance.
3. **ROLL CALL** Economic Development Specialist Michael Thomas called the roll.

PRESENT: Chair Casey McNeil, Vice Chair Norwood; Commissioners Parkash Daryani and Cheri Romero. Alternate Conrade Schapira. Mayor Carmen Montano (Council Liaison), and City staff: Alex Andrade, Daniel Degu, Michael Thomas and Margaret Tamisiea

ABSENT: Commissioners Lynne Rice and Victor San Vicente. Alternate Michael Nguyen
4. **SEATING OF ALTERNATES** Alternate Member No. 1: Conrad Shapira was seated in place of Commissioner Rice

Alternate Member No. 2: Michael Nguyen was absent
5. **APPROVAL OF AGENDA** **Recommended Action:** Approve September 18, 2023 special meeting agenda of the Economic Development & Trade Commission as submitted.

Mover/Seconder: Norwood/Daryani

Motion carried by a vote of: AYES: 5 NOES: 0

Ayes: Shapira, Romero, Daryani, Norwood, McNeil

Noes: None **Abstentions:** None
6. **APPROVAL OF MINUTES** No meeting minutes were agendized for this meeting.
7. **PUBLIC FORUM** No public comment was submitted.
8. **ANNOUNCEMENTS** No announcements from Commissioners.

Mayor Montano informed the Commission of the business representative seat vacancy on the Energy & Environmental Sustainability Commission and requested commissioners to inform eligible individuals about this opportunity.

Mayor Montano stated the City Council plans to make a final decision on selecting the new city manager the week of September 25 and announce the decision at a future city council meeting.

BUSINESS ITEMS

No announcements from city staff.

9a. Quorum for Commission Meetings

Recommended Action: Discuss potential alternatives to regular meeting schedule.

Chairperson McNeil introduced and led discussion on this item.

Chairperson McNeil opened the public forum on this item and no public comment was submitted. Chairperson McNeil closed the public forum.

After discussion, the following motion was made: Request City Attorney to provide guidance on allowing a hybrid meeting option for Commission meetings.

Mover/Second: Norwood/Daryani

Motion carried by a vote of: AYES: 5 NOES: 0

Ayes: Shapira, Romero, Daryani, Norwood, McNeil

Noes: None **Abstentions:** None

9b. FY 2023-24 Work Plan

Recommended Action: 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.

Chairperson McNeil introduced and led discussion on this item.

Chairperson McNeil opened the public forum on this item and no public comment was submitted. Chairperson McNeil closed the public forum.

After discussion, the following motion was made: The Commission's work plan will remain unchanged for FY 2023-24.

Mover/Second: Romero/Norwood

Motion carried by a vote of: AYES: 5 NOES: 0

Ayes: Shapira, Romero, Daryani, Norwood, McNeil

Noes: None **Abstentions:** None

ADJOURNMENT

Motion to adjourn meeting at 6:03 PM

Mover/Second: Daryani/Romero

Motion carried by a vote of: AYES: 5 NOES: 0

Ayes: Shapira, Romero, Daryani, Norwood, McNeil

Noes: None **Abstentions:** None