



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 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 Chris 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 with existing items carried over to 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



CITY OF MILPITAS

Economic Development and Trade Commission

DRAFT MEETING MINUTES

4:30 PM

Monday, October 9, 2023

First Floor Committee Conference Room

1. **CALL TO ORDER** Chairperson Casey McNeil called the meeting to order at 4:34 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; Commissioners Parkash Daryani and Lynne Rice. Alternate Michael Nguyen. City staff: Alex Andrade, Michael Thomas and Margaret Tamisiea

ABSENT: Vice Chair Chris Norwood; Commissioners Cheri Romero and Victor San Vicente. Alternate Conrad Schapira
Alternate Member No. 1: Conrad Schapira was absent

Alternate Member No. 2: Michael Nguyen was seated in place of Commissioner Romero
4. **SEATING OF ALTERNATES**
5. **APPROVAL OF AGENDA**
Recommended Action: Approve October 9, 2023 meeting agenda of the Economic Development & Trade Commission as submitted.

Mover/Second: Rice/Nguyen

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

Ayes: Nguyen, Daryani, Rice , McNeil

Noes: None **Abstentions:** None
6. **APPROVAL OF MINUTES**
Recommended Action: Approve August 14, 2023 meeting minutes of the Economic Development & Trade Commission as submitted.

Action on this item was not taken due to lack of quorum of members from the Commission's August 14, 2023 meeting. This item will be agendized for a future meeting.

Recommended Action: Approve September 11, 2023 meeting minutes of the Economic Development & Trade Commission as submitted.

Mover/Second: Daryani/Rice

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

Ayes: Nguyen, Daryani, Rice , McNeil

Noes: None **Abstentions:** None

Recommended Action: Approve September 18, 2023 meeting minutes of the Economic Development & Trade Commission as submitted.

Action on this item was not taken due to lack of quorum of members from the Commission's September 18, 2023 meeting. This item will be agendized for a future meeting.

7. PUBLIC FORUM

No public comment was submitted.

8. ANNOUNCEMENTS

Chairperson McNeil expressed concern for lack of commissioner attendance and requested clarification regarding Commissioners' attendance status.

Commissioner Rice reported that The Great Mall will host its annual Family Fall Festival on October 14. Commissioner Rice estimated 1,200 people are expected to attend this family event. Commissioner Rice announced new tenants in the mall.

Commissioner Daryani reported he met with prospective tenants for the professional office building in which his business is a tenant.

Economic Development Director Andrade announced that the City Council appointed Acting City Manager Ned Thomas as the City's new City Manager on October 3, 2023, and that Assistant City Manager Ashwini Kantak is no longer serving with the City.

Specialist Thomas stated that City staff has selected Milpitas-based marketing firm Navajo Company to develop the Innovation District branding initiative to help city staff attract R&D businesses to the Innovation District.

BUSINESS ITEMS

9a. Manufacturing Day 2023

Recommended Action: Receive update.

Chairperson McNeil introduced this item and Specialist Thomas provided the update.

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

Alternate Conrad Schapira arrived at 4:56 PM

Chair McNeil requested to close this item and re-open seating of alternates so that Alternate Schapira could be seated as a voting member.

Mover/Second: Rice/Daryani

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

Ayes: Nguyen, Daryani, Rice , McNeil

Noes: None **Abstentions:** None

The Commission resumed discussion on this item following Alternate Schapira being elevated to voting status.

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

Mover/Seconders: Rice/Daryani

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

Ayes: Nguyen, Schapira, Daryani, Rice, McNeil

Noes: None **Abstentions:** None

9b. Main Street Revitalization Update

Recommended Action: Receive update.

Chairperson McNeil introduced this item. Director Andrade provided opening remarks before introducing Sr. Special Projects Associate Margaret Tamisiea and Specialist Michael Thomas who provided updates on this item regarding the Business Improvement District feasibility study and Storefront Improvement Grant program respectively.

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: Receive update.

Mover/Seconders: Rice/Daryani

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

Ayes: Nguyen, Shapira, Daryani, Rice, McNeil

Noes: None **Abstentions:** None

9c. New Business Item Discussion

Recommended Action: Note and file Commissioners' suggestions.

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, no action required as staff noted and filed the Commissioners' suggestions.

ADJOURNMENT

Motion to adjourn meeting at 5:49 PM

Mover/Seconders: Daryani/Rice

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

Ayes: Nguyen, Shapira, Daryani, Rice, McNeil

Noes: None **Abstentions:** None