



# CITY OF MILPITAS

## Economic Development and Trade Commission

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### 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

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### 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

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### DRAFT MEETING MINUTES

4:30 PM

Monday, November 13, 2023

First Floor Committee Conference Room

1. **CALL TO ORDER** Vice Chairperson Norwood called the meeting to order at 4:36 PM.
2. **PLEDGE OF ALLEGIANCE** Commissioner Rice led the pledge of allegiance.
3. **ROLL CALL** Economic Development Specialist Michael Thomas called the roll.  
  
**PRESENT:** Vice-Chair Chris Norwood; Commissioners Parkash Daryani Lynne Rice and Victor San Vicente. Alternates Michael Nguyen and Conrad Schapira. City staff: Economic Development Director Alex Andrade, Economic Development Specialist Michael Thomas and Sr. Special Projects Associate Margaret Tamisiea  
  
**ABSENT:** Chair Casey McNeil and Commissioner Cheri Romero
4. **SEATING OF ALTERNATES** Alternate Member No. 1: Conrad Schapira seated in place of Chair McNeil  
  
Alternate Member No. 2: Michael Nguyen was seated in place of Commissioner Romero
5. **APPROVAL OF AGENDA** **Recommended Action:** Approve November 13, 2023 meeting agenda of the Economic Development & Trade Commission as submitted.  
  
**Mover/Second:** Daryani/ Rice  
  
**Motion carried by a vote of:** AYES: 6 NOES: 0  
  
**Ayes:** Nguyen, Schapira, San Vicente, 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 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.

**Recommended Action:** Approve October 9, 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, Schapira, Daryani, Rice

**Noes:** None **Abstentions:** None

**7. PUBLIC FORUM** No public comment was submitted.

**8. ANNOUNCEMENTS** Commissioner Rice reported that The Great Mall features The North Face and Pandora as new retail tenants while Build-a-Bear anticipates opening a retail location at the mall in December.

Vice-Chair Norwood announced that Milpitas Unified School District's annual participation in the Jack Emery Food Drive, which collects canned goods and monetary donations which are then provided to the Milpitas Food Pantry for distribution to Milpitas families in need during the holiday season.

Mayor Montano expressed her appreciation for Great Mall for hosting its annual Family Fall Festival on October 14. Mayor Montano requested information about Business Improvement District feasibility study currently in progress as well as crime statistics reflecting impacts on Milpitas' business community. Mayor Montano informed the Commission that the City and operator Jamboree are in discussions regarding site improvements at 1000 Hillview Court.

Economic Development Director Andrade noted that the Commission does not hold a regular meeting in December with the next such meeting scheduled for January 8, 2024.

Following up on a prior request from the Commission, Specialist Thomas informed the Commission that hybrid meeting options are no longer allowed for members of Brown Act bodies in California since Governor Newsom rescinded the executive order allowing this option during the COVID-19 pandemic in February 2023.

**BUSINESS ITEMS** **9a. Manufacturing Day 2023**

**Recommended Action:** Receive presentation.

Vice-Chairperson Norwood introduced this item and Specialist Thomas summarized planning, preparation, execution and results of Manufacturing Day, which included a video presentation capturing the day's events.

Vice-Chairperson Norwood opened the public forum on this item and no public comment was submitted. Vice-Chairperson Norwood closed the public forum.

After discussion the following motion was made: Receive presentation.

**Mover/Seconders:** Daryani / Schapira

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

**Ayes:** Nguyen, Schapira, San Vicente, Daryani, Rice, Norwood

**Noes:** None **Abstentions:** None

### **9b. Economic Development Overview**

Recommended Action: Receive presentation.

Vice-Chairperson Norwood introduced this item. Director Andrade presented a slide deck dated November 13, 2023.

Vice-Chairperson Norwood opened the public forum on this item and no public comment was submitted. Vice-Chairperson Norwood closed the public forum.

Commissioner Daryani requested workforce and economic development data comparing Milpitas pre-COVID pandemic and post-pandemic time periods. City staff will provide requested data to the Commission after it becomes available.

Alternate Schapira requested clarification for household data and Mr. Andrade clarified the data reflected household size.

Commissioner San Vicente asked if copies of the presentation would be available. Staff will include the slide presentation in the agenda packet.

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

**Mover/Seconders:** Daryani/Schapira

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

**Ayes:** Nguyen, Schapira, San Vicente, Daryani, Rice, Norwood

**Noes:** None **Abstentions:** None

### **9c. Commissioners' Roles and Responsibilities**

Recommended Action: Select a commissioner to present at the Commission's regular meeting on January 8, 2024 regarding how their professional background, knowledge and experience relates to the EDTC's mission.

Vice-Chairperson Norwood requested to table this item due to Chairperson McNiel's absence.

After discussion, the following motion was made: Table this item until a future meeting.

**Mover/Seconders:** Schapira/Rice

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

**Ayes:** Nguyen, Schapira, San Vicente, Daryani, Rice, Norwood

**Noes:** None   **Abstentions:** None

#### **9d. New Business Item Discussion**

Recommended Action: Note and file Commissioners' suggested items for inclusion and/or modification in future EDTC Workplans.

Vice Chairperson Norwood asked the Commissioners for their suggestions. Mayor Montano suggested a list of new businesses operating in Milpitas.

Commissioner Daryani requested data comparing business openings and business closures.

Commissioner Rice requested a presentation regarding the building permit process at a future Commission meeting.

#### **ADJOURNMENT**

Motion to adjourn meeting at 5:26 PM

**Mover/Second:** Daryani/Rice

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

**Ayes:** Nguyen, Schapira, San Vicente, Daryani, Rice, Norwood

**Noes:** None   **Abstentions:** None



Save the Date!

# City of Milpitas Microenterprise Assistance Program Webinar



Powered by FORWARD

Has your microenterprise faced negative economic impacts? Eligible microenterprises can receive a one-time \$2,000 grant through the City of Milpitas Microenterprise Assistance Program (MEAP).

## Need help applying to the Milpitas Microenterprise Assistance Program?

The City of Milpitas is partnering with FORWARD to administer the \$50,000 Microenterprise Assistance Program.

**FORWARD is hosting a webinar for microenterprises and the community** to learn about the program, application, and eligibility requirements for the Microenterprise Assistance Program.

### Webinar Details

**Date:** Wednesday, January 10, 2024

**Time:** 6:00 pm to 7:00 pm PST

**Click or scan to register for FREE!**

**REGISTER NOW**



## Don't Wait to Apply!

### Application Period:

January 16 to February 16,  
2024.

Visit the **MEAP website** to see  
if you qualify!

**Apply &  
Learn  
More!**



Powered by FORWARD

The City of Milpitas Microenterprise Assistance Program is a program of the City of Milpitas, CA and is administered by FORWARD.

# MEMORANDUM

Office of Economic Development



**DATE:** January 8, 2024  
**TO:** Economic Development and Trade Commission  
**FROM:** Michael Thomas, Economic Development Specialist  
**VIA:** Alex Andrade, Director of Economic Development  
**SUBJECT:** Item 9a – Election of Officers

## **BACKGROUND**

Once per year, commissioners nominate and vote to elect a chairperson and vice-chairperson of the Economic Development and Trade Commission (EDTC) among its voting members. The chairperson and vice-chairperson serve one-year terms. The chair is responsible for leading the regular meetings of the Commission. The Chair shall call the meeting to order, state items to be discussed on the agenda, permit all members with the opportunity to be heard, allow for public comment, call for votes when required and work directly with City staff liaisons to ensure successful meetings. The vice-chair serves the role of chairperson in the absence of the chairperson.

No City commissioner shall serve more than three consecutive years as either the chair or vice-chair of any Milpitas Commission. Alternate members are not eligible to serve as either chairperson or vice-chairperson because alternates serve only in the absence of voting members.

Commissioners serve as voluntary members from the community advising the City Council on policies related to the purpose of their Commission. Commissioners and alternates serve three-year terms or until vacant seats are filled following appointment by the City Council. A commission member or alternate is appointed for the term of the seat, which can be less than three years based on the time of appointment. A commission member can reapply at the end of each term. This item's nexus is the [Commissioners Handbook](#) and [Commission By-Laws](#).

EDTC Commissioners who have served as chairperson and vice-chairperson since 2014.

| Year | Chairperson                  | Vice-Chairperson                   |
|------|------------------------------|------------------------------------|
| 2014 | B. Michael Howard            | Sumeet Ahuja                       |
| 2015 | Warren Wettenstein           | Ricardo Ablaza                     |
| 2016 | Ricardo Ablaza               | Dhaval Brahmhatt                   |
| 2017 | Ricardo Ablaza               | Warren Wettenstein                 |
| 2018 | Ricardo Ablaza<br>Lynne Rice | Warren Wettenstein<br>Jeffrey Chen |
| 2019 | Lynne Rice                   | Jeffrey Chen                       |
| 2020 | Lynne Rice                   | Chris Norwood                      |
| 2021 | Chris Norwood                | Casey McNeil                       |
| 2022 | Chris Norwood                | Casey McNeil                       |
| 2023 | Casey McNeil                 | Chris Norwood                      |

## **RECOMMENDATION**

Elect a chairperson and vice-chairperson to serve one-year terms.

# MEMORANDUM

Office of Economic Development



**DATE:** January 8, 2024  
**TO:** Economic Development and Trade Commission  
**FROM:** Michael Thomas, Economic Development Specialist  
**VIA:** Alex Andrade, Director of Economic Development  
**SUBJECT:** **Item 9c – Brown Act Training**

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## **BACKGROUND**

Like local legislative bodies in California, the Economic Development and Trade Commission (EDTC) is subject to public meeting requirements per the Ralph M. Brown Act that guarantee the public's right to attend and participate in public meetings of local legislative bodies. The Brown Act provides legal minimums for local agency transparency and decision making, and is the guide to the public's right of access in government affairs that every Commissioner shall follow.

Per the Brown Act, a meeting is "any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location to hear, discuss, deliberate, or take any action on any item that is within the subject matter jurisdiction of the legislative body." Majority, or quorum for EDTC meetings is four commissioners by virtue of this body's seven voting members.

The City Attorney's Office is offering Brown Act training on for new commissioners appointed since the current fiscal year began on July 1, 2023, as well as commissioners who did not receive previous training or wish to attend. Training is scheduled for Thursday, January 25 at 5:30 PM in the City Council Chamber where members of other boards and commissions will attend. The EDTC last received Brown Act training from the City Attorney's Office on March 13, 2023. The slide presentation (Attachment 1) delivered by the City Attorney's Office from that March 13 meeting is included for reference.

This item's nexus is the [Ralph M. Brown Act](#) and [Commissioners Handbook](#).

The City Attorney is available to provide legal advice when requested 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 does not attend Commission meetings on a regular basis.

## **RECOMMENDATION**

Receive presentation.

## **ATTACHMENT**

Brown Act Slide Presentation, March 13, 2023



# Economic Development & Trade Commission

## Item # 9a: Open Meetings & Transparency

March 13, 2023

**City of Milpitas**  
 Office of the City Attorney  
 455 E. Calaveras Blvd., Milpitas, CA 95035  
[www.milpitas.gov](http://www.milpitas.gov) 408-586-3000

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## The Brown Act

- The Act provides legal minimums for local agency transparency in decision making.
- The Brown Act is the guide to the public's right of access in government affairs.
- Must be followed by every Commissioner

2      Brown Act for Commissions | February - April, 2023

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## Open Meeting Procedures



- All meetings governed by the Ralph M. Brown Act
- All meeting must take place in a manner accessible to the public.
- The public must have advanced notice of what will be discussed in the meeting.
- Commissioners cannot take action to bypass the Brown Act.



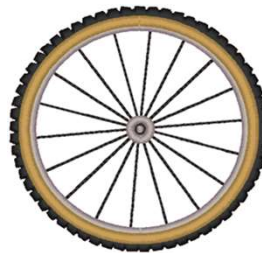
3 Brown Act for Commissions | February - April, 2023

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## Serial Meetings



- Daisy Chain
- Hub & Spoke
- Emails
- Social Media



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## Serial Meetings



### ➤ Use of:

- direct communication;
- intermediaries; or
- technology

to develop a collective concurrence outside of a meeting is expressly prohibited.



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## Emails – Best Practices



### ➤ When emailing:

- Do not “reply to all”
- Do not take a position or make a commitment
- Do not add individual commission or councilmembers to emails responding to a constituent
- Take caution to ensure compliance with law



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## Emails – Best Practices



### ➤ If a constituent sends an email to the full Commission:

- Send the email to the commission's staff liaison.
- Reply (but not reply-all!) to the constituent thanking them but do not express opinions.
- Staff will circle back to the full Commission indicating the outcome or to agree to agendize the matter.



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## Public Meetings

- Regular Meetings
- Special Meetings
- Emergency Meetings
- Roll call voting
- Public's right to comment
  - Public has right to comment on every agenda item
  - Any topic within subject matter jurisdiction
  - Must allow public criticism of officials – first amendment right



8 Brown Act for Commissions | February - April, 2023

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## Rules Governing Meetings

- No action or discussion allowed for any item not listed on agenda except:
  - Brief responses to statements or questions from the public directing them to resources.
  - Questions to staff for clarification of matters based upon public comment.
  - Brief announcements or reports on member's or staff's activities
    - Tied to public comment time – Open Government
  - Asking staff to report back at a future meeting

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## Approval of Meeting Minutes



- Only vote if you attended or otherwise watched or listened to the meeting
  - Do you know whether the minutes are accurate?
- Majority Vote Required for Adoption
  - Majority is eligible voting members less abstentions.
  - Minutes could be approved by a vote of 1-0-3
- Quorums lost due to Eligibility
  - Abstentions from voting do not cause problems with loss of a quorum, but recusal as a result of a conflict would.
  - If there is a risk of losing the quorum, staff should call the City Attorney for advice.

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## Meeting Exceptions



- Individual contact exception
- Seminar and conference exception
- Community meeting exception
- Other legislative body exception;
- Social or ceremonial occasion exception
- Standing committee exception

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## Closed Sessions



- Must be:
  - Expressly authorized
  - Briefly described in agenda
  - Verbally announced
  - Confidential under the law
  - Recorded – Open Government



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## Legal Ramifications for Brown Act Violations



- For violations, Court may:
  - Enjoin action,
  - Invalidate action, or
  - Mandate correction
- City Attorney has no enforcement authority
  - if there is a violation, there will be an investigation followed by an official Council decision
- Court costs & attorney fees are recoverable
- Individuals who intentionally violate the act may be guilty of a misdemeanor



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## Electronic Appearances



- Requires Just Cause or Emergency
- Need to contact the Commission Chair as early as possible to agendaize approval.
- Must identify all adults in the room.
- Must appear on camera.
- Limited duration and number.

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## Fair Process



- If you can't be fair, don't participate
- Avoid opinions before the close of a hearing
- Make decisions based on administrative record
  - If you meet with a developer – disclose
  - If you visit a site – disclose
- Avoid the appearance of bias
- Pay attention
- Above all, you will be judged by your fairness and integrity



15 Brown Act for Commissions | February - April, 2023

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## Due Process

- What does Due Process mean?
  - Notice
  - Opportunity to be heard
  - Fair and impartial decision-makers
- Use Decorum to Protect Process
- Public hearing / comment period open
  - Public comments
  - Rebuttal
- Public hearing / comment period closes
  - Commission can deliberate, state opinions and vote



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Michael Mutalipassi  
City Attorney

[mmutalipassi@milpitas.gov](mailto:mmutalipassi@milpitas.gov)  
408-586-3040



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**City of Milpitas**  
455 E. Calaveras Blvd., Milpitas, CA 95035  
 [www.milpitas.gov](http://www.milpitas.gov)  408-586-3000



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## ECONOMIC DEVELOPMENT & TRADE COMMISSION (EDTC) WORK PLAN FY 2023-2024

| Topic/Overall Goal                                          | Specific Action(s) Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Schedule |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Economic Development Strategy                               | <p>Implement Strategies and Actions: Storefront Improvement Grant Program, Business Improvement District (BID), economic indicators, branding/marketing assets, improving &amp; updating website, &amp; demonstration project policy.</p> <ul style="list-style-type: none"> <li>EDTC Commissioners may volunteer as ambassadors to assist in formal and informal business outreach as directed by staff, particularly along Main Street</li> <li>EDTC Commissioners may participate and present at Chamber of Commerce events such as breakfast and lunch convenings</li> </ul>     |          |
| American Rescue Plan Act (ARPA) Economic Vitality Framework | <p>Economic Vitality: support re-building the Milpitas economy through a Small Business Assistance Grant Program, Workforce Development, Financial Assistance to Chamber &amp; Hotels, Main St. Revitalization &amp; Limited Term Economic Development Specialist.</p> <ul style="list-style-type: none"> <li>EDTC Commissioners may provide expertise and feedback on hospitality and workforce development matters</li> <li>Volunteer ambassadors may help with business outreach for re-building the Milpitas economy</li> </ul>                                                  |          |
| Main Street Revitalization                                  | <p>Main Street Revitalization will encourage economic vitality, enhance business marketability, increase property values, and attract people and new businesses.</p> <ul style="list-style-type: none"> <li>Economic Development Strategy 31: Position Midtown as a community destination for independent retail &amp; restaurants and Implementation Action 9.1: Implement Pilot Storefront Improvement Grant Program under Retail and Restaurant Strategies</li> <li>Business Improvement District Feasibility Analysis</li> </ul>                                                 |          |
| Workforce Development & Education                           | <p>Promote a diversified workforce and provide training opportunities for Milpitas residents.</p> <ul style="list-style-type: none"> <li>FlexFactor Initiative - Workforce dev./training to Milpitas High School students</li> <li>City/MUSD MOU - Workforce/Educ., MFG Day, career fair, business outreach</li> <li>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.</li> </ul> |          |

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Innovation District            | Market development opportunities with the real estate development & brokerage communities & business attraction in the emerging technologies arena.                                                                                                                                                                                                                                                                                                                                  |               |
|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
| International Trade & Commerce | <p>Support business expansion into global markets, attract foreign investment through information gathering, needs assessment, &amp; cultivate relationships w/service providers.</p> <ul style="list-style-type: none"> <li>• Provide expertise and feedback on the draft International Trade and Commerce work effort</li> <li>• Help facilitate trade events, including hosting dignitaries, trade missions, attending trade shows, etc.</li> </ul>                               |               |
|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
| Manufacturing Day 2023         | <p>Manufacturing Day 2023: 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.</p> <ul style="list-style-type: none"> <li>• Continue to partner with the Office of Economic Development to support Manufacturing Day 2023 by participating as program speakers; event promotion and marketing; leveraging networks, and/or providing feedback.</li> </ul> | Oct. 13, 2023 |
|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |