



CITY OF MILPITAS

ECONOMIC DEVELOPMENT & TRADE COMMISSION

REGULAR MEETING

AGENDA

[4:30 PM]

Monday, January 8, 2024
1ST Floor Committee Conference Room
455 E. Calaveras Blvd., Milpitas

1. Call to Order (4:30 PM)
2. Pledge of Allegiance
3. Roll Call
4. Seating of Alternates
5. Approval of Agenda: January 8, 2024
6. Approval of Meeting Minutes:

August 14, 2023; September 18, 2023; November 13, 2023

7. Public Forum

Members of the audience are invited to address the Commission on any subject not on the agenda. Speakers must state their name (address is optional) for the record, and limit their remarks to three minutes or less. For items not listed on the agenda, no response is required of City staff or Commissioners. However, Commissioners may ask staff to place the item on a future meeting agenda.

8. Announcements

- a. Commissioners
- b. City Council Liaison
- c. City Staff

9. Business Items

- a. **Election of Officers – Casey McNeil, Commission Chairperson (4:45 PM)**
Nominate and elect a chairperson and vice person to serve one-year terms. This item's nexus is the [Commissioners Handbook](#) and [Commission By-Laws](#).
Recommendation: Elect a chairperson and vice-chairperson to serve one-year terms.
- b. **Business Improvement District Feasibility Report – Alex Andrade, Economic Development Director (4:55 PM)**
Receive a presentation on the status of the Business Improvement District (BID) Feasibility Study from City staff and consultant. This item's nexus is [Economic Development Strategy Action 31.3](#): Technical support for property and business owners on Main Street to explore forming a property-based business improvement district.

Recommendation: Receive presentation.

c. **Brown Act Training – Michael Thomas, Economic Development Specialist (5:30 PM)**

The City Attorney's Office will host Brown Act training for new commissioners appointed this fiscal year, commissioners who did not receive previous training or wish to attend. This item's nexus is the [Ralph M. Brown Act](#) and [Commissioners Handbook](#).

Recommendation: Receive presentation

d. **Work Plan Prioritization – Commission Chairperson (5:40 PM)**

Commission develop schedule for carrying out action items in the Commission's FY 2023-24 Workplan. This item's nexus is [The Commissioners Handbook](#)

Recommendation: Determine schedule to carryout action items in the Commission's FY 2023-24 Workplan.

10. Adjournment – Next Regular Meeting Scheduled for Monday, February 12, 2024

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review.

For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035
e-mail: mmutalipassi@milpitas.gov / Phone: 408-586-3040

The Open Government Ordinance is codified in the [Milpitas Municipal Code as Title I Chapter 310](#) and is available online at the City's website www.milpitas.gov.

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