



CITY OF MILPITAS

Economic Development and Trade Commission

MEETING MINUTES

4:30 PM

Monday, January 8, 2024

First Floor Committee Conference Room

CALL TO ORDER	Chairperson Casey McNeil called the meeting to order at 4:38 PM.
PLEDGE OF ALLEGIANCE	Commissioner San Vicente led the pledge of allegiance.
ROLL CALL	Economic Development Specialist Michael Thomas called the roll. PRESENT: Chair Casey McNeil, Vice Chair Chris Norwood, Commissioner Victor San Vicente, Alternate Conrad Schapira, Student Commissioner Vasista Ramachandrani; Mayor Carmen Montano (Council Liaison), and City staff: Alex Andrade, Michael Thomas and Margaret Tamisiea ABSENT: Commissioners Lynne Rice, Parkash Daryani, Cheri Romero and Alternate Michael Nguyen
SEATING OF ALTERNATES	Alternate Member No. 1: Conrad Schapira was seated in place of Commissioner Rice Alternate Member No. 2: Michael Nguyen was absent
APPROVAL OF AGENDA	<u>Recommended Action:</u> Approve January 8, 2024 regular meeting agenda of the Economic Development & Trade Commission as submitted. Mover/Second: Norwood/Schapira Motion carried by a vote of: AYES: 4 NOES: 0 Ayes: McNeil, Norwood, San Vicente, Schapira Noes: None Abstentions: None
APPROVAL OF MINUTES	<u>Recommended Action:</u> Approve August 14, 2023 regular meeting minutes and September 18, 2023 special meeting minutes of the Economic Development & Trade Commission as submitted. At least one member in attendance from said meeting dates is required to act on meeting minutes approval. Mover/Second: Norwood/Schapira Motion carried by a vote of: AYES: 3 NOES: 0 Ayes: McNeil, Norwood, Schapira Noes: None Abstentions: San Vicente

Recommended Action: Approve November 13, 2023 regular meeting minutes of the Economic Development & Trade Commission as submitted. At least one member in attendance from said meeting dates is required to act on meeting minutes approval.

Mover/Second: Norwood/Schapira

Motion carried by a vote of: AYES: 3 NOES: 0

Ayes: Norwood, San Vicente, Schapira

Noes: None **Abstentions:** McNeil

PUBLIC FORUM

No public comment was submitted.

ANNOUNCEMENTS

Vice-Chair Norwood announced that the Milpitas Unified School District is scheduled to host a groundbreaking ceremony at Milpitas High School on January 31 in recognition of construction of a new on-campus performing arts theatre. Mr. Norwood announced role changes on the MUSD Board of Trustees. Mr. Norwood announced the Kiwanis Club's crab feed event is scheduled for February 9.

Commissioner San Vicente stated that the Milpitas Chamber of Commerce will host its annual crab feed event on a date to be determined.

Mayor Montano informed the Commission that she is scheduled to attend the U.S. Conference of Mayors the week of January 15.

Director Andrade informed the Commission of members' terms expiring in April 2024, and encouraged current members to request consideration for re-appointment by the City Council. Mr. Andrade introduced new Student Commissioner Vasista Ramachandruni who was appointed by the City Council on December 5, 2023. Mr. Ramachandruni delivered remarks about his extracurricular and community service activities and interests.

Specialist Thomas informed the Commission about the City's Microenterprise Assistance Program including eligibility requirements, application period and applicant resources.

BUSINESS ITEMS

9a. Election of Officers

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

Chairperson McNeil introduced the item and Director Andrade explained the election process.

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

After discussion, the Commission agreed to continue this item to the Commission's regular meeting on February 12, 2024 so more members can participate in the election process.

Mover/Second: Schapira/Norwood

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

Ayes: McNeil, Norwood, San Vicente, Shapira

Noes: None **Abstentions:** None

9b. Business Improvement District Feasibility Report

Recommended Action: Receive presentation.

Chair McNeil introduced the item and Director Andrade provided additional introductory remarks. Senior Special Projects Associate Tamisiea presented a slide deck dated January 8, 2024 covering project status to date.

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

Mayor Montano suggested a discount on permit fees to incentivize property owner participation in the Business Improvement District.

After discussion, the Commission received the presentation.

Mover/Second: Schapira/Norwood

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

Ayes: McNeil, Norwood, San Vicente, Shapira

Noes: None **Abstentions:** None

9c. Brown Act Training

Recommended Action: Receive presentation.

Chairperson McNeil introduced this item and Specialist Thomas provided details regarding this training event. Vice Chair Norwood conveyed the value of attending Brown Act training in person.

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

After discussion, the Commission received the presentation.

Mover/Second: Norwood/Schapira

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

Ayes: McNeil, Norwood, San Vicente, Shapira

Noes: None **Abstentions:** None

9d. Work Plan Prioritization

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

Chairperson McNeil introduced the item and Specialist Thomas delivered a presentation on this item.

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

After discussion, the Commission requested that events and activities be tied to work plan action items to help Commissioners with carrying out action items. Vice-Chair Norwood suggested inclusion of artificial intelligence as part of workplan action items as appropriate.

Mover/Second: Norwood/Schapira

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

Ayes: McNeil, Norwood, San Vicente, Shapira

Noes: None **Abstentions:** None

ADJOURNMENT

Motion to adjourn meeting at 6:00 PM

Mover/Second: Norwood/Schapira

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

Ayes: McNeil, Norwood, San Vicente, Shapira

Noes: None **Abstentions:** None