



CITY OF MILPITAS

ECONOMIC DEVELOPMENT & TRADE COMMISSION

SPECIAL MEETING AGENDA

4:30 PM
Monday, September 22, 2025
Committee Conference Room
Milpitas City Hall, First Floor
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: September 22, 2025
6. Approval of Meeting Minutes: August 11, 2025
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. **FY 2024-25 Work Plan Accomplishments – Michael Thomas, Economic Development Coordinator (4:45 PM)**

Receive a presentation on the Commission's FY 2024-25 Work Plan Accomplishments to inform discussion on the FY 2025-26 Work Plan. This item's nexus is [The Commissioners Handbook](#).

Recommendation: Receive the presentation.

b. **FY 2025-26 Work Plan – Alex Andrade, Economic Development Director (5:00 PM)**

Prepare and approve annual Work Plan with anticipated topics, assignments and goals for the next 12-month period for consideration by City Council at its regular meeting on October 21. This item's nexus is [The Commissioners Handbook](#).

Recommendation: Approve the Economic Development & Trade Commission's FY 2025-26 Work Plan.

c. **Milpitas Estimated Daytime Population – Alex Andrade, Economic Development Director (5:50 PM)**

Receive a presentation on Milpitas' estimated daytime population. The estimated daytime population is an indicator of Milpitas' economic health.

Recommendation: Receive the presentation.

d. **Manufacturing Day 2025 – Michael Thomas, Econ. Development Coordinator (6:00 PM)**

Receive a status update regarding preparations for the ninth annual Manufacturing Day event and provide suggestions on event preparation. This item's nexus is [Economic Development Strategy 17](#) and the Commission's Workplan.

Recommendation: Receive presentation and provide event planning feedback.

10. Adjournment – Next Regular Meeting Scheduled for Monday, October 13, 2025

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: cao@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.

Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packets are available for public inspection at the City Clerk's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas and on the City website. Commission agendas and related materials can be viewed online at

APPLY TO SERVE ON A CITY COMMISSION

Commission application forms are available online at www.milpitas.gov or at Milpitas City Hall. Contact the City Clerk's office at 408-586-3003 for more information.

If you need assistance, per the Americans with Disabilities Act, for a City of Milpitas public meeting, please call Alex Andrade at 408-586-3046 or send an e-mail to aandrade@milpitas.gov prior to the meeting. You may request a larger font agenda or arrange for mobility assistance. For hearing assistance, headsets are available in the City Council Chambers for all meetings.