



CITY OF MILPITAS

ECONOMIC DEVELOPMENT & TRADE COMMISSION

REGULAR MEETING AGENDA

[4:30 PM]

Monday, October 13, 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: October 13, 2025
6. Approval of Meeting Minutes: September 22, 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. **Small Business Development Strategy (4:45 PM) – Alex Andrade, Economic Development Director**

Receive a presentation on the Office of Economic Development's Small Business Development Strategy. This item's nexus is the Commission's Work Plan and Economic Development Element Policy ED 5-3: Provide support to small businesses and entrepreneurs to help them start and expand their companies in Milpitas.

Recommendation: Receive the presentation and provide suggestions.

- b. **Manufacturing Day 2025 Update – Michael Thomas, Economic Development Coordinator (5:15 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 the Commission's Workplan and Economic Development Strategy 17.

Recommendation: Receive presentation and provide event planning feedback.

c. **2026 Super Bowl and FIFA World Cup Update – Michael Thomas, Economic Development Coordinator (5:30 PM)**

Receive an update on recent developments related to the City’s plan for the 2026 Super Bowl and FIFA World Cup. This item’s nexus is Economic Development Element Policy ED 4-1: Enhance the City’s economic vitality.

Recommendation: Receive the presentation and provide suggestions on planning efforts.

d. **November 10 EDTC Meeting Date and Time – Kal Zubair, Economic Development Specialist (5:45 PM)**

Discuss and determine the location, date, and time of the November 10 EDTC meeting.

10. Adjournment – Next Regular Meeting Scheduled for Monday, November 10, 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: 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.

Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packet 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 [Staff Liaison] at [Staff Liaison Phone Number] 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



CITY OF MILPITAS

Economic Development and Trade Commission

DRAFT SPECIAL MEETING MINUTES

Monday, September 22, 2025
Committee Conference Room
Milpitas City Hall, First Floor
455 E. Calaveras Blvd. Milpitas

CALL TO ORDER

Chair Norwood called the meeting to order at 4:35 PM.

PLEDGE OF ALLEGIANCE

Alternate Michael Nguyen led the pledge of allegiance.

ROLL CALL

Economic Development Specialist Khaled Zubair called the roll.

PRESENT: Chair Chris Norwood, Commissioners Bill Bhagvat, Larry Ciardella, Parkash Daryani.

Alternate #1 Conrad Schapira

Alternate #2 Michael Nguyen

City Council Liaison Councilmember William Lam

Staff: Director of Economic Development and Strategic Initiatives Alex Andrade, Economic Development Coordinator Michael Thomas, and Economic Development Specialist Kal Zubair

ABSENT: Vice Chair Lynne Rice, Commissioner Jacob Sanchez

SEATING OF ALTERNATES

Alternate Member No. 1: Conrad Schapira was seated in place of Vice Chair Rice

Alternate Member No. 2: Michael Nguyen was seated in place of Commissioner Sanchez

APPROVAL OF AGENDA

Recommended Action: Approve September 22, 2025 special meeting agenda of the Economic Development & Trade Commission as submitted.

Mover / Secunder: Schapira / Daryani

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

Ayes: Norwood, Bhagvat, Ciardella, Daryani, Schapira, Nguyen

Noes: None **Abstentions:** None

APPROVAL OF MINUTES

Recommended Action: Approve August 11, 2025 meeting minutes of the Economic Development & Trade Commission as submitted.

Mover / Seconder: Bhagvat / Schapira

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

Ayes: Norwood, Bhagvat, Ciardella, Daryani, Schapira, Nguyen

Noes: None **Abstentions:** None

PUBLIC FORUM

No speakers provided comments.

ANNOUNCEMENTS

Commissioner Ciardella reminded the Commission about the Chamber of Commerce’s Award Banquet scheduled to take place on September 26 and invited commissioners to attend.

Chair Norwood reported that Mayor Montano and Councilmember Lam attended MUSD’s 25-year time capsule ceremony at the Innovation District on the preceding Friday.

Councilmember Lam reported City Council actions that approved the FY2024-2025 Community Development Block Grant draft annual report. Mr. Lam also shared a summary of a recent Police Department town hall meeting, which included a presentation on community safety and crime prevention.

Director Andrade announced that Michael Thomas has been leading the 3rd installment of the Microenterprise Assistance Program, and that 37 of 40 grant applicants have received funds. Mr. Andrade also announced the Office of Economic Development’s digital marketing webinar on September 26 and invited Commissioners to attend.

BUSINESS ITEMS

9a. FY2024-25 Work Plan Accomplishments – Michael Thomas, Economic Development Coordinator

Recommended Action: Receive a presentation on the Commission’s FY 2024-25 Work Plan Accomplishments to inform discussion on the FY 2025-26 Work Plan.

Chair Norwood introduced the business item and Econ. Dev. Coordinator Thomas provided a presentation on the Commission’s accomplishments over the past year.

No public comment was provided.

Commissioners discussed the details of the presentation and asked clarifying questions.

Mover / Seconder: Daryani / Ciardella

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

Ayes: Norwood, Bhagvat, Ciardella, Daryani, Schapira, Nguyen

Noes: None **Abstentions:** None

9b. FY 2025-26 Work Plan – Alex Andrade, Economic Development Director

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

Chair Norwood introduced the business item and Director Andrade gave a presentation on the Commission's draft FY 2025-26 Work Plan.

No public comment was provided.

Commissioners discussed the details of the presentation and asked clarifying questions.

Commissioner Daryani asked about available resources to build initiatives around the 2026 Super Bowl and FIFA World Cup. Mr. Daryani suggested that the City explore a partnership with a private company that has significant available office space to create an incubator.

Chair Norwood requested that staff discuss which Economic Development Strategy items can be continued beyond the Strategy's sunset date.

Councilmember Lam proposed that staff and the Commission explore how City-owned properties can be better utilized.

Mover / Seconder: Schapira / Daryani

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

Ayes: Norwood, Bhagvat, Ciardella, Daryani, Schapira, Nguyen

Noes: None **Abstentions:** None

9c. Milpitas Estimated Daytime Population – Alex Andrade, Director of Economic Development & Strategic Initiatives

Recommendation: Receive a presentation on Milpitas' estimated daytime population.

Chair Norwood introduced the business item; Director Andrade and Specialist Zubair provided a presentation on Milpitas' daytime population and how it was calculated.

No public comment was provided.

Commissioners discussed the details of the presentation and asked clarifying questions.

Mover / Seconder: Schapira / Ciardella

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

Ayes: Norwood, Bhagvat, Ciardella, Daryani, Schapira, Nguyen

Noes: None **Abstentions:** None

9d. Manufacturing Day 2025 – Michael Thomas, Economic Development Coordinator

Recommendation: Receive a status update regarding preparation for the ninth annual Manufacturing Day event and provide suggestions on event preparation.

Chair Norwood introduced the business item and Coordinator Thomas provided a presentation on event preparations and next steps.

No public comment was provided.

Commissioners discussed the details of the presentation and asked clarifying questions.

Mover / Seconder: Schapira / Ciardella

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

Ayes: Norwood, Bhagvat, Ciardella, Daryani, Schapira, Nguyen

Noes: None **Abstentions:** None

ADJOURNMENT

Motion to adjourn the meeting.

Mover/Seconder: Schapira / Bhagvat

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

Ayes: Norwood, Bhagvat, Ciardella, Daryani, Schapira, Nguyen

Noes: None **Abstentions:** None