



# CITY OF MILPITAS

## Economic Development and Trade Commission

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### 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 / Seconder:** Schapira / Daryani

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

**Ayes:** Norwood, Bhagvat, Ciardella,

**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 3<sup>rd</sup> 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:** Rice / Schapira

**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 / Rice

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

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

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

**9c. 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/Second:** Schapira / Bhagvat

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

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

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