



CITY OF MILPITAS

ECONOMIC DEVELOPMENT & TRADE COMMISSION

REGULAR MEETING AGENDA

4:30 PM

Monday, April 13, 2026
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: April 13, 2026
6. Approval of Meeting Minutes: March 9, 2026
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. **Keep Milpitas Safe & Stable – Madison Nguyen, Interim Economic Development Director, and Kal Zubair, Economic Development Specialist (4:45 PM)**

Receive a presentation on the City of Milpitas' efforts to gather input from the community, advance equity, and ensure fiscal sustainability.

Recommendation: Receive the presentation.

- b. **Taste of Milpitas and FIFA World Cup Preparations Update – Michael Thomas, Economic Development Coordinator (5:15 PM)**

Receive an update on preparations on the Taste of Milpitas and FIFA World Cup event. This item's nexus is Economic Development Element Policy ED 4-1: Enhance the Milpitas' economic vitality.

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

c. **Fiscal Year 2026 EDTC Workplan Discussion – Michael Thomas, Economic Development Coordinator**

Commissioners requested that this item be agendaized to discuss the current status of the FY2026 EDTC work plan in preparation for adjustments to the EDTC's FY 2027 work plan.

Recommendation: Note and file Commissioners' suggestions.

10. Adjournment – Next Regular Meeting Scheduled for Monday, May 11, 2026

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

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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 Madison Nguyen at 408-586-3046 or send an e-mail to manguyen@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 REGULAR MEETING MINUTES

Monday, March 9, 2026
Committee Conference Room
Milpitas City Hall, First Floor
455 E. Calaveras Blvd. Milpitas

CALL TO ORDER

Chair Daryani called the meeting to order at 4:30 PM.

PLEDGE OF ALLEGIANCE

Vice-Chair Schapira led the pledge of allegiance.

ROLL CALL

Economic Development Specialist Khaled Zubair called the roll.

PRESENT: Chair Daryani, Vice-Chair Conrad Schapira; Commissioners Bill Bhagvat (4:36 PM) and Larry Ciardella.

Alternate #1: Vacant

Alternate #2 Michael Nguyen

City Council Liaison Councilmember William Lam

Staff: Interim Economic Development Director Madison Nguyen, Economic Development Coordinator Michael Thomas and Economic Development Specialist Kal Zubair

ABSENT: Commissioners Lynne Rice, Jacob Sanchez, Robert Jung; Student Commissioner Alice Nguyen

SEATING OF ALTERNATES

Alternate # 2 Michael Nguyen was seated in place of Commissioner Rice

APPROVAL OF AGENDA

Recommended Action: Approve the March 9, 2026 regular meeting agenda of the Economic Development & Trade Commission as submitted.

Mover / Seconder: Schapira / Ciardella

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

Ayes: Daryani, Ciardella, Schapira, Nguyen

Noes: None **Abstentions:** None

Commissioner Bhagvat arrived at 4:36 PM

APPROVAL OF MINUTES

Recommended Action: Approve the February 9, 2026 meeting minutes of the Economic Development & Trade Commission as submitted.

Mover / Seconder: Schapira / Ciardella

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

Ayes: Daryani, Ciardella, Schapira, Bhagvat

Noes: None **Abstentions:** Nguyen

PUBLIC FORUM

No speakers provided comments.

ANNOUNCEMENTS

Commissioner Ciardella announced that the Milpitas Chamber of Commerce's Crab Feed event was successful, with over 200 attendees.

Councilmember Lam reported that the City Council provided an offer to a candidate for the City Attorney position. Mr. Lam also reported that City Council approved a project to repave sidewalk gutters. He also summarized progress on coordinating traffic signals on Calaveras Blvd and provided details on Rivian's grand opening event on February 27, 2026.

Economic Development Coordinator Michael Thomas announced the City's upcoming Milpitas Youth Force employer recruitment effort and provided the promotional flyer to the commission members. He also informed the commission members regarding the recruitment for the city manager position.

Interim Economic Development Director Madison Nguyen introduced herself to the Commission and provided information about her professional background and experience.

Economic Development Specialist Kal Zubair invited commissioners to a workshop on April 2 regarding how small businesses can utilize available AI tools.

BUSINESS ITEMS

9a. Taste of Milpitas and FIFA World Cup Preparations Update

Recommended Action: Receive the presentation and provide suggestions on planning efforts.

Chair Daryani introduced the business item and Coordinator Thomas provided a summary of the City's preparations regarding events related to FIFA's World Cup.

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: 5 NOES: 0

Ayes: Daryani, Ciardella, Schapira, Bhagvat, Nguyen

Noes: None **Abstentions:** None

9b. MUSD Career Fair

Recommendation: Receive the presentation and provide suggestions.

Chair Daryani introduced the item and Specialist Zubair provided a presentation on the City's efforts to support the career fair.

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: 5 NOES: 0

Ayes: Daryani, Ciardella, Schapira, Bhagvat, Nguyen

Noes: None **Abstentions:** None

9c. New Business Item Discussion

Recommendation: Note and file commissioners' suggestions.

Chair Daryani introduced this business item.

No public comment was provided. The commissioners discussed potential items to include in the future work plan.

Chair Daryani suggested that the Commission focus on creative solutions to PG&E-related challenges as a business attraction tool. Councilmember Lam encouraged Commissioners to help strategize on how the City can attract a hospital to Milpitas.

Mover / Seconder: Schapira / Ciardella

Motion carried by a vote of: AYES: 5 NOES: 0

Ayes: Daryani, Ciardella, Schapira, Bhagvat, Nguyen

Noes: None **Abstentions:** None

ADJOURNMENT

10. Adjournment

Motion to adjourn the meeting.

Mover/Seconder: Schapira / Ciardella

Motion carried by a vote of: AYES: 5 NOES: 0

Ayes: Daryani, Ciardella, Schapira, Bhagvat, Nguyen

Noes: None **Abstentions:** None

MEMORANDUM



Office of Economic Development

DATE: April 13, 2026
TO: Economic Development and Trade Commission
FROM: Michael Thomas, Economic Development Coordinator
VIA: Madison Nguyen, Interim Economic Development Director
SUBJECT: **Item 9c – FY 2026 EDTC Work Plan Discussion**

BACKGROUND

Per the EDTC's bylaws, the Commission's mission is to advise the City Council on business issues, international trade relationships, and make recommendations on the design, development, and implementation of economic development in Milpitas. [The Commissioners Handbook](#) requires that each commission prepare its own annual work plan to identify anticipated tasks, goals, and projects to address during a 12-month period related to its advisory area. Staff works with commissions to develop their respective work plans for Council consideration in the fall. The Commission's FY 2025-26 Work Plan (Attachment A) was approved by the City Council on November 4, 2025.

DISCUSSION

At its regular meeting on March 9, 2026, the commission members requested that the work plan be agendized for April's regular meeting to begin the FY 2026-27 work plan approval process. Approval of the FY 2026-27 work plan shall be completed by August so it can be agendized for Council adoption by October. The Commission should evaluate the status of current work plan action items and determine which items to add, remove, modify, and/or carry over to the next work plan. Staff recommends members prioritize work plan action items that relate to their professional background, experience, and interests. Staff also recommends that members identify leaders for each action item and develop methods for completing action items. If multiple members wish to collaborate on action items, no more than three can work together outside of a duly noticed meeting to avoid Brown Act conflicts as quorum for this body is four members.

FISCAL IMPACT

City Council allocates \$1,000 annually toward approved work plan tasks and projects, as well as administrative costs for each commission. The EDTC's current fund balance as of the writing of this memo is \$939. Commissions that determine a need for additional funding shall return to City Council with a stated request for more funds and their purpose. City Council shall approve or deny any request for such expenditures.

Certain Commission work plans call for fundraising efforts. Those funds may be used for events, contributions to non-profits, or for other City services. Money raised on behalf of the City of Milpitas will be held by the City as part of and in accordance with best practices of the Finance Department. Disbursement of those funds requires City Council approval. City staff works with commissions and advisory bodies to ensure proper accounting procedures and practices comply with City and state regulations.

RECOMMENDATION

Note and file Commissioners' suggestions.

ATTACHMENTS

1. FY 2025-26 Work Plan



**ECONOMIC DEVELOPMENT & TRADE COMMISSION
WORK PLAN FY 2025-2026**

EDTC Mission Statement:		
Advise the City Council on business issues, cultivate international trade and commerce opportunities, and make recommendations on the design, development, and implementation of economic development in Milpitas.		
Topic/Overall Goal	Specific Action(s) Required	Status
Economic Development Initiatives	<p>Implement Strategies and Actions: Economic indicators,-branding/marketing assets and demonstration project policy.</p> <ul style="list-style-type: none"> • EDTC Commissioners may volunteer as ambassadors to assist in formal and informal business outreach as directed by staff including environmental friendliness for relocating businesses and green organizations and support targeted business attraction/creation • Develop policy for developing, testing and demonstrating innovative and sustainable solutions to City needs (EDS Action Item 21.1) such as “Green City” initiatives in collaboration with Public Works (Climate Action Plan) <p>Explore creating a “demonstration partnership policy” for developing, testing, and demonstrating innovative solutions to City needs that involve public-private partnerships with innovative businesses in Milpitas and use of City land, data, or facilities.</p> <ul style="list-style-type: none"> • 2026 Sporting events planning and development 	
Commissioner Engagement/ Ambassadorship	<ul style="list-style-type: none"> • Identify sector-based conferences and events that members and staff should attend (e.g., Biotech, AI, Automotive Tech, Cybersecurity, green tech/sustainability) for business attraction purposes • EDTC Commissioners participate and present at Chamber of Commerce and other organizational events. • Commissioners participate in city-sponsored business workshops and events (EDS Action Item 5.2) 	

Main Street Revitalization & Milpitas Historic Downtown Business Association	<p>Position Midtown as a community destination for independent retailers, restaurants and services to encourage economic vitality, enhance business marketability, increase property values, and attract people and new businesses.</p> <ul style="list-style-type: none"> • EDTC Commissioners may volunteer as ambassadors to assist in formal and informal business outreach as directed by staff, particularly along Main Street • Serve on City Council <i>ad hoc</i> Main Street Revitalization Sub-Committee <ul style="list-style-type: none"> ○ Volunteer ambassadors assist city staff with business outreach for re-building Main Street and re-establishing a business association along Main Street ○ Advance placemaking concepts, activation of the Main Street area or related tasks ○ Participate in future potential Main Street Business Association 	
Innovation District	<ul style="list-style-type: none"> • Support staff in outreach and promotion to business owners regarding development opportunities in the district and MID branding 	
Workforce Development & Education	<p>Promote a diversified workforce and provide training opportunities for Milpitas residents.</p> <ul style="list-style-type: none"> • Promote Milpitas Youth Force and employ program participants • City/MUSD MOU - Workforce/Educ., career fair, business employment opportunities outreach • EDTC Commissioners help facilitate opportunities with MUSD to engage high school students, and leverage networks at local colleges, universities, trade schools and organizations. 	
Manufacturing Day 2025	<ul style="list-style-type: none"> • Manufacturing Day 2025: Focus on career opportunities in tech/advanced manufacturing for MUSD high school students. • Continue partnering with the Office of Economic Development to support Manufacturing Day 2026 event by participating as event speakers; promoting and marketing event; leveraging networks and resources 	