



# CITY OF MILPITAS

## ECONOMIC DEVELOPMENT & TRADE COMMISSION

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### REGULAR MEETING AGENDA

4:30 PM

Monday, May 11, 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: May 11, 2026
6. Approval of Meeting Minutes: April 13, 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. **Introduction to the Energy and Environmental Sustainability Commission – Kal Zubair, Economic Development Specialist (4:45 PM)**  
Discuss potential areas of collaboration between the Energy and Environmental Sustainability Commission and the Economic Development and Trade Commission.  
Recommendation: Note and file Commissioners' suggestions.
- b. **Fiscal Year 2027 EDTC Work Plan Discussion – Michael Thomas, Economic Development Coordinator (5:15 PM)**  
Commissioners requested that this item be agendaized to refine the proposed Fiscal Year 2027 EDTC Work Plan.  
Recommendation: Note and file Commissioners' suggestions.

## 10. Adjournment – Next Regular Meeting Scheduled for Monday, June 8, 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](mailto: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](http://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](http://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 Michael Thomas at 669-235-1430 or send an e-mail to [mthomas@milpitas.gov](mailto:mthomas@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

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### REGULAR MEETING MINUTES

**Monday, April 13, 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 4:34 PM.

#### PLEDGE OF ALLEGIANCE

Interim Economic Development Director Madison Nguyen 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, Larry Ciardella, Anu Nakka, Jacob Sanchez

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

**ABSENT:** Commissioner Lynne Rice, Student Commissioner Alice Nguyen, Alternate #2 Michael Nguyen, City Council Liaison Councilmember William Lam

No alternates were available to be seated.

#### SEATING OF ALTERNATES

**Recommended Action:** Approve the April 13, 2026 regular meeting agenda of the Economic Development & Trade Commission as submitted.

#### APPROVAL OF AGENDA

**Mover / Second:** Schapira / Nakka

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

**Ayes:** Daryani, Ciardella, Nakka, Sanchez, Schapira

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

#### APPROVAL OF MINUTES

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

**Mover / Second:** Schapira / Ciardella

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

**Ayes:** Daryani, Ciardella, Sanchez, Schapira

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

## **PUBLIC FORUM**

No speakers provided comments.

## **ANNOUNCEMENTS**

Vice-Chair Schapira reported attending the Office of Economic Development's and Venture Dock's technical assistance workshop for small businesses on AI on April 2. Mr. Schapira commented that the presenter was knowledgeable and that the content was useful. Mr. Schapira also reported attending the Milpitas Unified School District's April 1 job fair and reported that more local business should participate in the next job fair.

Commissioner Nakka announced the soft opening of the MUSD Performing Arts Center and that school district staff are busy with graduation season approaching.

Commissioner Ciardella announced that the Chamber of Commerce is planning an event for May and will have more updates soon.

Commissioner Sanchez reported that despite interest rates increasing, activity in the commercial real estate market has been resilient.

Chair Daryani provided an update on the construction of a fence at Hillview Executive Park where his business is located.

Commissioner Bhagvat joined the meeting at 4:47 PM.

## **BUSINESS ITEMS**

### **9a. Keep Milpitas Safe & Stable – Madison Nguyen, Interim Economic Development Director and Kal Zubair, Economic Development Specialist**

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

Chair Daryani introduced this item and Specialist Zubair provided a presentation on the City's exploration of an update to the current business license tax structure.

No public comment was provided.

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

**Mover / Seconder:** Nakka / Schapira

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

**Ayes:** Bhagvat, Ciardella, Daryani, Nakka, Sanchez, Schapira

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

**9b. Taste of Milpitas and FIFA World Cup Preparations Update – Michael Thomas, Economic Development Coordinator**

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

Chair Daryani introduced the item and Coordinator Thomas provided an update on the City's planning efforts.

Commissioner Nakka left the meeting at 5:11 PM.

No public comment was provided.

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

**Mover / Secunder:** Schapira / Sanchez

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

**Ayes:** Bhagvat, Ciardella, Daryani, Sanchez, Schapira

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

**9c. New Business Item Discussion – Michael Thomas, Economic Development Coordinator**

Recommendation: Note and file Commissioners' suggestions.

Chair Daryani introduced the business item and Commissioners discussed potential items to include in the future workplan.

No public comment was provided.

**Mover / Secunder:** Schapira / Ciardella

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

**Ayes:** Bhagvat, Ciardella, Daryani, Sanchez, Schapira

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

**ADJOURNMENT**

Motion to adjourn the meeting.

**Mover/Secunder:** Sanchez / 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:** May 11, 2026  
**TO:** Economic Development and Trade Commission  
**FROM:** Michael Thomas, Economic Development Coordinator  
**VIA:** Madison Nguyen, Interim Economic Development Director  
**SUBJECT:** **Item 9b – FY 2027 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 recommend members prioritize work plan action items that relate to their professional background, experience, and interests. Staff also recommend 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**

<b>EDTC Mission Statement:</b>		
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.		
<b>Topic/Overall Goal</b>	<b>Specific Action(s) Required</b>	<b>Status</b>
Economic Development Initiatives	<p>Implement Strategies and Actions: Economic indicators,-branding/marketing assets and demonstration project policy.</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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)</li> </ul> <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"> <li>• 2026 Sporting events planning and development</li> </ul>	
Commissioner Engagement/ Ambassadorship	<ul style="list-style-type: none"> <li>• 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</li> <li>• EDTC Commissioners participate and present at Chamber of Commerce and other organizational events.</li> <li>• Commissioners participate in city-sponsored business workshops and events (EDS Action Item 5.2)</li> </ul>	

<p>Main Street Revitalization &amp; Milpitas Historic Downtown Business Association</p>	<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"> <li>• EDTC Commissioners may volunteer as ambassadors to assist in formal and informal business outreach as directed by staff, particularly along Main Street</li> <li>• Serve on City Council <i>ad hoc</i> Main Street Revitalization Sub-Committee <ul style="list-style-type: none"> <li>○ Volunteer ambassadors assist city staff with business outreach for re-building Main Street and re-establishing a business association along Main Street</li> <li>○ Advance placemaking concepts, activation of the Main Street area or related tasks</li> <li>○ Participate in future potential Main Street Business Association</li> </ul> </li> </ul>	
<p>Innovation District</p>	<ul style="list-style-type: none"> <li>• Support staff in outreach and promotion to business owners regarding development opportunities in the district and MID branding</li> </ul>	
<p>Workforce Development &amp; Education</p>	<p>Promote a diversified workforce and provide training opportunities for Milpitas residents.</p> <ul style="list-style-type: none"> <li>• Promote Milpitas Youth Force and employ program participants</li> <li>• City/MUSD MOU - Workforce/Educ., career fair, business employment opportunities outreach</li> <li>• EDTC Commissioners help facilitate opportunities with MUSD to engage high school students, and leverage networks at local colleges, universities, trade schools and organizations.</li> </ul>	
<p>Manufacturing Day 2025</p>	<ul style="list-style-type: none"> <li>• Manufacturing Day 2025: Focus on career opportunities in tech/advanced manufacturing for MUSD high school students.</li> <li>• 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</li> </ul>	