



CITY OF MILPITAS

Economic Development and Trade Commission

REGULAR MEETING MINUTES

4:30 PM

Monday, January 9, 2023

Milpitas City Hall

First Floor Committee Conference Room

455 E. Calaveras Boulevard

CALL TO ORDER Meeting called to order at 4:33 PM by Chair Norwood.

PLEDGE OF ALLEGIANCE Commissioner Romero led the pledge of allegiance.

ROLL CALL Economic Development Coordinator Daniel Degu called the roll.

PRESENT: Chair Chris Norwood, Vice Chair Casey McNeil; Commissioners Parkash Daryani, Cheri Romero, Inderjit Mundra; Economic Development Director Alex Andrade, Economic Development Coordinator Daniel Degu, Economic Development Specialist Michael Thomas; Special Project Associates Travis Bell and Eddie Truong via teleconference.

ABSENT: Commissioner Lynne Rice, Student Commissioner Stephen Huang, Assistant City Manager Ashwini Kantak

SEATING OF ALTERNATES None. Both alternate seats are vacant. Director Andrade informed the Commission that the City has received applications for both alternate seat vacancies, which are under review. The Commission directed staff to update the Commission on the vacancy status.

APPROVAL OF AGENDA Recommended Action: Approve the January 9, 2023 agenda of the Economic Development and Trade Commission's meeting as submitted.

MOVER/SECONDER: McNeil/Romero

RESULT: Approved unanimous

AYES: Romero, Mundra, Daryani, McNeil, Norwood

NOES: None

ABSTENTIONS: None

APPROVAL OF MINUTES: Recommended Action: Approve the Commission's regular meeting minutes of September 12, 2022

MOVER/SECONDER: McNeil/Romero

RESULT: Approved unanimously

AYES: Romero, Mundra, Daryani, McNeil, Norwood

NOES: None

ABSTENTIONS: None

Recommended Action: Approve the Commission's regular meeting minutes of November 14, 2022

MOVER/SECONDER: McNeil/Romero

RESULT: Approved unanimously

AYES: Romero, Mundra, Daryani, McNeil, Norwood

NOES: None

ABSTENTIONS: None

PUBLIC FORUM Public comment was neither submitted nor presented.

ANNOUNCEMENTS Vice Chair McNeil requested clarification on the Lucky grocery store closing at 1350 S. Park Victoria Drive. Director Andrade stated that staff will research the matter and update the Commission at a future meeting.

Commissioner Daryani expressed concern about a recent break-in a co-tenant's business location at 890 Hillview Court. Other concerns at the property included other illegal activities on and in the vicinity of the property. Commissioner Daryani planned to meet with the landlord on responding to these issues.

Commissioner Mundra stated that the Chamber of Commerce's board of directors is preparing events including a crab feed and wine festival and requested the Commission's assistance with developing the Chamber's business luncheon. Chair Norwood suggested staff to provide options for the Commission to collaborate with the Chamber in planning this event.

Chair Norwood asked when the Commission's Council Liaison will be determined. Director Andrade stated that Mayor Carmen Montano has appointment authority of liaisons, and her appointments are agendaized for the City Council's special meeting of January 10.

BUSINESS ITEMS **9a. Election of Officers**

Recommended Action: That the Economic Development and Trade Commission elect a Chair and Vice-Chair.

Chair Norwood introduced this item and Economic Development Coordinator Degu summarized the process.

Chair Norwood and Commissioners Daryani, Mundra and Romero nominated Casey McNeil to serve as Chair until January 2024.

MOVER/SECONDER: Daryani/Mundra

RESULT: Approved

AYES: Romero, Mundra, Daryani, Norwood

NOES: None

ABSTENTIONS: McNeil

New Chairperson McNeil and Commissioners Daryani, Mundra and Romero nominated Chris Norwood to serve as Vice Chair until January 2024.

MOVER/SECONDER: Daryani/Mundra
RESULT: Approved
AYES: Romero, Mundra, Daryani, Norwood
NOES: None
ABSTENTIONS: Norwood

9b. Milpitas Business Layoffs

Recommended Action: Receive City staff report.

Chair McNeil introduced the item. Economic Development Coordinator Daniel Degu delivered a presentation dated January 9, 2023 and introduced NOVAworks' Business Liaison Rhonda Pryor discussed recent worker layoff notices issued by companies known as WARN notices.

Commissioners questioned the accuracy of average wages in manufacturing sector. Staff informed the commission that staff will review the data and clarify at a later date. Commissioner Daryani stated data more than two years old is not useful to businesses.

The Commission directed staff to include NOVAworks events to the Commission's electronic events and activities sign up form. In light of recent layoffs by manufacturing companies in Milpitas, Chair McNeil and Vice Chair Norwood requested WARN notice updates be included as a standing agenda item.

Chair McNeil requested clarification of the City Council's direction on this item. Director Andrade stated that Vice Mayor Evelyn Chua requested staff identify ways to assist residents who are facing recent or future layoffs. Director Andrade stated that the pilot program MyPlan Milpitas in partnership with NOVAworks provided 25 Milpitas residents with customized access to job search tools, resume building and other skills and resources resulting in new job opportunities and additional training from NOVAworks. NOVAworks will host layoff assistance webinars in January and February.

MOVER/SECONDER: Norwood/Daryani
RESULT: Report received
AYES: Romero, Mundra, Daryani, Norwood, McNeil
NOES: None
ABSTENTIONS: None

9c. American Rescue Plan Act (ARPA) Update

Recommended Action: Receive City staff report and provide feedback to staff.

Director Andrade introduced this item. Special Project Associates Travis Bell and Eddie Truong delivered presentation dated January 9, 2023 summarizing progress, status and next steps for the following ARPA-funded programs:

- Catalytic Converter Theft Deterrent Program
- Storefront Improvement Grant Program
- Business Improvement District Feasibility Study RFP
- Milpitas Youth Force
- First 5 Santa Clara County
- Build It Green

Specialist Truong informed the Commission that \$150,000 in ARPA funds will be allocated for workforce development efforts. Staff will recommend that the Milpitas Youth Force continue to be funded during the FY 24 budget process given the program's success. Specialist Truong requested the Commission identify non-profit organizations in Milpitas and workforce programs to be considered for grant opportunities. Mr. Truong provided examples of organizations including NOVAworks, Milpitas Unified School District Adult Education, and International Brotherhood of Electrical Workers local union, as well as individuals such as unhoused and workers aged 50 and over.

Chair McNeil requested that Commissioners need time to ponder, provide feedback via email to staff and share suggestions at the Commission's regular meeting on February 13 meeting. Director Andrade informed each commissioner to e-mail their suggestions individually to staff in advance of the Feb. 13 meeting.

Chair McNeil requested clarification on Civitas Advisors outreach to the commissioners regarding the BID feasibility study. Specialist Truong said outreach methods will be determined during the project development process between Civitas Advisors and staff and relayed to the Commission.

Commissioner Mundra requested Brown Act training at a later date. Director Andrade said the City Clerk and City Attorney present training sessions to boards and commissions.

MOVER/SECONDER: Norwood/Mundra

RESULT: Report received and feedback provided

AYES: Romero, Mundra, Daryani, Norwood, McNeil

NOES: None

ABSTENTIONS: None

9d. Commissioner Roles and Involvement

Recommended Action: Receive memorandum and provide feedback to staff.

Economic Development Specialist Michael Thomas presented memorandum dated January 9, 2023.

Specialist Thomas will distribute an updated list of events and activities to the Commission via electronic mail consistent with Brown Act requirements.

MOVER/SECONDER: Norwood/Romero

RESULT: Memorandum received and feedback provided

AYES: Romero, Mundra, Daryani, Norwood, McNeil

NOES: None

ABSTENTIONS: None

ADJOURNMENT Moved by Commissioner Daryani, seconded by Commissioner Mundra to adjourn this meeting at 6:05 PM to the next regularly scheduled Commission meeting on Monday, February 13, 2023, at 4:30 PM.