



CITY OF MILPITAS

Economic Development and Trade Commission

REGULAR MEETING

AGENDA

Zoom Webinar

Monday, November 9, 2020

4:30PM

Facebook: <https://www.facebook.com/CityofMilpitas/>

YouTube: <https://www.ci.milpitas.ca.gov/youtube>

Web Streaming : <https://www.ci.milpitas.ca.gov/webstreaming>

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Seating of Alternates
5. Approval of Agenda: November 9, 2020
6. Approval of Minutes: August 12, 2019; November 18, 2019; February 10, 2020; April 24, 2020; September 14, 2020; and October 9, 2020 (Manufacturing Day)
7. Public Forum

Oral public comments may be provided live during the Commission meeting by first registering for the Zoom meeting in advance by: providing an email address (not disclosed) and a name.

Register in advance for this webinar:

https://ci-milpitas-ca-gov.zoom.us/webinar/register/WN_vd4TCg_IQGSny-F9SC1u7w

After registering, you will receive a confirmation email containing information about joining the webinar. All registered meeting attendees who wish to speak must click on the "Raise Hand" icon when the Commission Chair calls for public comments. If participating by calling in, dial *9 to use the "Raise Hand" feature, and when you are called upon, hit *6 to unmute your phone. Your phone number will be displayed in the live meeting. Staff will call the speakers to begin. All comments provided shall be limited to three minutes or less as determined by the Chair. All members of the public will be limited to one comment per agenda item, and one comment for non-agenda items. The online written comment form previously used is no longer be available for public comment.

8. Announcements

9. Business Items

a. **Election of Officers – Lynne Rice (Chair of Economic Development and Trade Commission)**

Background: Once per year, Commissioners will vote to elect a Chair and Vice Chair of the Commission. The Chair is responsible for leading the regular meetings of the Commission. The Chair shall call the meeting to order, state items to be discussed on the agenda, permit all members with the opportunity to be heard, allow for comments from the public, call for a vote when required and work directly with the staff liaisons to ensure a successful meeting. The Vice Chair shall serve the role of Chair in the absence of the Chair. No Commissioner shall serve more than three years as the Chair or Vice Chair of any Milpitas Commission.

Recommendation: Elect a Chair and Vice Chair of the Economic Development and Trade Commission.

b. **Microenterprise Grant Program – Alex Andrade (Director of Economic Development) and Stanford University Student Cohort**

Background: On August 4, 2020, the City Council approved the Milpitas Microenterprise Grant Program to assist 38 businesses with financial assistance during the economic devastation due to the COVID-19 pandemic. A total of 38 grantees are currently in the process of receiving grants of \$5,000 each to assist their microenterprise business. A student cohort from Stanford University's Sustainable Cities course will present an evaluation of the Milpitas Microenterprise Grant Program.

Recommendation: Receive staff update and Stanford University student cohort presentation.

c. **Economic Development and Trade Commission Draft Work Plan Fiscal Year 2020-2021 – Alex Andrade (Director of Economic Development) and Daniel Degu, Sr. (Economic Development Coordinator)**

Background: The Economic Development and Trade Commission advises the City Council on business issues, cultivates international trade relationships, and make recommendations on the design, development, and implementation of economic development. Once a year the Economic Development and Trade Commission develops and recommends a new draft Commission Work Plan for City Council's consideration and approval.

Recommendation: Recommend that the City Council consider and approve the draft Fiscal Year 2020-2021 Economic Development and Trade Commission Work Plan.

d. **Parks and Recreation Master Plan Update – Lyhak Eam (Associate Civil Engineer)**

Background: The City Parks and Recreation Master Plan Update is in the approved City 2020-2025 Capital Improvement Program. This project provides an update to the existing 2008 Parks and Recreation Master Plan document to include Transit Area Specific Plan Parks, Midtown Parks, and City recreational facilities. The update will focus on the connectivity within the park as well as

between parks and recreation facilities including trails. It also includes an assessment of Recreation and Community Services programs and fees.

Recommendation: Receive an interim update on the Parks and Recreation Master Plan.

e. **Third-Party Food Delivery Services Fee Cap Update – Nicole Inamine (Economic Development Specialist)**

Background: Third-party food delivery services continue to be an important platform for restaurants to remain open during the COVID-19 pandemic. However, many local restaurants find that they are charged high fees per order by third-party service providers, making it difficult for restaurants to retain enough or any profits. The City Council unanimously passed on October 20, 2020, a temporary Urgency Ordinance to help local restaurants maximize their share of the profits and their chances of surviving this challenging time.

Recommendation: Receive staff update.

10. Adjournment – Next Meeting on Monday, January 11, 2021, at 4:30 PM

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: cdiaz@ci.milpitas.ca.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.ci.milpitas.ca.gov by selecting "I Want to . . . View" link.

Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packet are available for public inspection on the City website. Commission agendas and related materials can be viewed online: <http://www.ci.milpitas.ca.gov/our-government/commission/> (select meeting date).

APPLY TO SERVE ON A CITY COMMISSION

Commission application forms are available online at www.ci.milpitas.ca.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 Alex Andrade at 408-586-3046 or send an e-mail to businessassistance@ci.milpitas.ca.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.