

A G E N D A
Community Advisory Commission

May 4, 2011
Milpitas City Hall Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

- I. Roll Call:** Michael Queenan, Samantha Beard, Rajeev Madnawat, Syed Mohsin, Danny Fang, Jenifer Lind, Reena Choudhury, Phong Nguyen, Mia Bradway Winter, Michelle Manassau

Alternates: Edna R. Andres, Janice Bobay

- II. Seating of Alternates:**

- III. Pledge of Allegiance:**

- IV. Approval of Agenda:**

- V. Approval of Minutes:** April 6, 2011

- VI. Announcements:** **Welcome new Commissioner Janice Bobay (Alternate 2), Congratulations to Edna Andres now alternate #1 and Michelle Manassau is now a regular member.**

- VII. Public Forum:**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Each person wishing to speak on an item before the CAC at a regular or special meeting shall be permitted to be heard once for a maximum of three minutes. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

- VIII. Liaison Reports**

City Council Report

Councilmember Gomez

IX. New Business

A. Neighborhood Beautification Awards

An NBO Awards subcommittee for 2011 will need to be established. The subcommittee will tour the submitted nominated sites in September and select a winner for each category. Subcommittee selections will be presented to the full Commission in October.

- At the meeting of February 2, 2011 it was requested to bring the task of Commissioners possibly selecting an area (s) of the City for the purpose of nominating properties for this year's NBO Awards Program.
- At the meeting of February 2, 2011 the Commission requested a cost estimate be brought back to the May meeting regarding signs to be placed on lawns of NBO Award Winners. The cost estimate is \$37.30 per sign for a total of \$ 410.30 for 11 signs.

Recommendation: Select a subcommittee of at least three members for this year's NBO Awards Program. Commissioners to consider participating in nomination process as described above. Consider the cost of signs and direct staff accordingly.

B. Neighborhood Night Out

Neighborhood Night Out will be held Thursday, August 4, 2011. The past few years, CAC members have visited other City Commission meetings to promote participation in National Night Out. For the Commission's reference, a calendar with the dates and times of upcoming Commission meetings is included with the agenda packet.

Recommendation: Discuss and decide which CAC Members will be attend other Commission meetings to promote National Night Out.

C. Heritage Tree Nominations

The CAC Work Plan schedules opportunities to nominate heritage trees in January, May and October. The major elements of the Heritage Tree Program are to:

- Recognize and designate individual trees or groves of trees to promote appreciation of the trees and their benefit to the community and to nurture and protect the trees as part of the city's heritage.
- Protect all heritage trees or groves through the Tree and Planting Ordinance.
- Make it unlawful for any person, other than City personnel in the performance of their duties, to remove a heritage planting without first applying for a permit from the Public Works Department.
- Provide a process for the City Council to designate individual trees or a grove of trees.

A heritage tree designation may be requested by any person and with the written consent of the property owner. A tree or grove of trees may be designated, as a Heritage Tree or a Heritage Tree Grove, with the finding that it is unique and of importance to the community due to any one of the following factors:

1. It is an outstanding specimen or grove of a desirable species.
2. It is one of the largest or oldest trees or grove of trees in Milpitas.
3. The tree, or grove of trees, possesses distinctive form, size, age, location and/or historical significance.

Heritage trees or groves that are removed without City approval must be replaced with one or more trees which, in the opinion of the Public Works Department, will provide comparable economic, aesthetic, or environmental value at the site or by reimbursing the City for the value of the tree or grove as determined by a certified arborist.

Recommendation: Staff called Paul Mullett, Senior Maintenance Supervisor, and he said there are no tree's to nominate at this time.

X Old Business:

A. Review of Adopt-A-Spot Program:

At the meeting of April 6, 2011, the CAC continued this item until its May meeting in order to allow the CAC Subcommittee to provide the Adopt-A-Spot map and bring back pictures of three areas within the City to be considered for project. Also, the Commission wanted to further discuss a strategy of contacting local businesses to obtain donations for the program.

Included in the CAC agenda packet is the previous letter send to local business for donations and a lists of the businesses contacted by staff.

Recommendation: Consider area's for Adopt-A-Spot events, strategy for contacting local businesses to obtain donations and direct staff accordingly.

B. Community Outreach/Marketing/Comment Cards:

At its meeting on April 6, 2011, the CAC continued this item until its May meeting. The Commission at its April meeting approved several venues to maximize citizen participation in CAC activities which included the following:

- CAC Comment Card (ordered)
- Milpitas Cable TV
- Milpitas City Website
- Milpitas Marque Reader Board (on Calaveras Blvd.)
- Participating and Handing out Materials at City Events (Concerts, Art Festival, etc.) CAC Commissioners attend City Events and when appropriate have a table with printed information to make citizens aware of city programs supported by the CAC and meet and greet. (*Anticipated events: Neighborhood Clean-ups, May 14, June 11, National Night Out August 4, 2011, and 4th of July Celebration, possible Arts and Wine Festival TBD*)

The Commission should be advised that the CAC Comment Card has been reviewed and approved by Chair Queenan and Vice-Chair Beard. Commissioner Winter will be presenting a marketing presentation to the Commission for input and feedback.

Recommendation: Consider Commissioner Winter marketing presentation and direct staff accordingly.

CAC Sub Committees:

- **NBO Awards: Mohsin, Fang & Manassau**
- **Adopt-A-Neighborhood: Nguyen, Choudhury, Beard and Queenan**
- **Town Hall Meeting: TBD**
- **Arbor Day 2011: Beard**
- **Neighborhood Watch: TBD**
- **Community Outreach: Queenan & Mohsin**
- **Citizens Awareness Task Force: Lind, Beard, Winter**
- **CAC Budget Allocation: TBD**

Recommendation: Consider new appointment to replace Commissioner Fang On the NBO Awards Sub Committee.

Milpitas Community Outreach Forms: None received.

XI. Adjournment to: June 1, 2011

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3274, or by calling TDD (408) 586-3013. The CAC Secretary will upon request

provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

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, boards, councils 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.

Materials related to an item on this agenda submitted to the Community Advisory Commission (CAC) after initial distribution of the agenda packet are available for public inspection at the Planning Department office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas during normal business hours.

For more information on your rights under the Open Government Ordinance or to report a violation of the ordinance, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035

E-mail: mogaz@ci.milpitas.ca.gov

Phone: (408) 586-3040

Fax: (408) 586-3030

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 the Milpitas Municipal Code link.