

CITY OF MILPITAS
COMMUNITY ADVISORY COMMISSION
MILPITAS CITY HALL COMMITTEE MEETING ROOM

APPROVED MINUTES
September 5, 2012

- I. Call to Order and Roll Call** Chair Beard called the meeting to order at 7:00 p.m.
Present: Commissioners Beard, Winter, Batilo, Manassau, Mohsin, Rosario
Alternate Commissions present: Ferguson, Espitia, Leon
Absent: Andres, Lind, Maclay
- II. Alternates Seating of** **Alternates seated:** Ferguson and Espitia
- III. Allegiance Pledge of** Chair Beard led the Pledge of Allegiance.
- IV. Agenda Approval of** **Motion:** Approve the 9/5/12 agenda as submitted
M/S: Mohsin/Rosario Ayes: 8
- V. Minutes Approval of** **Motion:** Approve the 8/1/12 minutes as submitted.
M/S: Mohsin/Winter Ayes: 8
- VI. Announcements** **Staff: Felix Reliford None**
Chair Beard welcomed two new CAC members: Mr. Eusebio Espitia and Oscan Leon.
- VII. Public Forum** **Chair Beard** invited members of the audience to address the Commission on any subject not on the agenda.

None
- VIII. Liaison Reports: City Council – Felix Reliford representing Councilmember Gomez:**
Staff announced that the Housing Development Activity Report was presented to the City Council. There is a lot of development going on in the southern part of the City. This Commission may wish to set aside time to hear more details on the activity report by staff.

Motion: Staff will present the Housing Development Activity Report at the November CAC Meeting.
M/S: Mohsin/Ferguson Ayes: 8

IX: Commissioners' Round Table

This time is for any Commissioner to share information they feel may be of interest to the Commission. Chair Beard briefly shared with the two new commissioners the various activities that the CAC participates in and asked them to share what drew them to become a CAC member and any expertise that they may contribute to the commission.

The two new members to the Community Advisory Committee were introduced:

Commissioner Leon – Mr. Leon has been a resident of Milpitas for many years. He is a middle school principal in San Jose for 11 years and has always been involved in the community. He joined this commission because he wanted to be involved with what is good for the residents of Milpitas. He views this commission as a way to be more aware of what is going on within the City and to be able to inform the community about such important events.

Commissioner Espitia – Mr. Espitia is a lifetime citizen of Milpitas. He was a code enforcement supervisor with the City of San Jose for over 25 years and currently is with the City of Hayward. As a Hayward city employee he represents the City and he felt it would be good to be on the other end, to be part of a committee as a citizen.

X: New Business:

A. Milpitas Neighborhood Beautification Awards Nominations

Gloria Anaya, Sr. Housing & Neighborhood Preservation Specialist – Presented to the commission information on the nominations that she received for this year's Neighborhood Beautification Awards. A lot of the work went into the publicity and article postings by Vice Chair Winter. Staff will follow up with Commissioners Manassau and Andres and Vice-Chair Winter to set up tours of the various nominations. Thanks to Chair Beard who has volunteered to work with staff to prepare a PowerPoint presentation with all the photos. Some of these nominations may be disqualified if there is a code violation on the property. A total of 47 nominations were received: (20 from the CAC and 27 from residents). Some corrections will be made to the records to properly identify CAC nominations.

This year the tour may take longer to complete since the number of nominations is double that of last year. To allow for adequate time to drive around, decide and notify the winners, most likely the awards cannot be announced until the City Council meeting in December. The presentation of winners will first come back to this Commission in November. Staff also mentioned that in the NBO nomination process that some of the areas of Milpitas were under represented. Next year four commissioners could be assigned to one of the four zones and turn in 3-4 nominations within each of the different type of categories.

Chair Beard – Stated it would be beneficial to assign different commissioners to be involved this year in the tours and the recommendation process.

Felix Reliford, Acting Planning Director – Staff recommended that as part of the Commission’s processes and procedures for the future, that every year commissioners rotate into the different subcommittees to provide experience. It was suggested that commissioners of the NBO subcommittee get a head start and begin working with staff early next year on NBO processes and procedures to develop the program structure and format.

Motion: Direct staff to work with the NBO subcommittee to develop processes and procedures for the Neighborhood Beautification Nominations at the February 7, 2013 CAC meeting.

M/S: Winter / Mohsin

Ayes: 8

Chair Beard – Asked for new volunteers to participate on the NBO Subcommittee. Commissioners volunteered: Manassau, Rosario and Espitia

Vice-Chair Winter – Recapped the results of all the marketing efforts that went into publicizing the Neighborhood Beautification Awards program. The campaign got started early – in May. Free publicity was placed on the City’s TV Channel 15, the City website, the *MilpitasPatch.com*, the *Tri-City Voice* and three articles in the *Milpitas Post*. The last article in the *Milpitas Post* highlighted “Beautiful Yards Do Get Noticed” bylined by Mia Bradway Winter.

XI: Old Business:

A. Milpitas Night Out – CAC Follow up Discussion

Commissioner Manassau – Passed out flyers throughout her neighborhood on a couple of occasions, which resulted in a turnout of 39 attendees. Everyone really enjoyed the meeting.

Commissioner Mohsin – This year was a record high for the number of parties and attendees at the various parties. People are more concerned to meet their neighbors and be prepared. The Police Department formed 5 groups, with each group attending 6 of the block parties. We will greatly miss the former PD Chief Dennis Graham who was always concerned about the residents and took time to listen to the needs of the community.

Commissioner Batilo – The Milpitas Night Out was well received. It was a good lead in to the Neighborhood Watch Program.

Vice-Chair Winter – Expressed that the CAC is very lucky to have a partnership with the Milpitas Police Department and the Police Chief. From a CAC perspective, we wanted to expand the Neighborhood Night Out (NNO). As commissioners, we are becoming the leads. On July 4, the CAC logo was included in the Milpitas PD National Night out flyer. Pre and post-publicity articles in the Milpitas Post and Tri-City Voice newspapers mentions CAC.

B. Neighborhood Watch Program – 2012 Outcome

This year three CAC members participated in the Neighborhood Watch Program. The Neighborhood Watch Program works with the Milpitas Police Department who will go to your event and do a presentation to the group. The purpose is to bring neighbors together that agree to be on the watch for their neighborhood. Sgt Kevin Corvin is the Police Department contact for anyone interested in arranging a neighborhood watch program. The police department also provides a Vacation Watch Program and Children Fingerprinting services to Milpitas residents, free of charge.

C. Town Hall Meeting Discussion

Chair Beard reviewed the progress of the subcommittees in preparation for the Town Hall event.

Volunteers – At least two volunteers are needed to help set up at 5:00 pm and clean up later.

Logistics – Table layout has been sent to the Community Center. Building staff will set up tables and a podium. IS will set up the technology. Three (3) easels will be needed for stand-up signs.

Marketing – Changes to the final Town Hall flyer details were discussed. Staff will make 50 copies of the final flyer for each CAC commissioner to start distributing. Flyers will be posted throughout the City buildings, to the Library bulletin board, to the School Superintendent to be posted at the various school sites. A second flyer is going to be worked on and distributed the day of the event. Easels will be needed for the posters. Advertisement for the Town Hall event has been placed on the City's marquee, the utility bills and the Milpitas TV channel. The Tri-fold was also reviewed for various changes.

Tabling Layout / Organization – Commissioner Rosario will create a table layout arrangement based on needs of the participating organizations and meet with Chair Beard to finalize. Chair Beard will be putting together a PowerPoint presentation and forward it to IS. Thank you cards will be sent out to gift donors.

Donations – \$250 grant from Walmart has been given towards the event. Gift certificates received for the raffle thus far are: \$50 to Pinoy BBQ, \$50 from Safeway, a large pizza from Giorgio's, three \$20 certificates from Sushi Maru, \$20 from La Milpa and \$25 to Applebees from the Santa Clara Women's Golf Club. Starbucks is providing the coffee and hot water. We have 100 large recycle bags from Commissioner Lind. Contact Sean Simon if he can provide small first aid kits. Stainless steel water bottles are available. Use \$50 for a thank you gift for Sean Simonson. Commissioners Batilo and Winter will go shopping for other items for the 50 gift bags. At the next CAC meeting we can put together the 50 gift bags.

CAC Table – Commissioner Mohsin will prepare a sign-in sheet and also staff the welcome table. Commissioner Manassau will assist and hand out the raffle tickets, one ticket per person. Vice-Chair Winter will serve as back-up.

Program Coordinator – Commissioner Ferguson will work on finalizing the agenda and send it to Chair Beard for final approval. Commissioners should come nicely dressed and staff will make name badges to identify the CAC members. Commissioners Maclay and Leon will assist with the roving mic.

Motion: Direct Vice-Chair to work with Recreation staff to amend the Town Hall poster

M/S: Batilo/Mohsin

Ayes: 8

Motion: Accept all recommended changes to the flyers, agenda and brochure.

M/S: Mohsin/Winter

Ayes: 8

Staff will follow up with the following tasks:

- Ask the City Manager if he will facilitate the introduction of dignitaries
- Get Name Badges for the CAC members
- Ask the Milpitas Library to post the Town Hall flyer
- Get approval from the School Superintendent to post the flyer at school sites
- Obtain 3 easels for the posters
- Ask IS to provide a podium for Chair Beard
- Add a table outside the auditorium to the event layout
- Ask IS to provide a two microphones to pass around to the public
- Post the flyer throughout City Hall two weeks before the event
- Contact Sean Simonson to be present at the next CAC Meeting 10/3 and if he can provide first aid kits for the 50 gift bags
- Staff will print out 150 copies of the CAC Fact Sheets for the CAC table

CAC Sub Committees: ** Review sub committees and update list.

- NBO Awards: Manassau, Batilo, Rosario
- Adopt-A-Neighborhood/Graffiti: Nguyen, Rosario & Batilo
- Town Hall Meeting: Beard, Winter, Andres
- National Night Out: Mohsin
- Community Outreach
- Citizens Awareness Task Force: Lind, Beard, Winter
- Budget/Community Priorities:

XII. Adjournment: Chair Beard adjourned the meeting at 8:45 p.m. to the October 3, 2012 meeting.

M/S: Mohsin/Manassau

Ayes: 8

Respectfully submitted,

Joann DeHerrera, Recording Secretary