Community Advisory Commission
AGENDA

Wednesday, January 8, 2014
Milpitas City Hall 1st Floor Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

I. Roll Call: Samantha Beard, Syed Mohsin, Jenifer Lind, Michelle Manassau, Edna Andres, Jose Rosario, Thelma Batilo, Oscar Leon, Ray Maglalang
Alternates: Van Lan Truong, Jacqueline Holland, Willie Wong, Dau Do

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda: January 8, 2014

V. Approval of Minutes: December 4, 2013

VI. 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.

VII. Announcements

VIII. Liaison Report
City Council Report: Councilmember Gomez

IX. Commissioners' Round Table
Background: This time is for any Commissioner to share information they feel may be of interest to the Commission.

X. New Business
A. Election of Officers
According to the Community Advisory Commission Bylaws, new officers for the positions of Chair and Vice Chair are elected at the beginning of the year.

Recommendation: Nominate and vote for a new Chair and Vice Chair for calendar year 2014.

B. Introduction of the City-wide Strategic Planning Process
A presentation by City's consultant, Dr. Shawn Spano, regarding the City-wide Strategic Planning Process to engage the community.

Recommendation: Note receipt and file.
C. Street-Sweeping Information

At the October 2nd Commission meeting, Commissioner Maglalang requested staff to look into this City program and brief the commission. City Staff member, Leslie Stobbe, will provide a presentation and summary of the City’s policies and regulations as it relates to Citywide street-sweeping.

Recommendation: Note receipt and file.

D. CAC 2014 Workplan

Every year, Community Advisory Commission, establishes its final Annual Workplan and confirms various subcommittees and their members in order to complete a variety of tasks throughout the year. Included in the Commission’s agenda packet is a copy of 2013 Workplan.

Recommendation: Establish 2014 Workplan, and create and/or re-confirm subcommittees and members according to the workplan, and set guidelines for reporting back to the Commission body and direct staff accordingly.

XI. Unfinished Business

A. Tree Planting 2014 (Grant IFGU)

An update will be provided both by staff and Green-Tree Subcommittee.

Recommendation: Note receipt, file, and direct staff accordingly.

XII. Adjournment: to February 5, 2014

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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 after initial distribution of the agenda packet are available for public inspection at the Planning Department Office at Milpitas City Hall at 455 E. Calaveras Blvd., Milpitas during normal business hours.

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e-mail: mogaz@ci.milpitas.ca.gov / Fax: 408-586-3056 / Phone: 408-586-3040

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CITY OF MILPITAS
Draft COMMUNITY ADVISORY COMMISSION MEETING MINUTES
Wednesday, December 4, 2013
Time: 7:00 p.m.
MILPITAS CITY HALL, COMMITTEE CONFERENCE ROOM

I. Call to Order – Chair Beard called the meeting to order at 7:00 p.m.
and Roll Call
Present: Vice Chair Mohsin, Commissioners Andres, Batilo, Leon, Maglalang,
Manassau, Rosario
Alternate Commissioners Present: Holland, Truong, Wong, and Do (7:05)
Excused Absence: Councilmember Gomez and Commissioner Lind

II. Seating of Alternates – Commissioner Holland

III. Pledge of Allegiance – Chair Beard led the Pledge of Allegiance

IV. Approval of Agenda – Staff Felix Reliford asked the Commission to continue Item No. X-A:
Introduction of the Citywide Strategic Planning Process to the January 2014 meeting together
with the Commission’s 2014 Workplan. Vice Chair Mohsin moved, and Commissioner Rosario
seconded, approval of the Agenda as amended. The motion carried unanimously.

V. Approval of Minutes – Minutes of November 6, 2013 – Vice Chair Mohsin moved, and
Commissioner Batilo seconded, approval of the Minutes. The motion carried unanimously.

VI. Public Forum – Pamela Miller, California Landing Village, Milpitas, encouraged commissioners
to look into nextdoor.com as a social media tool to reach out to community. Rohit Sharma,
PRCRC Commissioner, wanted to listen about the tree-planting program and mentioned that
he is enrolled in one of the tree-planting classes.

VII. Announcement by Staff – None

VIII. Liaison Report – Councilmember Gomez was not present.

IX. Commissioners’ Round Table – Chair Beard welcomed new Commissioner Dau Do.
Commissioner Do gave a brief introduction of himself.

Vice Chair thanked everyone for continued teamwork and commented that this is the best year
yet!

X. New Business:

B. January 2014 Meeting Schedule – Recording Secretary Currie informed the Commission
that the first Wednesday in January is New Year’s Day and a City holiday. Staff is
recommending adjourning this meeting to January 8, 2014, the second Wednesday in January.

Motion: to adjourn December 2013 meeting to January 8, 2014.
Motion/Second: Maglalang/Leon

Motion carried by a vote of: Ayes: 12
Absent: 1 (Lind)

XI. New Business:

A. Tree Planting Program Update – Mr. Reliford updated everyone that 100 trees will be
planted in Cardoza Park to which the trees are coming from the grant that was awarded to the
City’s CAC Commission. The first program consists of covering the boundaries/entry ways and
24 trees will be from Apex Project. Chair Beard said that the second program is planting in
various City parks. February 15, 2014 is the first date to plant the 100 Grant Trees – a requirement of the grant. Commissioner Maglalang informed the Commission that there is a low enrollment for 2 of the training classes – Dec. 6, 4 attendees; Dec. 13, 13 attendees (Lion’s club members); and Dec. 20, 2 attendees.

The Commission as a whole suggested asking City Council to ask Police and Fire Personnel to volunteer planting trees. Staff Reliford said that we plan to go to City Council on January 7, 2014 to bless the program and ask for $10,000. Commissioner Maglalang asked for the schedule of the actual tree-planting from Arborist Ed Mosqueda and PW Director Jeff Moneda and that the goal is to have 150 volunteers for the February 15th Cardoza Park event and 50 volunteers throughout the year.

The Commissioners then broke down into groups and discussed Volunteers, Marketing, and 60th Anniversary issues. At 8:15pm the Commission reconvened. Commissioner Maglalang, representing the Volunteers group, suggested to plant 25 trees per month (in March, April, May, September, October, and November) and hope to get 150 volunteers to meet the grant requirements.

Commissioner Leon suggested getting organization to be in charge each month but keep it open for any group to take the lead and perhaps weekend training before planting instead of week day. Commissioner Maglalang informed the commission that all supplies will be provided by the City. Vice Chair Mohsin suggested pitching the program to all City Commissions again. Mr. Sharma mentioned to the Commission the part of North Main Street to plant trees.

Commissioner Holland, representing the Marketing group, said looking into donors/sponsors would help augment other costs for any/all programs of the Commission as a whole. She will be taking the lead on creating an electronic message for Milpitas Patch, City website, and Yelp. The group also talked about rolling out competition amongst teams between schools and provide a letter of recommendation (as an incentive), and perhaps be awarded a Mayor’s recognition certificate or plaque as a grand prize. Commissioner Holland presented her research on promotional items (various seed packets bulk prices) and other ideas poured in.

Motion: to adjourn use $40 from the Commission’s budget to buy seeds.

Motion/Second: Vice Chair Mohsin/Manassau

Motion carried by a vote of: Ayes: 12
Absent: 1 (Lind)

The 60th Anniversary group was represented by Commissioner Batilo. She informed the commission that the Family Day is scheduled on the afternoon of January 26 here in City Hall. There will be interactive booths from City departments and various City commissions. It was suggested to have a list of which Commissioner will help host a booth at what time.

B. CAC Policy on Budget – Principal Housing Planner Reliford was directed by the Mayor to place this on the agenda for the Commission as a whole to establish the needs for individual business cards. Discussion amongst Commissioners ensued; some Commissioners are opposed using the Commission’s budget for individual business cards stating that they would rather use the budget for the community. Another Commissioner proposed using $10 from the Commission’s budget for each Commissioner who wants the business cards then those Commissioners pay for the difference out of their pockets. Another Commissioner suggested using a phone app in creating the business cards since everyone is connected using their smart phones.

Motion: to use the remaining CAC budget and submitting to City Council a request for business cards budget to augment the difference.

Motion/Second: Vice Chair Mohsin/Rosario

Motion carried by a vote of: Ayes: 9 (Mohsin, Rosario, Andres, Batilo, Do, Leon, Maglalang, Manassau, Wong)
Noes: 3 (Beard, Holland, Truong)
Absent: 1 (Lind)
Commissioners Holland and Truong would like to go on record by stating that they love to have their own business card but she would rather like to use the Commission’s budget for the community and various programs of the Commission throughout the year.

XII. **Adjournment** – Vice Chair Mohsin moved, and Commissioner Maglalang seconded, to adjourn the meeting at 9:25 pm to January 28, 2014. The motion carried unanimously.
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Legend: X = Discussion & Planning; E = Event; C = Ceremony; R = Results Review

**Short-term Goals/Projects (prioritized)**

1. Tree Planting – Promote tree planting through outreach and tree protection awareness
2. Outreach Program – Conduct an outreach program to the citizens of Milpitas to obtain feedback on community issues
3. Volunteerism Program – Conduct a program to encourage Milpitas citizens to volunteer
4. Cleanup of Areas – Determine areas in Milpitas and encourage their redevelopment or conduct a program similar to the “Adopt A Highway” program
5. Expand the Neighborhood Watch Program – Work with City staff to expand the Neighborhood Watch Program
6. Milpitas Cable TV/Magazine Community Outreach