

CITY OF MILPITAS
COMMUNITY ADVISORY COMMISSION
MILPITAS CITY HALL COMMITTEE MEETING ROOM
APPROVED MINUTES
December 03, 2008

- I. Call to Order and Roll Call** Chair Queenan called the meeting to order at 7:00 p.m. Present were Vice Chair Fang and Commissioners Choudhury, Lind, Meharu, Mohsin, Villegas and Madnawat
Alternate present was Nguyen
Absent were Commissioner Abelardo, Alternate Commissioner Sangalang
Alternate Commissioners Chen and Pham had an excused absence.
- II. Seating of Alternates** Alternates seated: Commissioner Nguyen
- III. Pledge of Allegiance** Chair Queenan led the Pledge of Allegiance.
- IV. Approval of Agenda** MOTION to approve the Agenda as submitted.

M/S: Mohsin/Fang Ayes: 9
- V. Approval of Minutes** MOTION to approve the minutes with the following amendments:

Commissioner Mohsin - X.b – 2nd paragraph and X.d – 2nd paragraph:
Commissioner Mohsin’s name is misspelled.

Mr. Felix Reliford – Vice Chair Fang had an excused absence for the November 5th meeting.

M/S: Mohsin/Villegas Ayes: 9
- VI. Announcements** Commissioner Mohsin passed out a flyer for the Festival of Trees Holiday Gala and Silent Auction on Thursday, December 4th at 5:30 p.m. in the City Hall Rotunda.
- VII. Public Forum** Chair Queenan invited members of the audience to address the Commission on any item not on the agenda. There were no requests.
- VIII. Liaison Reports**

City Council Councilmember Althea Polanski did not have a report, but wished everyone a happy holiday season.

IX. Old Business

A. Town Hall Meeting.

Chair Queenan continued this item from the last meeting and opened it up for discussion.

Commissioner Lind distributed a "News Release" for review and approval to distribute.

Mr. Felix Reliford verified Sean Simonson's title and office (Emergency Services Coordinator, Office of Emergency Services) for all of the documentation.

Commissioner Lind will distribute the "News Release" to: the Milpitas Post to run during the 2nd, 3rd, and 4th weeks of January, the School District to post on their website and newsletters, and the Tri-City Voice.

Commissioner Mohsin will request the "News Release" be put in the Sunnyvale Neighborhood Community Calendar.

Mr. Felix Reliford will ensure the "News Release" is on the City's website and cable channel 15.

Mr. Felix Reliford confirmed that once the "News Release" is approved, it can be sent to any news organization.

Chair Queenan met with members of the Emergency Preparedness Commission to discuss the information tables. The following vendors/demonstrations were suggested: Ham Radio Demonstration, Gas Shutoff Valve Display, Seismic Valve Turnoff, Stove Monitoring, Strategic Actions For Emergencies (SAFE), American Red Cross, Neighborhood Watch, and additional retail vendors.

Commissioner Nguyen also suggested having PG&E to demonstrate how to deal with gas leaks and power lines. Chair Queenan will contact PG&E.

Mr. Felix Reliford will check with the City Attorney regarding the legality of having vendor (Home Depot, Orchard Supply Hardware, etc.) sell emergency related merchandise at the meeting. If they cannot sell merchandise, can they provide coupons or vouchers for the residents to take to their store to purchase.

Chair Queenan will draft a letter requesting various organizations donate specific items (wrenches, radios, etc) for a drawing.

Commissioner Lind would like to be sure that when contacting vendors to participate, vendors are informed that the commitment is 6:00 pm to 9:00 pm. Residents are expected to arrive at 6:30 pm with a formal presentation beginning at 7:00 pm.

Commissioner Lind and Mr. Felix Reliford will meet to determine an official agenda and timeline. Mr. Felix Reliford will agendize the "seating arrangements" and timeline for discussion and final approval.

Commissioner Lind spoke before the Emergency Preparedness Commission and presented the flyer, the draft 3-column flyer included with the agenda packet was updated to include all of the suggestions from the Emergency Preparedness Commission.

Mr. Felix Reliford brought a sample brochure that was professionally translated into four languages, but the professional translation cost \$750. He mentioned that the Information Services department has a computer program to translate into Spanish. He also brought the Vietnamese, Tagalog, and Mandarin translations he received from City employees.

Commissioner Mohsin will have the Tagalog translation verified and re-typed into a narrow column.

Alternate Commissioner Nguyen is a professional translator for Vietnamese and he will translate the information and scan it to email it to Mr. Felix Reliford.

Vice Chair Fang will translate the information into Mandarin and type it into the computer to email it to Mr. Felix Reliford.

Councilmember Polanski requested everyone translate the information into a narrow column and she will scan them in to be placed in 4-columns (Spanish, Mandarin, Tagalog, & Vietnamese) on the back of the 3-column flyer.

Councilmember Polanski also created a 1-page English only flyer to be distributed with the multi-language brochure style flyer.

Mr. Felix Reliford also confirmed that a small note would be put on the December and January water bills.

MOTION to approve the "News Release", the one-page flyer and the brochure with English on the one-side and the additional four languages on the back with the correct title and department of Sean Simonson.

M/S: Mohsin, Fang

Ayes: 9

B. Holiday Tree Decorations

Mr. Felix Reliford notified the Commission that, this year, Commissions were not decorating the Holiday Trees. Instead, companies were invited to purchase a tree to decorate. The decorated trees and presents beneath the trees are then being auctioned.

Councilmember Polanski informed the Commission that this year the Parks & Recreation Commission established a non-profit and the money raised from these Holiday Trees would go to the non-profit to assist low-income families in participating in recreational programs.

Councilmember Polanski informed the Commission that this fundraiser would most likely remain in future years.

Mr. Felix Reliford asked the Commission if the Holiday Trees should remain on the Work Plan.

The Commission agreed to leave the Holiday Trees on the 2009 Work Plan. The issue will be re-visited when determining the 2010 Work Plan.

X. New Business

C. Subcommittee/Task Force Status Reports

Councilmember Polanski mentioned that subcommittees are going to be subject to the Brown Act's posting requirements. Councilmember Polanski asked Mr. Felix Reliford if he received any feedback regarding names for a Subcommittee that can be a Task Force or Ad Hoc so they wouldn't be subject to the Brown Act.

Mr. Felix Reliford will check with the City Attorney and City Clerk regarding the subcommittee requirements and respond to the Commission and Councilmember Polanski.

XI. Adjournment Chair Queenan adjourned the meeting at 7:50 p.m. to the January 07, 2009 meeting.

Respectfully submitted,

Debbie Barbey, Recording Secretary