

**A G E N D A**  
**Community Advisory Commission**

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**April 6, 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

Alternates: Michelle Manassau, Edna R. Andres

- II. Seating of Alternates:**

- III. Pledge of Allegiance:**

- IV. Approval of Agenda:**

- V. Approval of Minutes:** March 3, 2011

- VI. Announcements:**

- VII. Public Forum:**

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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.

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- VIII. Liaison Reports**

**City Council Report** Councilmember Gomez

- IX. New Business**

A.

- X. Old Business:**

- A. Review of Adopt-A-Spot Program:**

At the meeting of February 2, 2011 the CAC directed staff to continue this item to the April Agenda because not all of the Sub-committee members were present.

- Check with solid waste staff and find out when the neighborhood clean ups with dumpsters are scheduled so that Adopt-A-Spot activities can be arranged around that event.(*Neighborhood Clean-ups - April 9 & 23, May 14, June 11, locations TBD*)
- Speak with local home improvement businesses about donations of materials and in turn give them free advertisement as a community donor ( *no response*)
- Add Adopt-A-Spot announcement to existing solid waste brochures
- Contact the Green Thumb Club ( *Chair Queenan to follow up*)
- 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 - April 9 & 23, May 14, June 11, Recreation summer registration April 30, National Night Out TBD and 4<sup>th</sup> of July Celebration*)

**Recommendation:** Consider alternative methods for donations including use of a portion of the CAC Budget, direct Staff accordingly.

#### **B. Community Outreach/Marketing/Comment Cards:**

At its meeting on February 2, 2011, the CAC continued this item until its next regularly scheduled meeting to discuss ways on how to outreach to maximize public participation in CAC activities. Staff recommends the CAC consider and discuss the following venues for public participation:

##### Venues:

- Milpitas Cable TV
- Milpitas City Website ( Commissioner Winter will give update)
- Milpitas Post Newspaper
- City of Milpitas Events (Concerts, Art Festival, etc.)
- City's Marquee Reader Board (along Calaveras Blvd.)

##### Marketing:

- Commissioner Winter to continue to May meeting.

##### Comment Cards:

- At it's meeting on February 2, 2011, the CAC reviewed and approved the Citizen Task Force design and proposed text language on the Comment Cards. The CAC voted unanimously and directed Staff to print 500 copies each of ½ page and post card sizes to be distributed to the public.

Also the CAC directed Staff to display the Comment Cards on the CAC Webpage on the City's Website. At this time, Information Services (IS) has reviewed the Comment Cards and has stated that there are two ways in which the information on the Comment Cards can be retrieved and relayed to Staff and the Commission.

1. Spreadsheet with tabulation of the comments
2. Comments forward to Staff via e-mail addresses (return to sender)

IS is currently providing examples of both methodologies for the CAC to review. An example of both copies will be presented at the meeting.

**Recommendation:** Consider which methodology the CAC would like to retrieve information from the Comment Cards, consider outreach venues and direct staff accordingly.

**Milpitas Community Outreach Forms:** None received.

**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**

**XI. Adjournment to: May 4, 2011**

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E-mail: [mogaz@ci.milpitas.ca.gov](mailto:mogaz@ci.milpitas.ca.gov)

Phone: (408) 586-3040

Fax: (408) 586-3030

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