

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

UNAPPROVED MINUTES
May 1, 2013

- I. Call to Order and Roll Call** Vice-Chair Mohsin called the meeting to order at 7:00 p.m.
Present: Commissioners Beard (7:08pm), Andres, Batilo, Holland, Mohsin, Manassau, Maglalang, Rosario, Truong, Wong
Absent: Commissioners: Leon and Lind
- II. Alternates Seating of** **Alternates seated:** Holland and Truong
- III. Allegiance Pledge of** Vice-Chair Mohsin led the Pledge of Allegiance.
- IV. Agenda Approval** **Motion:** Approve the 5/1/13 agenda as submitted
M/S: Rosario/Andres All Ayes
- V. Minutes Approval** **Motion:** Approve the 4/3/13 minutes as submitted
M/S: Holland/Manassau All Ayes
- VI. Public Forum** **Vice-Chair Mohsin** invited members of the audience to address the Commission on any subject not on the agenda.
There were no speakers from the audience.
- VII. Announcements:** **Vice-Chair Mohsin** welcomed newly appointed alternate Willie Wong. Mr. Wong mentioned that he has been a long-time resident of Milpitas and wanted to help where he is able.
- VIII. Liaison Reports: City Council Report, Armando Gomez – None**
Felix Reliford, CAC Liaison, made the following announcements:
- The City Council budget session was held April 30, 2013. Staff will report back to the CAC with anything that may affect the commission.
 - On Saturday, May 3, 2013, Milpitas Cares will be participating in a series of project throughout the City.

Chair Beard received the gavel from Vice-chair Mohsin when she arrived at 7:08 pm.

IX. Commissioners' Round Table

This time is for any Commissioner to share information they feel may be of interest to the Commission.

Vice-Chair Mohsin – There will be a Kite Flying Festival Sunday, May 19, 2013 at Baylands Park in Sunnyvale to be held by the Pakistani American Culture Center

Commission Maglalang – Is helping a children's group in the Philippines and asked if anyone had old or new children's books, pencils, crayons, notebooks and the like, and he would send these supplies to this group.

Commissioner Truong – Would like the commission to plan an event during the month of May to celebrate American unity. This item will be agendaized for the June commission meeting.

Commissioner Rosario – Suggested the Commission have a uniform to wear at the various events the Commission supports. This item will be agendaized for the June commission meeting.

Commissioner Batilo – Reminded the Commission that there are many events that can use the CAC's support. Some of these events are highlighted in the Milpitas Activity Guide. Commissioners can contact Recreation Services for more information where they can provide assistance.

X. New Business

A. Heritage Tree Nominations

Felix Reliford, CAC Liaison –

According to Public Works staff, the City has not received any new heritage trees nominations.

Recommendation: Continue this item until the next meeting when the Tree Planting Subcommittee reports back to the entire CAC.

B. Spring Cleanup Day @ Pioneer Mobile Home Park – May 11th

This year's Spring Cleanup Day will be held at Pioneer Mobilehome Park (60 Wilson Way) and is scheduled for May 11th.

Commissioners need to arrive at 8:15 am or earlier next to the Park Office. Commissioners were encouraged to bring some of their tools if possible.

Felix Reliford, CAC Liaison – Reviewed with the Commission the "To Do Follow-Up List" identifying the tasks and assignments for the Spring Clean-Up Day.

Discussion ensued on the various assignments:

Chair and Vice-Chair – Assign commissioners their designated areas and will oversee volunteer.

Commissioner Manassau – Provide supervision of breakfast activities.

Chair Beard – Shop for refreshments

Commissioner Beard – Contact Tri Cities paper; **Commissioner Batilo** will contact the Patch; **CAC Liaison Reliford** has contacted the Milpitas Post

Commissioner Holland – Will provide a cover write up of the event. She would also like to develop an evaluation system after CAC events to improve our services to the community.

Commissioner Batilo – Will take care of hauling away any e-waste from the park.

Vice-Chair Mohsin – Asked staff to provide the CAC with quarterly budget status to enable the Commission to be aware of available funds for the various CAC projects.

Staff noted that donation letters should be printed on City of Milpitas letterhead in order to be more official.

Commissioners – Should bring their cell phones to communicate at the event.

Follow up Needed:

- CAC Liaison – Check on obtaining a large cooler
- CAC Liaison – Check with the park manager if we can use their truck or golf cart for hauling.
- CAC Liaison – Check on tools at the tool shed, first aid kit, RV park key.
- CAC Liaison – Will ask if the City Council could issue a proclamation recognizing the volunteers' services.
- CAC Liaison – Obtain a Volunteer Release of Liability agreement for the event.
- Assign someone to oversee what is being placed in the dumpsters (restricted items for dumping).
- Staff will create a sheet with commissioners' cell #s to use at the event

Motion: For the June CAC meeting agenda: 1) Review the outcome of the Spring Clean up event; 2) Report from tree planting subcommittee; 3) Discuss the possibility of a CAC uniform to be used at community events; 4) Review Adopt a Neighborhood process; 5) Review the 2013 CAC Work Plan and add task - Unity week.

M/S: Andres / Holland

All Ayes

XI. Old Business

A. Confirm members of NBO Subcommittee for 2013

Commissioners Truong and Holland volunteered to participate on the NBO Awards Subcommittee. **Commissioner Holland** volunteered to provide Community Outreach / Media support.

CAC Subcommittees: *

- NBO Awards: Manassau, Rosario, Holland, Truong
- Adopt-A-Neighborhood/Graffiti: Rosario, Batilo
- Spring Cleaning Day: Leon, Manassau
- National Night Out: Mohsin, Manassau, Truong
- Make a Difference Day: Batilo, Andres
- Community Outreach: Mohsin, Maglalang, Holland
- Tree Planting: Maglalang, Holland, Truong

*** Changes to the subcommittees will be made when needed**

XII. Adjournment: Chair Beard adjourned the meeting at 8:06 p.m. to the June 5, 2013 meeting.

Respectfully submitted

Joann DeHerrera, Recording Secretary