

**MILPITAS COMMUNITY ADVISORY COMMISSION
FY 2019-2020 WORK PLAN**

Work Plan Goals: Serve as an advisory body on matters affecting Milpitas residents, especially those relating to community improvement.					
Topic/Advisory Area		Tasks	Required Resources	Begin Discussion	Deadline
1.	CDBG public hearing process	<p>Staff</p> <ol style="list-style-type: none"> 1. Present informational workshop for commissioners 2. Prepare application binders 3. Coordinate with CDBG applicants to attend the meeting 4. Coordinate with CDBG applicants to attend the meeting <p>CAC</p> <ol style="list-style-type: none"> 1. Decide on a date for Public Hearing 2. Review prepared binders for Public Hearing 3. Make recommendations for CDBG funding to City Council 	<p>Time: Commission, Staff, CDBG Applicants</p> <p>Budget: Dinner, Refreshments</p>	Upon CDBG application close date	Annually- Depending on application window
2.	Spring Cleaning Day	<ol style="list-style-type: none"> 1. Commissioners discuss location for the event 2. Staff coordinates with community organizers to present about logistics for the event and volunteers 3. Staff will coordinate trash receptacles and other necessities for the event 	<p>Time: Commission, Staff, Community Organizers</p> <p>Budget: Outreach materials, refreshments for volunteers, certificates of appreciation for volunteers</p>	January	April
3.	National Night Out	<ol style="list-style-type: none"> 1. Staff coordinates with Milpitas PD to present about National Night Out 2. Commissioners discuss outreach strategies for the event and determine areas to engage 	<p>Time: Commission, Staff, Police Department</p> <p>Budget: Outreach materials, flyer printing</p>	April	August
4.	Neighborhood Beautification Awards	<ol style="list-style-type: none"> 1. Commissioners discuss ways to revamp the program, including the award categories, criteria, application window, and logistics. 2. Code Enforcement publishes application 3. Commissioners conduct community outreach 	<p>Time: Commission, Staff</p> <p>Budget: Award plaques for winners</p>	May	September

		<ol style="list-style-type: none"> 4. Subcommittee reviews applicants and votes for winners of each award category 5. Staff coordinates the presentation of award winners to the City Council 			
5.	Promote Affordable Housing and Building Safety Month	<ol style="list-style-type: none"> 1. Commissioners coordinate with staff to promote Affordable Housing and Building Safety Month 2. Commissioners conduct outreach for activities, workshops, and community events 	<p>Time: Commission, Staff</p> <p>Budget: Outreach materials</p>	February	May

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