

**MINUTES: CITY OF PACIFICA ECONOMIC DEVELOPMENT COMMITTEE (EDC)  
SPECIAL MEETING**

**Tuesday, August 16th, 2022, 6:00 p.m.**

**CALL TO ORDER: 6:04 p.m.**

**ROLL CALL**

- a. Members Present: Daisy Fong (chair), Sean Thompson (vice-chair), Robert Foster (secretary), Archie Judan, Greta Sieglock, Matthew Dougherty
- b. City Council Liaisons Present: Mary Bier
- c. City Staff Liaisons Present: Yulia Carter, Alyssa Barranti

**ADMINISTRATIVE BUSINESS**

- Daisy requested a motion to change the agenda to cover 4 topics:
  - Committee Communications
  - Staff Communication re: Quorum procedure
  - Committee Communication
    - Adoption of FY 2023 Workplan
    - Budget Allocation
  - The remaining agenda items will be pushed to EDC September regular meeting.
- Motion from Member Thompson, Seconded by Member Foster. All in Favor.

**COMMITTEE COMMUNICATIONS**

- Cindy Abbott – Gave an update on Pacifica EV Expo planned for end of October.
  - The event is planned for October 29 and will be held in the parking lot at the Pacifica Center for the Arts.
  - Has reached out to City staff and Mike Perez for input and assistance on permitting, etc
  - Daisy has mentioned that she asked member Matthew Dougherty to be the liaison for this event and will forward Cindy's email to Matthew about the proposal

*Action item: Daisy will forward Cindy's email to Matthew*

**STAFF COMMUNICATIONS**

- Quorum- Yulia reiterated that all members must respond in advance with attendance (yes, no, maybe) for all committee meetings. We need 5 people to establish quorum.
- Daisy added that if members know in advance that they will be absent to let Alyssa know so we can plan accordingly. Also, when there is a guest speaker is on the agenda is important to know whether we have quorum as a courtesy to the guest speaker.

## COMMITTEE COMMUNICATIONS

- Adoption of Workplan & priorities- 3 changes approved
  - Daisy shared an updated workplan and priorities based on discussion from the June EDC meeting which was reviewed by committee member for comments/revisions:
    - Robert requested to delete “This will be a joint effort with Chamber of Commerce” from Priorities Item#1a as the Chamber is no longer involved.
    - Greta suggested to remove “(ex. Spend Local, Eat Pacifica)” from Workplan #3, 2<sup>nd</sup> bullet as this is not necessary to spell out and may give the impression that those are additional events/campaigns.
  - Daisy requested a motion to approve the workplan with 2 changes.
    - Motion from Member Thompson, Seconded by Member Sieglock. All in Favor.
  
- Budget Allocation – Total Budget \$7,750
  - Discussion around budget allocation based on priorities listed for FY22-23.
  - Robert shared SubCommittee 1 budget proposal with the committee.
    - Committee 1 Requested –
      - Blues and Brews Festival - \$5000
    - Committee 2 Requested –
      - Business seminars / Networking Event - \$500-\$1000
      - Annual Job Fair- \$500 -\$1000
      - Website & Survey no budget assignment as this can be done with City resources.
    - Committee 3 Requested –
      - Buffer for additional budget needs i.e. Annual Pride Festivities, Shop Pacifica, etc - \$750
  - Greta asked Subcommittee 1 in addition to Blues/Brews were there other items they may need budget for. Sean mentioned that there is a possibility of using some budget for Discover Pacifica content posting. Yulia suggested that Sean send content and grant access to CDA to manage the account.
  
  - Final Budgets Recommended-
    - Committee 1 Requested – \$5000
    - Committee 2 Requested – \$2000
    - Committee 3 Requested – \$750
  
  - Daisy requested a motion to approve the budget allocations
  - Motion from Member Foster, Seconded by Member Sieglock. All in Favor.

*Action item: Sean will send Yulia/Alyssa content to pass to CDA and grant CDA access to Discover Pacifica Instagram Acct.*

MEETING ADJOURNED: 7:00 p.m.