

**DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
SPECIAL MEETING
Thursday, May 12, 2016**

The regular meeting of the Downtown Development Authority was held Thursday, May 12, 2016, at 10:00 a.m. in Conference Room 149B, 301 S. Ridgewood Avenue, Daytona Beach, Florida. The following people were present:

Board Members Present

Mr. Robert Abraham, Chairman
Mr. Joe Hopkins
Ms. Tammy Kozinski
Ms. Kelly White
Ms. Sheryl Cook

Staff Members Present

Mr. Jason Jeffries, Redevelopment Project Manager
Mr. Robert Jagger, City Attorney
Ms. Becky Groom, Board Secretary

1. Call to Order

Mr. Abraham called the meeting to order at 10:00 a.m.

Mr. Abraham congratulated Mr. Jagger on his appointment as City Attorney.

2. Roll Call

Roll was called and members were noted present as stated above.

3. Public Comments

There were no public comments.

4. Farmers' Market Grant Application

Mr. Jeffries stated staff was requesting to apply for a USDA Farmers' Market Promotion Grant for EZ Access, the requested amount is \$221,000 over two years. Mr. Jeffries stated the purpose of the grant would be to promote acceptance of EBT/SNAP at the Farmers' Market. Mr. Jeffries noted the necessary equipment would be purchased through other funding. Mr. Jeffries stated that funding from the grant funds would be used to solicit additional market vendors and purchase 400 folding shopping baskets that would be accessible to qualified customers. Mr. Jeffries stated \$70,000 would be set aside from the grant to fund an EZ Access Manager position for two years. Mr. Jeffries stated funds would be used to pay for additional hours for the Downtown Media Assistant to update the web and Facebook. Mr. Jeffries stated the application also includes funding for marketing and EBT advertising.

Mr. Jeffries stated disbursement of the funds was scheduled to start in September 2016.

Mr. Jagger stated if the grant was awarded to the city, the grant authorization would be presented to the DDA for approval.

Ms. Cook noted several typos and grammatical errors in the document and asked they be corrected.

Board Action:

A motion was made by Mr. Hopkins, seconded by Ms. Kozinski, to authorize submittal of the USDA Grant for funds to be used over a two-year period for the Farmers' Market. The motion carried unanimously 5-0.

5. **Board Comments**

Mr. Jeffries stated that Lori Slaight had assumed responsibilities for Riverfront Fridays so that event would continue.

Ms. Kozinski stated she had talked with Ms. Slaight, she planned to coordinate a scavenger hunt in downtown. Once the new Merchants Group was formed, she would ask if they would be willing to assume the duties of coordinating Riverfront Fridays.

Mr. Abraham stated the Merchants Group had formed a corporation and he prepared the articles of incorporation for them, at no charge. He stated his understanding that a 501(c) 3 would be applied for to have charitable status with the IRS.

Ms. Kozinski asked if she or Ms. Cook could be members of the new merchants' group since they serve on the DDA.

Mr. Jagger stated he did not believe it would be a conflict as long as they did not serve on the Board. He stated they would be unable to discuss items that may come before the DDA for action.

Mr. Jeffries stated it was his understanding there was about \$4,000 available from the previous merchant's association and he would talk with them to see what their plans are for the funds. Mr. Jeffries stated there were discussions about donating the funds to charities. He stated he has talked with some of the former group's member about them about turning the money over to the DDA so it could be used for events in the downtown.

Mr. Abraham stated if the former merchant's group is a 501(c) 3, the funds would have to be given to a charity.

Mr. Jagger stated the group would be bound by the articles of incorporation and it is not a DDA issue.

Ms. Kozinski stated she has received many positive comments about Ms. Lori Slaught and stated she is doing a great job.

9. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 10:32 a.m.


Robert Abraham, Chairman


Becky Groom, Board Secretary