

**DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
REGULAR MEETING  
Tuesday, March 27, 2018**

The Regular Meeting of the Downtown Development Authority was held Tuesday, March 27, 2018, at 8:00 a.m. in Conference Room 149B, 301 S. Ridgewood Avenue, Daytona Beach, Florida. The following people were present:

**Board Members Present**

Mr. Michael Sznajstajler, Chair  
Ms. Sheryl Cook  
Mr. Joe Hopkins  
Ms. Tammy Kozinski

**Board Members Absent**

Ms. Kelly White

**Staff Members Present**

Mr. Jason Jeffries, Redevelopment Project Manager  
Mr. Ben Gross, Deputy City Attorney  
Ms. Becky Groom, Board Secretary  
Ms. Lori Slaight

**1. Call to Order**

Mr. Sznajstajler called the meeting to order at 8:08 a.m.

**2. Roll Call**

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

**3. Approval of Minutes**

**a. Regular Meeting: February 27, 2018**

A motion was made by Ms. Cook, seconded by Ms. Kozinski, to approve the minutes of the regular meeting of February 27, 2018, as presented. The motion carried (4-0).

**b. Special Meeting: March 8, 2018**

A motion was made by Ms. Kozinski, seconded by Mr. Hopkins, to approve the minutes of the special meeting of March 8, 2018, as presented. The motion carried (4-0).

c. **Special Meeting: March 20, 2018**

A motion was made by Ms. Cook, seconded by Mr. Hopkins, to approve the minutes of the special meeting of March 20, 2018, as presented. The motion carried (4-0).

4. **DDA Monthly Financial Report**

Mr. Jeffries presented the Monthly Financial Report which was included on page 12 of the packet. Mr. Jeffries stated there were \$52,663 in expenses to date which leaves a balance of \$71,194. Mr. Jeffries stated at this time, there was a surplus of \$400 for the Farmers' Market.

Ms. Kozinski asked when the DDA would be discussing changes to the percentage of specific types of vendors that were permitted at the Farmers' Market.

Mr. Jeffries stated he will be discussing changes with Ms. John, the new Market Manager, and would be presenting suggested changes to the DDA at the April Board meeting.

Ms. Cook stated she contacted Mr. Jeffries to see if Ms. John arrived on time at the Market on Saturday and if there were any issues or concerns.

Mr. Jeffries stated Ms. John arrived at the Market on Saturday before he did and she is becoming more familiar with the operations.

Frank De Marchi, Southern Stone, stated the DDA will be receiving a three-month report on the activities of Southern Stone at the next regular DDA Board meeting. Mr. De Marchi stated he had received positive feedback from the vendors about the events that his firm has held to date. Mr. De Marchi stated there were about 300 participants at the Beer festival with a large number of attendees from Port Orange and Ormond Beach. Mr. De Marchi stated the Eggstravagansa was held last weekend and was a huge success. Mr. De Marchi stated the Grits and Glory Festival will be held in two weeks and that will be his first experience in working with the street closed.

Mr. Jeffries stated Beach Street will be closed at 10:00 a.m. and Magnolia will be closed at noon.

Ms. Kozinski stated next year, Easter is late in the month and will be April 21. Ms. Kozinski suggested talking with McKay's to see if they would be interested in holding an event in conjunction with their St. Patrick's Day celebration.

Mr. Jeffries stated Mr. De Marchi will provide the DDA with a list of proposed events for 2019 at the June meeting. Mr. Jeffries stated he will talk with McKay's about an event for next year.

Mr. Jeffries stated the Dream Cruise was being coordinated to be held in October.

**Public Comments:**

There were no public comments.

5. **DDA Casual Employees and Responsibilities**

Mr. Jeffries stated he would like to delay the request that was included as part of the packet for an additional staff member at this time. Mr. Jeffries stated should the DDA decide at a later date to

fill the position, he would contact the area universities to see if he could locate an acceptable candidate.

Mr. Jeffries outlined the duties and responsibilities of the current employees and their responsibilities associated with staff support of the DDA.

Mr. Hopkins stated he was concerned about hiring a student to work with the merchants since there would not be continuity. Mr. Hopkins stated he felt it would serve the DDA better to hire an individual other than a student.

**Public Comments:**

There were no public comments.

**6 Public Comments**

There were no public comments.

**7. Board Comments**

Ms. Kozinski asked what the construction project is that is being done on Beach Street in front of Cook Jewelers that has the area closed and parking spaces blocked off. Ms. Kozinski stated the merchants should be made aware if there will be streets blocked and construction in the area of their businesses.

Mr. Jeffries stated he did not know but would look into it.

Ms. Kozinski stated she would have liked to have known that the park was being used on Saturday for a rally.

Mr. Jeffries stated he did not know if a permit was obtained for the use of the park but was unaware of the event as well.

**8. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:50 a.m.

  
Michael Sznajstajler, Chairman

  
Becky Groom, Board Secretary