

ECONOMIC DEVELOPMENT ADVISORY BOARD MEETING

Wednesday, March 17, 2021

MINUTES

Minutes for the Regular Economic Development Advisory Board meeting for the City of Daytona Beach, Florida, held on Wednesday, March 17, 2021 at 8:30 a.m. in Commission Chambers of City Hall, 301 S. Ridgewood Avenue, Daytona Beach, Florida.

1. Call to Order:

Bob Rand – Chair, called the meeting to order at 8:33 a.m.

2. Roll Call:

Present:

Board Members: Chelsea Abend
Dr. Victor Gooden
Carol Kilian
Harry Lloyd
Larry McDermott
Bob Rand

Ex-officio: Helga Van Eckert – Director, Volusia County Economic Development

Staff: Don Gooding – Community Development Compliance Manager,
City of Daytona Beach
Reed Berger – Redevelopment Director, City of Daytona Beach

Excused:

Ex-officio: Nancy Keefer – Executive Director/CEO, Daytona Regional Chamber
of Commerce
Keith Norden – Executive Director/CEO, Team Volusia

3. Introducing Members

On the invitation of Bob Rand – Chair, the new and Existing Board members introduced themselves to the committee members.

4. Approval of Minutes

A motion was made by Larry McDermott and seconded by Carol Kilian to approve the Minutes of February 17, 2021 meeting and was unanimously approved.

5. Guest Speaker – Comments/Presentation:

Robert Jagger – Chief Attorney- City of Daytona Beach, gave an overview of Sunshine Law, Public Records Laws and By-Laws.

- Focusing on public meetings, Robert explained two or more people from the same Board who are gathering, texting, emailing, or doing any other electronic communication before a public meeting to discuss a foreseeable matter is a violation.
- Described that a board member is not prohibited from discussing board business with staff or a non-board member but cannot use as a liaison to communicate between board members.
- Described staff meetings are not normally subject to Sunshine Law but staff committees may be subject to Sunshine Law if they are deemed to be part of the decision-making process.
- Explained that before the board takes an official action on a proposition, public can attend any hearing and give their comments, take video and photography.
- Explained the three requirements of a meeting:
 - open to public
 - prior notice
 - minutes must be taken for public records
- Explained the open meeting sanctions.
- Described the examples on how and when the board members are breaking Sunshine Law and the type of legal actions that can be taken against them.
- Focusing on Public Records, Robert explained the type of documentations subject to public records, how to keep them recorded, and violations regarding public records.
- Described the basic principles of ethics in Florida such as solicitation or acceptance of gifts, misuse of public position, and voting conflicts.
- Described the Economic Development Advisory Board being created by Ordinance #97-90, revised by Ordinance # 13-275, and function is to monitor implementation of economic development elements of City's comprehensive plan.
- Discussed about the comprehensive plan and described the responsibilities of the Economic Development Advisory Board.

- Described the articles of By-Laws and how it affects the function of the board members such as what conditions to consider in appointments or removal of board members and further described about the authorities of the Board-Chair.
- Discussed how to make changes to the board following the Sunshine Law, and how language in the By-Laws is specific to passing a motion.
- Discussed about the board's responsibility to evaluate Brownfield projects or any other City projects and is the mechanism to report the Commission.

6. **Reports:**

a. **Team Volusia**

Helga Van Eckert - Director, Volusia County Economic Development, reported the following:

- Reported their development of Business Retention Expansion program, jointly done with City Practitioners, goal was to help the existing businesses.
- Described a report presented to the County Council Meeting regarding the status of Economic Development and what should be done for business recruitment, retention, and creation.
- Reported that discussing about some programs are being considered by the Council. One, in particular, was the "Volusia Jobs Growth Program" which is a cash program, slightly different from QTI Program and it provides a level playing field to existing businesses in the community to create ten or more jobs.

b. **Daytona Beach Regional Chamber**

- None

c. **Other – Board Members**

- None

7. **Old Business:**

- Carol Kilian referenced that the Comprehensive Plan explains the Mission of the Economic Development Advisory Board and she asked members to go through it.
- With regards to the Guest Speaker, Bob Rand suggested the Comprehensive Plan should be reviewed and absorbed to shape up the agenda so the board can move forward and be more productive.

8. **New Business:**

- Bob Rand invited members to identify the Guest Speaker for the next meeting.
- Members discussed about the five finalists who applied for the City Manager position and members were informed about and invited to the public meeting to be held on March 20, 2021 with the five candidates.
- Discussed having the City Manager – James Chisholm to the next Board meeting.
- Discussed the appointment of one more member to the board is needed and invited persons who are interested to go online and apply.

9. **Public Comments:**

- None

10. **Schedule Next Meeting:**

- EDAB next meeting scheduled is *8:30 a.m. April 21, 2021*

11. **Adjourn:** The meeting adjourned at 9:24 A.M.

Don Gooding

Don Gooding

Community Development Compliance Manager (Interim EDAB Liaison)

Transcribed by: Luckmi Martin