



DEVELOPMENT AUTHORITY MEETING DECEMBER 2, 2025

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. STATEMENT OF PURPOSE

The Development Authority of Alpharetta is granted powers and jurisdiction through the State of Georgia General Assembly and a resolution adopted by the Alpharetta City Council on September 3, 1996. The function of this Authority is to promote the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the City of Alpharetta.

4. PUBLIC COMMENT

5. CONSENT AGENDA

- A. Minutes from the meeting of September 30, 2025
- B. Financial Management Report as of August 31, 2025
- C. Financial Management Report as of September 30, 2025

6. NEW BUSINESS

- A. Consideration and approval of 2026 Development Authority meeting schedule

7. PRESENTATIONS

- A. Presentation on new Development Authority continuing training requirements

8. PARTNER UPDATE

- A. City of Alpharetta Economic Development Update

9. DISCUSSION

10. ADJOURNMENT



STAFF REPORT

Department: City Clerk
Submitted By: Diana Romano
Meeting Date: December 2, 2025

AGENDA ITEM:

Minutes from the meeting of September 30, 2025

STAFF RECOMMENDATION:

Approve as part of the Consent Agenda, the Development Authority meeting minutes from the meeting on September 30, 2025.

ITEM DESCRIPTION:

Synopsis of the pertinent information that occurred during the Development Authority meeting on September 30, 2025.

ATTACHMENTS:

1. 2025-09-30 DA Meeting Minutes



DEVELOPMENT AUTHORITY
SEPTEMBER 30, 2025
UNOFFICIAL MINUTES
Office of the City Clerk

ALPHARETTA CITY HALL
COUNCIL CHAMBERS | 2 PARK PLAZA | 6:00 PM

This summary is provided as a convenience and service to the public, media and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. This is not an official record of the Alpharetta Development Authority proceedings. Meetings are recorded and available for review at <https://www.youtube.com/user/alpharettagov>.

1. CALL TO ORDER

- Chairman Nugent called the meeting to order at 6:00 p.m.

2. ROLL CALL

• **Authority Members Present**

- Jack Nugent, Chair
- Shawn Allen, Secretary-Treasurer
- David Chatham
- Jill Bernard
- John Goss
- Dan Mitnick
- Morgan Smith

• **Staff**

- Molly Esswein, City Attorney
- Charlie Jewell, Director of Economic Development
- Lauren Shapiro, City Clerk
- Mandy York, Economic Development Marketing Coordinator

3. STATEMENT OF PURPOSE

- Chairman Nugent announced the Development Authority's Statement of Purpose.
- The Development Authority of Alpharetta is granted powers and jurisdiction through the State of Georgia General Assembly and a resolution adopted by the Alpharetta City Council on September 3, 1996. The function of this Authority is to promote the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the City of Alpharetta.

4. PUBLIC COMMENT

- There were no public comments.

5. CONSENT AGENDA

A. Minutes from the Meeting of September 2, 2025

B. Financial Management Report as of July 31, 2025

- ❖ Authority Member Chatham offered a motion to approve the Consent Agenda.
 - Vice Chair Bernard seconded the motion.
 - The motion was approved unanimously (7-0).

6. NEW BUSINESS

A. SWVP Alpharetta LLC Land Release (Continuum Project)

- Director of Economic Development, Charlie Jewell, came forward to present this item.
- Bond Counsel, Woody Allen, came forward to share additional details of this item.
- Staff is recommending that the Development Authority approve the SWVP Alpharetta Land Release Resolution and authorize the Chair to execute all necessary documents.
- The Alpharetta Development Authority and SWVP Alpharetta LLC entered into a bond and sale/leaseback transaction on December 6, 2024, to secure an ad valorem property tax incentive supporting the Continuum Project.
- The Project involves the acquisition, construction, development, renovation, improvement and equipping of approximately 515,000 square feet of an existing Class "B" office building to a Class "A", first-rate office building within a future mixed-use campus, including the installation of primary infrastructure in one or more phases, located at 5555 Windward Parkway in Alpharetta.
- Pursuant to Section 11.3 of the Lease Agreement dated December 6, 2024, SWVP Alpharetta LLC has requested that the Authority release a 12.55-acre portion of unimproved land back to the company for purchase. The company has certified that the land requested for release is not needed for the Project and will neither impair the building's usefulness for the Project's intended purpose nor affect ingress or egress.
- Work on the Project has begun and is expected to be completed by December 31, 2026. Since the Project is not yet complete, no ad valorem property tax incentive has been applied to the property, including the unimproved portion requested for release. Approval of the Land Release Resolution will convey the 12.55-acre parcel to SWVP Alpharetta LLC, remove it from the Project, and exclude it from receiving the ad valorem property tax incentive.

- ❖ Authority Member Smith offered a motion to approve the SWVP Alpharetta LLC Land Release for the Continuum Project.
 - Authority Member Bernard seconded the motion.
 - The motion was approved unanimously (7-0).

B. Alpha Loop Foundation Memorandum of Understanding (2025 Lights on the Loop)

- Director of Economic Development, Charlie Jewell, came forward to present this item.
- Authority Members Goss and Smith recused themselves from this item, as they serve as Board Members on the Alpha Loop Foundation.
- Staff is recommending that the Development Authority approve a Memorandum of Understanding with the Alpha Loop Foundation and authorize the Chair to execute all necessary documents.
- Karen Richard, Alpha Loop Foundation Member, came forward to speak on this item.

AUTHORITY DISCUSSION:

- Chairman Nugent shared that he believes that the attendance will be much higher than projected due to the astounding positive feedback he has received when discussing this event.
- Vice Chair Bernard asked about the dates and times of this event.
- ❖ Secretary-Treasurer Allen offered a motion to approve the Memorandum of Understanding with the Alpha Loop Foundation and to authorize the Chair to execute all necessary documents.
 - Authority Member Chatham seconded the motion.
 - The motion was approved unanimously (5-0-2; with Authority Members Smith and Goss in abstention).

7. PARTNER UPDATE

A. City Department of Economic Development

- Director of Economic Development, Charlie Jewell, came forward to provide an update on a few items within the Department.
- Director Jewell attended a Broker Open House at Continuum earlier this month and a meeting between brokers and economic development professionals in North Fulton. During the recent meeting, it was discussed that Class B and C office space is becoming incredibly difficult to lease, if ever, and most companies are looking for Class A office specifically in terms of attracting their employees to work back in the office full time (amenities).
- Additionally, the department has created a final draft of a marketing brochure that will be used in marketing the City of Alpharetta.

- Diana Romano will be joining the Economic Development team on October 14th. She comes from the law firm of Jarrard & Davis and will be a great asset to the team and serving the Development Authority.
- Melissa Tracy is now working for the Georgia Regents / University System of Georgia, and Molly Esswein will be filling in as attorney to the Development Authority.

8. DISCUSSION

- There was no discussion.

9. ADJOURNMENT

- With there being no further items to consider or discuss Chairman Nugent adjourned the meeting at 6:22 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Lauren Shapiro". The signature is written in a cursive, flowing style.

Lauren Shapiro, City Clerk



STAFF REPORT

Department: Economic Development

Submitted By: Diana Romano

Meeting Date: December 2, 2025

AGENDA ITEM:

Financial Management Report as of August 31, 2025

STAFF RECOMMENDATION:

Approve, as part of the consent agenda, the Financial Management Report for the month ending August 31, 2025.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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ITEM DESCRIPTION:

On a monthly basis, the City of Alpharetta Finance Department prepares detailed revenue and expenditure statements for financial accounts held by the Development Authority of Alpharetta.

ALTERNATIVES:

Do not approve as part of the Consent Agenda and consider as a New Business item.

ATTACHMENTS:

- FY 2026 Financial Management Report - Dev Authority (2-August)

Alpharetta Development Authority

Finance Department
2 Park Plaza, Alpharetta, GA 30009
Thomas G. Harris, Finance Director
(678) 297-6094 (o)
www.alpharetta.ga.us

Financial Management Reports



**for the month ending
August 31, 2025
(period 2 of 12 – unaudited)**



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of August 31, 2025 (unaudited)

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Revenues					
99575100-346900	Bond Application Fee	\$ -	\$ -		\$ -
99575100-361000	Investment Earnings	-	2,465		(2,465)
	subtotal	\$ -	\$ 2,465		\$ (2,465)
(1) 99575100-395000	Carryforward Fund Balance	\$ 502,635	\$ -		\$ 502,635
	subtotal	\$ 502,635	\$ -		\$ 502,635
	Total	\$ 502,635	\$ 2,465		\$ 500,170
Expenditures					
99575100-571000	Local Job Creation Grant Program	\$ 32,500	\$ -	\$ -	\$ 32,500
99575100-521200-C2529	Market Feasibility Study	139,100	(16,048)	139,100	16,048
99575100-544100-C1601	High Impact Permitting Grant Program (IGA with COA)	20,948	-	-	20,948
99575100-544100-C2422	Connect Forward Grant Program	50,000	-	-	50,000
	subtotal	\$ 242,548	\$ (16,048)	\$ 139,100	\$ 119,496
99575100-579000	Reserve	\$ 260,087	\$ -	\$ -	\$ 260,087
	Total	\$ 502,635	\$ (16,048)	\$ 139,100	\$ 379,583

- (1) Carryforward Fund Balance represents cash available at the end of the prior fiscal year that is programmed into the current fiscal year budget. As this account represents cash already received, there will not be actual collections.
- (2) Market Feasibility Study expenses totaling \$16,048 were accrued back to FY 2025. The underlying transaction was processed in September and will net to \$0 in the September Monthly Financial Management Reports.

Fund Balance Reconciliation

Fund Balance (beginning of Fiscal Year)	\$ 486,588
Revenues collected to date	2,465
Expenditures incurred to date	16,048
Fund Balance*	\$ 505,100
Fund Balance Allocation (forecasted):	
Non-Spendable (unspent/remaining project allocations)	\$ 242,548
Spendable (available for investment by the Board)	262,552
	\$ 505,100

* May differ from the Fund Balance figures in the attached Balance Sheet due to forecasted revenue collections that are anticipated, but not yet collected.



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GAAP



Financial Statements

City of Alpharetta
Balance Sheet
COMPONENT UNIT-DEVELOPMENT AUTHORITY
August 31, 2025

ASSETS

Current Assets:	
Cash and Cash Equivalents	\$ 505,100
Investments	-
Receivables	-
Restricted Cash for Bond Issuance Costs	-
Total Assets	505,100

LIABILITIES

Current Liabilities:	
Accounts Payable	-
Deferred Revenue	-
Due to Other Funds	-
Total Current Liabilities	-
Current Liabilities Payable from Restricted Assets:	
Total Current Liabilities Payable from Restricted Assets	-
Noncurrent Liabilities:	
Total Noncurrent Liabilities	-
Total Liabilities	-

Fund Balance

Restricted	242,548
Unallocated	262,552
Total Fund Balance	505,100

Total Liabilities & Fund Balance	\$ 505,100
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City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balance
COMPONENT UNIT-DEVELOPMENT AUTHORITY
For the Period Ended August 31, 2025

	Actual Amounts
Revenues	
Rent/Royalties	\$ -
State Grant	-
Fees	-
Contributions & Donations	-
Miscellaneous Income-Interest	2,465
Miscellaneous Revenue	-
Total Revenues	2,465
Expenditures	
Economic Development	123,052
Maintenance Contracts	-
Donation to private source	-
Utilities - Miscellaneous	-
Debt Service:	
Principal	-
Interest	-
Total Expenditures	123,052
Excess (deficiency) of revenues over (under) expenditures	(120,588)
Other Financing Sources (Uses)	
Sale of capital assets	-
Net Change in Fund Balances	(120,588)
Fund Balance, Beginning of Year	486,588
Encumbrances	139,100
Fund Balance, End of Year	505,100





STAFF REPORT

Department: Economic Development

Submitted By: Diana Romano

Meeting Date: December 2, 2025

AGENDA ITEM:

Financial Management Report as of September 30, 2025

STAFF RECOMMENDATION:

Approve, as part of the consent agenda, the Financial Management Report for the month ending September 30, 2025.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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ITEM DESCRIPTION:

On a monthly basis, the City of Alpharetta Finance Department prepares detailed revenue and expenditure statements for financial accounts held by the Development Authority of Alpharetta.

ALTERNATIVES:

Do not approve as part of the Consent Agenda and consider as a New Business item.

ATTACHMENTS:

- FY 2026 Financial Management Report - Dev Authority (3-September)

Alpharetta Development Authority

Finance Department
2 Park Plaza, Alpharetta, GA 30009
Thomas G. Harris, Finance Director
(678) 297-6094 (o)
www.alpharetta.ga.us

Financial Management Reports



**for the month ending
September 30, 2025
(period 3 of 12 – unaudited)**



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of September 30, 2025 (unaudited)

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Revenues					
99575100-346900	Bond Application Fee	\$ -	\$ -		\$ -
99575100-361000	Investment Earnings	-	3,645		(3,645)
	subtotal	\$ -	\$ 3,645		\$ (3,645)
(1) 99575100-395000	Carryforward Fund Balance	\$ 486,587	\$ -		\$ 486,587
	subtotal	\$ 486,587	\$ -		\$ 486,587
	Total	\$ 486,587	\$ 3,645		\$ 482,942
Expenditures					
99575100-571000	Local Job Creation Grant Program	\$ 32,500	\$ -	\$ -	\$ 32,500
99575100-521200-C2529	Market Feasibility Study	123,053	55,349	67,703	1
99575100-544100-C1601	High Impact Permitting Grant Program (IGA with COA)	20,948	-	-	20,948
99575100-544100-C2422	Connect Forward Grant Program	50,000	-	-	50,000
99575100-544100-C2618	Lights on the Loop	20,000	-	-	20,000
	subtotal	\$ 246,501	\$ 55,349	\$ 67,703	\$ 123,449
99575100-579000	Reserve	\$ 240,086	\$ -	\$ -	\$ 240,086
	Total	\$ 486,587	\$ 55,349	\$ 67,703	\$ 363,535

(1) Carryforward Fund Balance represents cash available at the end of the prior fiscal year that is programmed into the current fiscal year budget. As this account represents cash already received, there will not be actual collections.

Fund Balance Reconciliation

Fund Balance (beginning of Fiscal Year)	\$ 486,588
Revenues collected to date	3,645
Expenditures incurred to date	(55,349)
Fund Balance*	\$ 434,884
Fund Balance Allocation (forecasted):	
Non-Spendable (unspent/remaining project allocations)	\$ 191,152
Spendable (available for investment by the Board)	243,732
	\$ 434,884

* May differ from the Fund Balance figures in the attached Balance Sheet due to forecasted revenue collections that are anticipated, but not yet collected.



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GAAP



Financial Statements

City of Alpharetta
Balance Sheet
COMPONENT UNIT-DEVELOPMENT AUTHORITY
September 30, 2025

ASSETS

Current Assets:	
Cash and Cash Equivalents	\$ 465,034
Investments	-
Receivables	-
Restricted Cash for Bond Issuance Costs	-
Total Assets	465,034

LIABILITIES

Current Liabilities:	
Accounts Payable	30,150
Deferred Revenue	-
Due to Other Funds	-
Total Current Liabilities	30,150
Current Liabilities Payable from Restricted Assets:	
	-
Total Current Liabilities Payable from Restricted Assets	-
Noncurrent Liabilities:	
	-
Total Noncurrent Liabilities	-
Total Liabilities	30,150

Fund Balance

Restricted	191,152
Unallocated	243,732
Total Fund Balance	434,884
Total Liabilities & Fund Balance	\$ 465,034

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balance
COMPONENT UNIT-DEVELOPMENT AUTHORITY
For the Period Ended September 30, 2025

	Actual Amounts
Revenues	
Rent/Royalties	\$ -
State Grant	-
Fees	-
Contributions & Donations	-
Miscellaneous Income-Interest	3,645
Miscellaneous Revenue	-
Total Revenues	3,645
Expenditures	
Economic Development	123,052
Maintenance Contracts	-
Donation to private source	-
Utilities - Miscellaneous	-
Debt Service:	
Principal	-
Interest	-
Total Expenditures	123,052
Excess (deficiency) of revenues over (under) expenditures	(119,408)
Other Financing Sources (Uses)	
Sale of capital assets	-
Net Change in Fund Balances	(119,408)
Fund Balance, Beginning of Year	486,588
Encumbrances	67,703
Fund Balance, End of Year	434,884





STAFF REPORT

Department: Economic Development

Submitted By: Diana Romano

Meeting Date: December 2, 2025

AGENDA ITEM:

Consideration and approval of 2026 Development Authority meeting schedule

STAFF RECOMMENDATION:

Approve the 2026 Development Authority meeting schedule, which would move the regular meetings to the second Thursday of the month.

ITEM DESCRIPTION:

The Development Authority's regular meetings are currently held on the first Tuesday of each month. This schedule occasionally conflicts with holidays such as New Year's Day, Independence Day, and Labor Day, and also falls immediately after Thanksgiving. Moving the regular meetings to the second Thursday of each month would alleviate conflicts with holidays and allow for additional time to consult with legal staff regarding agenda items, when needed, and for Authority Members to review materials.

ATTACHMENTS:

1. 2026 Alpharetta Development Authority Meeting Schedule

2026 Alpharetta Development Authority Meeting Dates

- Thursday, January 8, 2026 @ 6:00 PM – City Council Chambers
- Thursday, February 12, 2026 @ 6:00 PM – City Council Chambers
- Thursday, March 12, 2026 @ 6:00 PM – City Council Chambers
- Thursday, April 9, 2026 @ 6:00 PM – City Council Chambers
- Thursday, May 14, 2026 @ 6:00 PM – City Council Chambers
- Thursday, June 11, 2026 @ 6:00 PM – City Council Chambers
- Thursday, July 9, 2026 @ 6:00 PM – City Council Chambers
- Thursday, August 13, 2026 @ 6:00 PM – City Council Chambers
- Thursday, September 10, 2026 @ 6:00 PM – City Council Chambers
- Thursday, October 8, 2026 @ 6:00 PM – City Council Chambers
- Thursday, November 12, 2026 @ 6:00 PM – City Council Chambers
- Thursday, December 10, 2026 @ 6:00 PM – City Council Chambers



STAFF REPORT

Department: Economic Development

Submitted By: Diana Romano

Meeting Date: December 2, 2025

AGENDA ITEM:

Presentation on new Development Authority continuing training requirements

STAFF RECOMMENDATION:

This item is for awareness of new training guidelines, and no vote is required or requested at this time.

ITEM DESCRIPTION:

Yearly continuing training is now required for Development Authority Members. O.C.G.A. 36-62A-21(b) states: "After July 1, 2025, directors or members required to complete the training provided for in subsection (a) of this Code section shall also attend and complete at least two hours of continuing training on development and redevelopment programs each year such director or member is a director or member of such authority. Such training can occur either in person or online." Numerous organizations, including Georgia's Carl Vinson Institute of Government and Georgia Tech's Center for Economic Development Research offer training programs each year designed to satisfy the statutory training requirements.

To assist Development Authority Members in meeting their training requirements, the Economic Development Department will identify training opportunities that satisfy the training requirements and provide course information to the Members as well as register, or coordinate the registration of, Members for the selected training.

ATTACHMENTS:

1. 2025-12-02 Presentation Re DA Member Training

Update on Development Authority Member Training Requirements

Development Authority Meeting

December 2, 2025



Development Authority Training:

- Two types of training are now required for Development Authority Members.
 1. 8 hour training following a Member's initial appointment (O.C.G.A. 36-62A(a))
 - You have each completed this requirement.
 2. Continuing training to be completed yearly (O.C.G.A. 36-62A(b))
 - This is a new requirement!

Updated Training Requirement:

O.C.G.A. 36-62A-21 (b)

(b) After July 1, 2025, directors or members required to complete the training provided for in subsection (a) of this Code section shall also attend and **complete at least two hours of continuing training on development and redevelopment programs each year** such director or member is a director or member of such authority. Such training can occur either in person or online.

What if annual training is not completed?

O.C.G.A. 36-62A-21(c)

(c) Any director who fails to undertake the continuing training required by subsection (b) of this Code section for two consecutive years shall have his or her voting rights on any authority suspended until the director completes the required continuing training.

Training Plan:

- Organizations like the University of Georgia's Carl Vinson Institute of Government and Georgia Tech's Center for Economic Development Research offer training programs each year designed to satisfy the statutory training requirements.

Training Plan:

- To assist Development Authority Members in meeting their training requirements, the Economic Development Department will:
 - Identify training opportunities that satisfy the statutory requirements, including the 2-hour continuing training, and provide course information to the Members.
 - Register, or coordinate the registration of, Members for the selected training.

Training Plan:

- Upon a Development Authority Member's completion of any training:
 - The Development Authority Member(s) will provide the Economic Development Department with any certificate of completion or other documentation noting completion of training.
 - The Economic Development Department will maintain training information for each Member for record keeping purposes and any annual reporting requirements.