



## OFFICIAL MINUTES

The public is advised that the following minutes are not a verbatim transcription of business presented at the Development Authority of the date shown; but are a synopsis of pertinent information. The public is further advised that the video recording for said meeting is a matter of public record and is available to be viewed at the City Clerk's office during normal business hours or viewed online at <https://www.youtube.com/user/alpharettagov>.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

- **Authority Members Present**

- Jack Nugent, Chair
- Shawn Allen, Secretary-Treasurer
- Jill Bernard, Vice Chair
- John Goss
- Dan Mitnick

- **Authority Members Absent**

- Morgan Smith
- David Chatham

- **Staff**

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

### 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.

- ❖ Chairman Jack Nugent announced the Development Authority's Statement of Purpose.

#### **4. PUBLIC COMMENT**

- ❖ No member of the public came forward for public comment and no public comment cards were received.

#### **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**

- ❖ Vice Chairwoman Jill Bernard offered a motion to approve the Consent Agenda.
  - Member Dan Mitnick seconded the motion.
    - The motion was approved 5-0 with 2 members absent.

#### **6. NEW BUSINESS**

##### **A. Consideration and approval of 2026 Development Authority meeting schedule**

- Director of Economic Development Program Manager Diana Romano came forward to present this item.
- Staff is recommending that the Development Authority approve the 2026 meeting schedule, which would move the regular meeting to the second Thursday of the month.
- ❖ Secretary-Treasurer Shawn Allen offered a motion to approve the 2026 Development Authority meeting schedule, which would move the regular meetings to the second Thursday of the month.
  - Vice Chairwoman Jill Bernard seconded the motion.
    - The motion was approved 5-0 with 2 members absent.

#### **7. PRESENTATIONS**

##### **A. Presentation on new Development Authority continuing training requirements**

- Economic Development Program Manager Diana Romano gave a presentation detailing the new yearly continuing training requirements for Development Authority Members.
  - Chairman Jack Nugent inquired when the annual training would be due. Ms. Romano explained that training requirements would follow the

fiscal year, and training requirements would be due by the end of June each year.

- Secretary-Treasurer Shawn Allen asked whether training would be held in-person, virtually, or on demand. Ms. Romano explained that the full 2026 course offerings were not yet available, and, therefore, it is not yet known whether each format will be offered. Ms. Romano stated that she would inquire as to the anticipated 2026 course offerings.

❖ No action was taken on this item.

## 8. PARTNER UPDATE

### A. City Department of Economic Development

- Director of Economic Development, Charlie Jewell, came forward to provide an update on a few Development Authority Projects and Economic Development Department projects.
  - The Lights on the Loop Memorandum of Understanding that was approved at the September 30, 2025 meeting has been executed and payment has been made to the Alpha Loop Foundation. The Lights on the Loop event starts this Friday, December 5, 2025, and will run through December 31, 2025.
  - The Dogwood Square tax-exempt financing project that was approved on July 2, 2025 is moving forward and the bond closed on September 19, 2025.
  - The Equifax bond for title project that was approved on September 2, 2025 to incentivize Equifax's expansion in the City, has its bond closing set for next Thursday, December 11, 2025. Equifax's plans for renovation have been submitted to the City, and the project is moving forward.
  - The completed Community Guide was distributed to Members. The Community Guide is targeted for use with prospective businesses, site selectors, and brokers. It is intended to give an overview of Alpharetta's quality of life, industry sectors, transportation, office real estate within the City, and City tax information.
  - Mr. Jewell gave an overview of a few of the new companies that have moved into the City over the last few months.

❖ No action was taken on this item.

## 9. DISCUSSION

- Authority Members expressed that they were impressed with the quality of the Community Guide and inquired about the intended use and distribution plan for the Community Guide. Mr. Jewell stated that the Guide would be distributed internally, with our partners, and with brokers as a tool to support the Department's

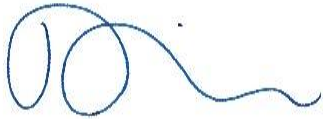
marketing efforts. Member John Goss suggested that the citizens might appreciate reviewing the Guide. Chairman Jack Nugent was also impressed with the Community guide and agreed that distributing to brokers was a good idea.

❖ No action was taken on this item.

## 10. ADJOURNMENT

❖ With there being no further items to consider or discuss, Chairman Jack Nugent adjourned the meeting at 6:23 p.m.

Respectfully submitted,

A handwritten signature in blue ink, consisting of two large loops followed by a wavy line.

Diana Romano

Economic Development Program Manager