



DEVELOPMENT AUTHORITY MEETING

MAY 16, 2023

UNAPPROVED MEETING MINUTES

ALPHARETTA CITY HALL
CITY COUNCIL CHAMBERS
2 PARK PLAZA
5:00 PM

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I. CALL TO ORDER

❖ Chairman Jack Nugent called the meeting to order at 5:04 p.m.

II. ROLL CALL

Board Members Present: (7-0)

Jack Nugent (Chair)
Jill Bernard (Vice Chair)
Shawn Allen (Secretary-Treasurer)
John Goss
David Chatham
Morgan Smith
D.C. Aiken

Staff present:

Kathi Cook, Director of Community and Economic Development
James Drinkard, Assistant City Administrator
Charlotte Christian, Economic Development Coordinator
Greg Mayfield, Development Authority Legal Counsel

III. 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 read the statement of purpose.

IV. CONSENT AGENDA

a. Approval of Minutes from the meeting of February 21, 2023

- ❖ Vice Chair Jill Bernard offered a motion to approve the Development Authority Meeting Minutes from February 21, 2023.
 - Secretary-Treasurer Shawn Allen seconded the motion.
 - The motion was approved 6-0-1 (D.C. Aiken abstained because was not present at the February meeting).



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b. Conflict Waiver: Development Authority and the City of Alpharetta for the Jobs Creation Grant

Legal Counsel Greg Mayfield introduced the conflict waivers.

- ❖ David Chatham offered a motion to approve the Conflict Waiver to allow Jarrad and Davis to represent both the Alpharetta Development Authority and the City of Alpharetta in the matter of the Jobs Creation Grant
 - Vice Chair Jill Bernard seconded the motion.
 - The motion was approved (7-0).

c. Conflict Waiver: Development Authority and the City of Alpharetta for the partial funding of Tech Alpharetta

- ❖ Morgan Smith offered a motion to approve the Conflict Waiver to allow Jarrad and Davis to represent both the Alpharetta Development Authority and the City of Alpharetta in the matter of the Partial Funding of Tech Alpharetta
 - Shawn Allen seconded the motion.
 - The motion was approved (7-0).

V. WORKSHOP

a. Financial Update

Charlotte Christian presented an update of the Development Authority's current financials as prepared by the City of Alpharetta's Finance Department covering the period from July 1, 2022 to March 31, 2023.

Chairman Jack Nugent noted that he had asked for context on the line item of \$1,091 that is an intra-city transfer that will be cleared up by the end of the month when accounts are reconciled. Charlotte Christian explained that part of this line item reflects the revolving costs associated with Tech Alpharetta. Tech Alpharetta's maintenance and janitorial costs are paid out of the development authority account, but later reimbursed by Tech Alpharetta.

- ❖ No action was taken on this item. This presentation was for information purposes only.

VI. NEW BUSINESS

a. Fifth Amendment to Intergovernmental Agreement: Alpharetta Development Authority Local Jobs Grant Program

Charlotte Christian gave a summary of the history and criteria of the Local Jobs Creation Grant Program. Ms. Christian explained that this grant is similar to one offered by the state of Georgia, and that some other municipalities choose to offer similar grants as an incentive to employers. The City Economic Development Staff advertise this program to potential employers looking to relocate to the City of Alpharetta, and that \$32,500 of the previously allotted funds remain. Jobs must meet certain criteria to qualify for the grant including a set minimum salary threshold and must employ an Alpharetta resident for a minimum of one year.

The Development Authority asked questions and clarified the following points:

- No minimum number of jobs or employees are required for a company to qualify for the grant program, and that companies may only receive the grant once per job created.



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- The grant was amended several years by the Development Authority to allow businesses that are members of the Tech Alpharetta incubator to access the grant with a lower qualifying salary threshold.
 - The grant maximum of \$500 per job has not changed since the program's creation in 2013.
 - Grants from the program are awarded at the discretion of the Development Authority.
 - Development authority members Shawn Allen and John Goss expressed concern as to whether the \$500 amount was still competitive in today's market, and John Goss indicated that he would be interested in having the Development Authority revisit the award amount in the future to consider making the award more competitive.
- ❖ John Goss offered a motion to approve the Fifth Amendment to the Intergovernmental Agreement of the Alpharetta Development Authority to extend the Local Jobs Creation Grant.
- D.C. Aiken seconded the motion.
 - The motion was approved (7-0).

VII. PARTNER UPDATES

- a. **Kathi Cook, City of Alpharetta Director of Community and Economic Development and Charlotte Christian, Economic Development Coordinator**
Charlotte Christian and Kathi Cook provided updates on the ongoing strategic planning efforts, recent staff tours of local businesses, and staff training updates.
- ❖ No action was taken on this item. This presentation was for information purposes only.

VIII. DISCUSSION

- Development Authority Members discussed their desire for a bus tour of sites across the city. Charlotte Christian indicated that she would send a scheduling poll to Development Authority members to identify a time for a tour.
 - No action was taken on this item.

IX. ADJOURNMENT

- ❖ With there being no further business to hear or discuss, Chairman Nugent adjourned the meeting at 5:36 p.m.

Respectfully submitted,
Charlotte Christian, Economic Development Coordinator