



DEVELOPMENT AUTHORITY MEETING JANUARY 16, 2024

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
5:00 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. CONSENT AGENDA

A. Approval of Minutes from the Meeting of December 19, 2023

5. PRESENTATION

A. Overview of Open Records Procedures

6. UNFINISHED BUSINESS

A. Determination of the 2024 Development Authority Meeting Schedule

7. NEW BUSINESS

A. Election of Chair, Vice-Chair, and Secretary-Treasurer

8. PARTNER UPDATE

A. City of Alpharetta Economic Development

9. DISCUSSION

10. ADJOURNMENT



DEVELOPMENT AUTHORITY MEETING DECEMBER 19 2023 UNOFFICIAL MEETING MINUTES

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CITY COUNCIL CHAMBERS
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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 document includes limited presentation by Development Authority and invited speakers in summary form. The public is advised that the tapes recorded at said meeting are a matter of public record and are available upon request.

I. CALL TO ORDER

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

II. ROLL CALL

- ❖ Chairman Jack Nugent made an announcement that D.C. Aiken had been appointed to Planning Commission and will no longer serve on the Development Authority.

Board Members Present: (4-2)

Jack Nugent (Chair)
Jill Bernard (Vice Chair)
Morgan Smith
John Goss

Board Members Absent:

Shawn Allen (Secretary-Treasurer)
David Chatham

Staff present:

James Drinkard, Assistant City Administrator
Charlotte Christian, Economic Development Coordinator
Lance Morsell, Economic Development Manager
Melissa Tracy, Development Authority Legal Counsel

III. STATEMENT OF PURPOSE

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- ❖ Chairman Jack Nugent read the statement of purpose.

IV. CONSENT AGENDA

a. Approval of Minutes from the meeting of September 19, 2023

- ❖ Vice Chair Jill Bernard made a motion to approve the Development Authority Meeting Minutes from September 19, 2023.



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- Morgan Smith seconded the motion.
 - The motion was approved (4-0).

V. UNFINISHED BUSINESS

a. Connect Forward Grant

- Economic Development Manager Lance Morsell introduced the item and explained that City staff has worked with legal counsel to draft the proposed grant and resolution. He continued that the purpose of the grant is to encourage office users to create trail connections and creative placemaking enhancements in the Windward area, North Point area, and Brookside area. Approval of the resolution would authorize \$50,000 of the Development Authority's budget, and grant applications would be accepted on a rolling basis. Approved applications could receive up to 10% of a project's total cost with a cap amount of \$15,000.
- Chairman Jack Nugent explained that he would like to add language to the application to request public access to parking after 5 pm on weekdays and all-day Saturdays and Sundays to encourage resident use of the trails.
- Legal Counsel Melissa Tracy indicated that the request could be added to the eligibility criteria to indicate this was something that the Development Authority would be looking for in relevant project applications.
- Vice Chair Jill Bernard asked if any of the businesses backing up to the Big Creek Greenway had private access parking or private trail access and noted potential privacy concerns for those businesses. Economic Development Manager Lance Morsell replied that businesses with private access to trails would not meet the grant criteria as projects need to be accessible to the public.
- ❖ Vice Chair Jill Bernard made a motion to approve the resolution related to the connect forward grant with the amendment of adding a request for public parking access to the eligibility criteria in the grant application.
 - John Goss seconded the motion.
 - Motion approved (4-0).

b. Development Authority Time and Date Change

- Economic Development Coordinator Charlotte Christian explained that there had been a request from members to move the time of the meeting back to start later, but that because Council Chambers are occupied by another board on the current meeting date after the Authority, a time change on the current day would not be possible. She explained that a list of potential alternatives dates and times had been circulated, but that she had not received scheduling availability from those board members who were absent from the meeting.
- ❖ Chairman Jack Nugent made the decision to keep the current meeting date and time for January so that the next meeting would be January 16, 2024 at 5 pm, and tabled the discussion until a meeting when availability had been collected from all Development Authority members.



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VI. NEW BUSINESS

a. Land Use Restriction Agreement: TPA Lakeview

- Economic Development Manager Lance Morsell introduced the item and explained that the Land Use Restriction for TPA Lakeview project that had previously been abated by the Development Authority in 2022. He explained that the affordability requirements referenced in the agreement were not tied to the abatement schedule but were instead part of the final zoning conditions approved by Alpharetta City Council. Approval of the agreement would allow for a certificate of occupancy to be issued to the multi-family build out at TPA Lakeview.
- Chairman Jack Nugent reiterated that the Development Authority did not impose these conditions, and Lance Morsell affirmed, noting that the Development Authority's signature was needed as the technical owners of the property.
- ❖ **Morgan Smith made a motion to execute all documents to formalize the Land Use Restriction Agreement.**
 - **Vice Chair Jill Bernard seconded the motion.**
 - **Motion approved (4-0).**

VII. PARTNER UPDATES

a. Tech Alpharetta

- Tech Alpharetta President and CEO Karen Cashion gave a brief update on Tech Alpharetta's recent events and metrics. Tech Alpharetta held 30 events in 2023, currently housed 55 startups, and over 223 million investor funds had been raised by Tech Alpharetta start ups since its inception. 5 new startups have joined Tech Alpharetta within the last 3 months.
- ❖ **No action was taken on this item. This presentation was for information purposes only.**

b. Alpharetta Chamber

- Chairman of the Board of the Alpharetta Chamber of Commerce, Ted Schwartz, explained that former president of the Chamber of Commerce resigned from the Chamber in mid-October. He explained that he was serving in the executive leader role in the interim and explained that they have conducted an executive search and hope to have a new hire within 30 days. He also introduced Donna Murphy, the incoming 2024 Chairwoman of the Board of the Alpharetta Chamber of Commerce.
- Ted Schwartz then recapped the Chamber's recent efforts and events including:
 - The inaugural Alpharetta Business Summit that was held November 9th as a joint effort with the City of Alpharetta and the Convention and Visitors Bureau.
 - The Downtown Advisory board met in November and will be meeting again on January; the board plans to design a love-themed Valentine's Day event for Downtown Alpharetta.



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- The holiday marketing campaigns facilitated as part of the Downtown Alpharetta Initiative were "Sips of the Season," which promoted festive specialty drinks at participating restaurants, and "Decorate the District," a holiday window decorating competition which saw garnered over 300 votes.
- Ted Schwartz emphasized that the Downtown and the Downtown Alpharetta Initiative remains a priority for the Chamber.
 - ❖ No action was taken on this item. This presentation was for information purposes only.

c. Alpha Loop Foundation

- Development Authority Member and President of the Alpha Loop Foundation, John Goss, provided an update on the Alpha Loop Foundation. The Foundation's priorities are to raise funds through capital campaigns to improve and expand the Alpha Loop trail system and to increase community awareness and engagement around the Alpha Loop. The board was founded 3 years prior but has been most active in 2023.
- John Goss thanked the Development Authority for the funding provided to the Alpha Loop Foundation for the creation of their website, and demonstrated the new foundation website, AlphaLoopFoundation.org. He emphasized that the website was necessary to take donations from the public and promote awareness in the community. The website presently has a static map with icons but will evolve to an interactive map within the next several months.
- The Alpha Loop Foundation has been participating in the Alpharetta Farmer's Market to promote community awareness, raised money through providing Christmas ornaments in exchange for donations at the Alpharetta Christmas Market, and has hosted a monthly Sip then Stroll event to provide guided tours of the Alpha Loop to the community. The foundation has launched an Instagram account as well. John Goss indicate that he would like to provide another update to the foundation in February of 2024.
- ❖ No action was taken on this item. This presentation was for information purposes only.

d. Economic Development

- Economic Development Manager Lance Morsell and Economic Development Coordinator Charlotte Christian provided a summary of recent economic development efforts including ongoing work on a small area plan for the Great Oaks area and recent events. In October, the City collaborated with the Greater North Fulton Chamber and neighboring North Fulton cities to participate in the North Fulton Futures Summit, and in November City hosted the Nordic Business Council and collaborate with the Alpharetta Chamber and Convention and Visitors Bureau to hold the inaugural Alpharetta Business Summit.
- ❖ No action was taken on this item. This presentation was for information purposes only.

VIII. DISCUSSION

- ❖ No action was taken on this item.



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IX. **ADJOURNMENT**

- ❖ With there being no further business to hear or discuss, Chairman Nugent adjourned the meeting at 5:57 p.m.

Respectfully submitted,
Charlotte Christian, Economic Development Coordinator

The background image shows a vibrant town square. In the center is a large, ornate fountain with multiple tiers and water spraying upwards. Several people are seen walking around the fountain and sitting on black metal benches. The square is bordered by multi-story brick buildings with white window frames and balconies. Some balconies have plants. A small tree stands on the left side of the square. The sky is overcast. The text 'OPEN RECORDS' is overlaid in large, white, sans-serif capital letters across the middle of the image.

OPEN RECORDS

Board and Commission Presentation



What is the Open Records Act?

See O.C.G.A. 50-18-70 through 50-18-78

- The Georgia State legislature declares that government should be open to the public
- Open Meetings and Open Records
- Records should be available to be inspected by the public without delay, with some exceptions

OCGA 50-18-70(2)

Legal definition of what is considered a “public record”

- A public record is almost anything prepared or received or maintained during the operation of the government
 - Documents
 - Maps
 - Photos
 - Texts
 - Emails ... and more!



Open Records Requests

- In 2022, the City received over 6,200 open records requests.
- Requestors ask for all types of information:
 - Emails, notes, meeting invitations, text messages
 - Applications, plans, minutes
 - Car accident reports and fire inspections
 - Court records



Processing Requests

- Most often, individuals submit their request through the city's online open records portal, JustFOIA.
- Once submitted, each department prepares, reviews, and redacts the responsive documentation or provides a pre-retrieval estimate to the requestor.
- Any time that emails are requested, the City Clerk's Office conducts a search, reviews, and redacts for any privileged information.
- All documents may may be redacted under OCGA 50-18-72.



OCCGA 50-18-72

- Allows the City to redact or withhold certain documents or information within documents that are requested by the public (over 50 exceptions)
- Such as:
 - Personal cell phone number or personal email
 - Medical records
 - Attorney Client Privilege and Work Product
 - Trade secrets, real estate appraisals, economic development projects... just to name a few.



01

Issuing City Email

- Today, our IT team will issue you two things:
 - DUO Authentication
 - Microsoft Outlook Email Account
- Why?
 - Open Records
 - Cybersecurity

02

Future Emails

- Moving forward, city staff will ONLY email your city issued email account.
- Only use your city email for city business
- If you ever have an issue with your email account, please submit a help desk ticket at the site below:
<https://helpdesk.alpharetta.ga.us/hc/en-us/requests/new>

03

Compliance + Training

- Once a month, you will also receive an email about a cybersecurity training video to complete

Personal Email account



- Completing city business on a personal account does not circumvent the Open Records Act.

Best Practice: Do not use personal accounts, for city business.

City Email account



- Any activity on a city account may be provided as a response to an ORR
- Records may be redacted, but there is not a broad exclusion

Best Practice: Use city account, for city business ONLY!

Questions?

678-297-6003

City of Alpharetta

lshapiro@alpharetta.ga.us



STAFF REPORT

Department: Community & Economic Development

Submitted By: Charlotte Christian

Meeting Date: January 16, 2024

AGENDA ITEM:

Determination of the 2024 Development Authority Meeting Schedule

STAFF RECOMMENDATION:

Motion to move the meetings of the Alpharetta Development Authority from the currently scheduled time of 5 pm on the third Tuesday of each month to 6 pm on the first Tuesday of each month, starting in April of 2024.

ITEM DESCRIPTION:

A request has been made by members of the Development Authority to find a later meeting start time. Attached for consideration is a proposed meeting schedule that takes into account Development Authority members' availability and preference.

ATTACHMENTS:

1. Proposed 2024 Development Authority Meeting Date Change



DEVELOPMENT AUTHORITY PROPOSED MEETING DATES

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Proposal to move the meetings of the Alpharetta Development Authority from the currently schedule time of 5 pm on the third Tuesday of each month to 6 pm on the first Tuesday of each month, starting in April of 2024. If adopted, the 2024 meeting schedule would be as follows:

January 16, 2024 at 5 p.m.
February 20, 2024 at 5 p.m.
March 16, 2024 at 5 p.m.^a
April 2, 2024 at 6 p.m.
May 7, 2024 at 6 p.m.
June 4, 2024 at 6 p.m.
July 2, 2024 at 6 p.m.
September 3, 2024 at 6 p.m.
October 1, 2024 at 6 p.m.
November 12, 2024 at 6 p.m.
December 3, 2024 at 6 p.m.

All meetings will be held in the Council Chambers of Alpharetta City Hall, 2 Park Plaza, Alpharetta, Georgia 30009, with the exception of the March 2024 meeting.

^aThe meeting of March 19, 2024 will be called to order at Alpharetta City Hall before departing on a shuttle to tour the city. This meeting and tour will be open to the public and will conclude at Alpharetta City Hall.