

Sandy Springs Development Authority Meeting Minutes

Via Zoom Meeting, January 14, 2021

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City of Sandy Springs Development Authority Meeting was held via Zoom, on January 14, 2021, at 8:30 a.m.

Chair Chip Collins called the meeting to order at 8:30 a.m.

Roll Call

Authority Members Present: Chair Chip Collins, Member Dan DiLuzio, Member Joe Houseman, Member Sunny Park, Member Toshia Battle, Member John Paulson and Member Ed Ukaonu.

Staff and Representatives Present: Director of Economic Development Andrea Worthy; City Attorney Dan Lee, Assistant City Manager Kristin Smith, Finance Director Toni Jo Howard, Economic Development Specialist Caroline Davis; City Clerk Raquel D. González, and Counsel Jim Woodard.

Approval of Meeting Agenda

Motion and Vote: Member John Paulson moved to approve the Thursday, January 14, 2021 meeting agenda. Authority Member Joe Houseman seconded the motion. The motion carried unanimously.

Approval of Meeting Minutes

DA2021-01 December 17, 2020 Sandy Springs Development Authority Minutes

Motion and Vote: Member Dan DiLuzio moved to approve the Thursday, December 17, 2020 meeting minutes. Member Ed Ukaonu seconded the motion. The motion carried unanimously.

New Business

DA2021-02 Election of Officers

Chair Chip Collins stated this is the Annual Meeting of the Sandy Springs Development Authority where new officers are elected, a Chair, a Vice Chair, and a Secretary / Treasurer.

Motion and Vote: Member John Paulson nominated Member Chip Collins for Chair. Member Dan DiLuzio seconded the nomination. The nomination was approved unanimously.

Chair Collins stated the Vice Chair position had been held for a long time by former Member Gabriel Sterling. The Vice Chair runs the meeting in the event the Chair is unable to attend the meeting.

Motion and Vote: Chair Chip Collins nominated Member John Paulson as Vice Chair. Member Ed Ukaonu seconded the nomination. The nomination was approved unanimously.

Motion and Vote: Chair Chip Collins nominated Member Dan DiLuzio for Secretary / Treasurer. Member Joe Houseman seconded the nomination. The nomination was approved unanimously.

DA2021-03 Consideration of an Agreement Between the City of Sandy Springs Development Authority and the Sandy Springs Perimeter Civic Fund, Inc.
(Presented by Andrea Worthy, Director of Economic Development)

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Economic Development Director Andrea Worthy presented that at the last meeting there was discussion regarding having a fund to which the private sector could contribute to in addition to the Small Business Relief Assistance Program; Caroline Davis will be able to give an update on the Program. The Sandy Springs Perimeter Chamber of Commerce operates the Sandy Springs Perimeter Civic Fund, which is associated with the Chamber but is a separate entity that is able to accept private donations on a tax deductible basis. Chamber President Tom Mahaffey said that the Civic Fund has worked with other entities in the past to do. Right now the fund is primarily used to provide scholarships for students at the Sandy Springs high schools. There is a three percent standard administrative fee associated with whatever funds they are managing on our behalf. Should the Authority desire to move forward with private sector donations, a partnership with the Sandy Springs Perimeter Civic Fund would be the best way to accomplish this.

Member John Paulson asked if this were only the private donations that would come in for the said purposes of the Development Authority, in addition to the \$1.2M the City of Sandy Springs has committed.

Chair Chip Collins asked if the Chamber would solicit donations or would this be something that the Authority or the City would be doing.

Economic Development Director Worthy stated that the Authority could work in partnership with the Chamber, but in reality this is something that would fall primarily to staff with the City.

Member Ed Ukaonu stated the Chamber board discussed that the Innovation Center, which is a 501(3)(c), can also be used for this purpose. The Chamber is willing to support whatever marketing efforts would be required to accomplish this endeavor.

Member Sunny Park asked if we create this, are there any additional expenses or do we need to hire someone to administer this additional fund.

Economic Development Director Worthy replied that she did not believe that they would need to hire additional personnel. Right now, most of the administrative work is being handled by City staff, supplemented by the Chamber on the current \$1.2M program. The infrastructure for doing this has been established. The three percent fee would cover costs for the Chamber associated with the additional funds.

City Attorney Dan Lee stated that the costs associated with the Chamber come from the contributions that are received, not as an 'invoiced' cost.

Member Paulson commented this is a good idea for this particular activity because it gives us a template by which if other things come up, we have the ability to do the same type of private fundraising for the next event. Whether we trigger this and actually activate it or not, having the relationship is a smart idea.

Chair Collins asked do they open a separate bank account or do they just account for it as a separate line item.

Economic Development Director Worthy stated there would be an individual accounting.

City Attorney Lee stated this would be a targeted program that is now endorsed by the Mayor and Council and this body to promote collecting from the private sector to assist those businesses affected by the COVID Pandemic.

Member Ukaonu asked who is the conduit to the Chamber to ensure that we share ideas.

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Chair Collins replied almost half of the Development Authority membership is actively involved in the Chamber. The Chair will take the lead, but this is a team effort. The Authority will be informed along the way.

Motion and Vote: Member John Paulson moved to approve of an Agreement between the City of Sandy Springs Development Authority and the Sandy Springs Perimeter Civic Fund, Inc. Member Sunny Park seconded the motion. The motion carried unanimously.

Other Business

Sandy Springs Development Authority Contribution to the Small Business Relief Assistance Program

Chair Chip Collins stated City Attorney Lee acknowledged that the Authority would be able to make to a small business assistance relief fund. Is there was any interest in the Development Authority making a contribution to the Chamber's fund?

Member John Paulson asked does the \$1.2M cover all the applications that have been received.

Economic Development Specialist Caroline Davis reported that the 173 applications are still under consideration and are being reviewed for eligibility. The total request of the received 173 applications amounts to \$1.755M. To approve all of the applications and additional \$555k is needed. The application period closed at midnight on December 31, 2020. There is a greater need than those that applied, so perhaps we will need to consider a second round of solicitation in the future.

Chair Collins stated there is a real need. The Authority fund could make a significant contribution, beginning with \$100K. This would align perfectly with our statutory authority and the mission statement. There is no encumbrance of the funds. The only expenses that the Authority experiences is insurance costs; no recurring programs.

Member Ed Ukaonu stated there needs to be a clarification with the Chamber. Tom Mahaffey made the remark that the Authority would match whatever they raised from the private sector. We need to make sure the message is distributed correctly.

Chair Collins stated the message needs to be clear that the Authority has committed \$100K. We could either just make the contribution or state that the Authority would match up to \$100K.

Member Dan DiLuzio replied the Authority should make the donation, then challenge the community to exceed, then we could still collect \$200K plus.

Member Joe Houseman asked is there a downside to waiting until the completion of the application process to find out how many will be approved and the exact number.

Chair Collins stated that if we knew how short we would be in the need, we could communicate this in the initial communication. We should go ahead and get the ball rolling. Then, if we are still short, there could be a second communication to fill all of the requests. The time is now, COVID is still very much front-and-center on everyone's mind.

Motion and Vote: Member John Paulson moved that the City of Sandy Springs Development Authority contribute \$100K to be combined with funds received from Sandy Springs Perimeter Civic Fund, Inc. and

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that of the \$1.2M allocated from the City. Member Toshia Battle seconded the motion. The motion carried unanimously.

2021 Meeting Schedule

Economic Development Director Worthy stated the Authority generally adopts a meeting schedule for the year at its Annual Meeting.

Chair Collins explained that in the last few years, they have actually established a meeting schedule and if there was no business to come before the Authority, the meeting could be cancelled. Scheduling bi-monthly meetings, the second Thursday of the month, with the flexibility to cancel or add a meeting as needed is favorable.

Consensus of Members: Meet regularly, bi-monthly on the second Thursday of the month. The next regular meeting is scheduled for Thursday, March 11, 8:30 a.m.

Departure of Economic Development Director Andrea Worthy

Chair Chip Collins announced Economic Development Director Andrea Worthy is leaving the City of Sandy Springs and going to work for the City of Smyrna. He expressed the Authority's gratitude for her service and guidance. Members wish her well in her next endeavor.

Economic Development Director Andrea Worthy stated **Economic Development Specialist Caroline Davis** is the primary contact for the Authority with the City of Sandy Springs. The open position will be advertised by the City of Sandy Springs.

Continued Discussion on the Small Business Relief Assistance Program

Economic Development Director Andrea Worthy stated the Sandy Springs Perimeter Civic Fund, Inc. is a 501(3)(c). The fund from the City of Sandy Springs is called the Small Business Relief Assistance Fund (SBRA). Communications about the small business funding would be from the Sandy Springs Perimeter Civic Funds, Inc. and/or the City of Sandy Springs.

Member John Paulson asked how will the communication about the Authority donating the \$100K and request for additional funds from the private sector be communicated.

Economic Development Director Worthy stated City staff will assist in getting this communication. Caroline has been working closely with the Chamber on the review process for the applications. Program funding decisions are made on a first-come, first-served basis. Funds are distributed until there are no more funds available. If additional funds became available, those entities that missed out on the first round of distribution would be the first in line for additional funding.

City Attorney Dan Lee stated that he feels that time is of the essence.

Chair Chip Collins stated right now we have \$1.2M and the additional \$100K from the Authority to distribute. What is the plan for dealing with the shortfall? .

Economic Development Specialist Caroline Davis stated the review of the applications can be completed by the end of the week. The need will exceed the \$1.3M readily available today.

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Adjournment

Motion and Vote: Member Dan DiLuzio moved to adjourn the meeting. Member Joe Houseman seconded the motion. The motion carried unanimously.

Meeting adjourned at 9:12 a.m.

Date approved: February 18, 2021.

William ‘Chip’ Collins, Chair

Raquel D. González, Recording Secretary