



CITY COUNCIL MEETING AGENDA
TUESDAY, JANUARY 6, 2026 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Yterenickia Bell
Council
Member

Jamie Carroll
Council
Member

Susan Hood
Council
Member

Mark Perkins
Council
Member

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A. Administering the Oath of Office to the Mayor and three City Council Members.
- B. Recognition of Outgoing City Council Members Susan Hood and Jamie Carroll.

4. PUBLIC HEARING

- A. To receive public comments on the official start of the Clarkston Comprehensive Development Plan Update.

5. REPORTS

- A. City Manager's Report
- B. City Attorney's Report
- C. City Council Reports
- D. Mayor's Report

6. PUBLIC COMMENTS

Any member of the public may address the Council during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions,

please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

7. NEW BUSINESS

- A.** To discuss and approve the selection of a Vice-Mayor.
- B.** To discuss and approve the official start of the Clarkston Comprehensive Development Plan Update to the Mayor, City Council, Clarkston's citizens and key stakeholders.
- C.** To discuss and approve the appointment of Erica Barton to the Historic Preservation Commission.
- D.** To discuss and approve the appointment of Lisa Bily to the Historic Preservation Commission.
- E.** To discuss and approve the appointment of Michele Maserjian to the Downtown Development Authority.
- F.** To discuss and approve the official acceptance of the resignation of Chairman Dr. Johnny Garcia from the Downtown Development Authority.
- G.** To discuss and approve the official acceptance of the resignation of Nebiyu Ermiyas from the Downtown Development Authority.

8. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Tuesday, January 6, 2026. The public may participate in the meeting in-person or by using the following information below: Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_plnbA08DSyJ5Tms-xiTg

After registering, you will receive a confirmation email containing information about joining the webinar.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	3A	Presentation/ Administrative Business	NO

SUBJECT: Administering the Oath of Office to the Mayor and three City Council Members.

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornron

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To administer the Oath of Office to the re-elected and newly elected city officials.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	3B	Presentation/ Administrative Business	NO

SUBJECT: Recognition of Outgoing City Council Members Susan Hood and Jamie Carroll.

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To recognize the outgoing Councilmembers for their years of service to the City of Clarkston.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL MEETING

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4A	Presentation/ Administrative Business	YES

SUBJECT: To receive public comments on the official start of the Clarkston Comprehensive Development Plan Update.

PRESENTER CONTACT: Planning and Economic Development Director, Richard Edwards

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE: To receive public comments on the official start of the Clarkston Comprehensive Development Plan Rewrite.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5A	Presentation/ Administrative Business	NO

SUBJECT: City Manager's Report

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To provide city-related updates and information.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5B	Presentation/ Administrative Business	NO

SUBJECT: City Attorney's Report

PRESENTER CONTACT: City Attorney, Stephen Quinn

PHONE NUMBER:

DEPARTMENT: Attorney's Office

PURPOSE: To provide city-related legal updates or information.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5C	Presentation/ Administrative Business	NO

SUBJECT: City Council Reports

PRESENTER CONTACT: City Councilmembers

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE: To provide city-related updates and information.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5D	Presentation/ Administrative Business	NO

SUBJECT: Mayor's Report

PRESENTER CONTACT: Mayor Beverly Burks

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE: To provide city-related updates and information.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7A	New Business Items	NO

SUBJECT: To discuss and approve the selection of a Vice-Mayor.

PRESENTER CONTACT: Mayor Beverly Burks

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE: To select a Vice-Mayor.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7B	New Business Items	NO

SUBJECT: To discuss and approve the official start of the Clarkston Comprehensive Development Plan Update to the Mayor, City Council, Clarkston's citizens and key stakeholders.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss the Clarkston Comprehensive Development Plan Update.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7C	New Business Items	NO

SUBJECT: To discuss and approve the appointment of Erica Barton to the Historic Preservation Commission.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss and approve an appointment to the Historic Preservation Commission.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

October 23, 2025

Dear Mayor Burks and Clarkston City Council Members,

I would like to be considered for a position on the Historic Preservation Commission of Clarkston. I am interested in serving on the Commission because I love living in Clarkston and am passionate about preserving its history.

I am relatively new to Clarkston and I moved here because I fell in love with its community feel and what is now my home – a historic house on Market Street built in 1905. I have always had a personal interest in architecture and history, and it has been a dream come true to live in and restore an old home of my own.

Having lived here for almost 2 years, I love this town for many reasons. I love its outdoor spaces and walkability. I love my neighbors and am enjoying forging new relationships. I also love and deeply appreciate that Clarkston is a refuge city that cares for others. I studied Anthropology as an undergraduate student because I wanted to learn about people, their history and culture. I went on to receive a master's degree in public health in hopes of tackling health inequities and have worked in state and federal government health agencies for 5 years. To now live in a community that is diverse and open to caring for others is an honor and I hope to contribute to the community in positive ways.

Through my public health career, I have gained many transferable skills that I would bring to the HPC. I have experience in strategic planning, evaluation and analysis, and communication. In addition to my full-time work, I own and manage a multi-family rental property in another city. That property is also a historic home that needed restoration. I am proud to say that I was able to renovate what was once an unlivable house to be a safe and comfortable home for multiple families, while maintaining its historic character.

I plan to live in Clarkston for a long time and am hoping to start a family here. I would love the opportunity to bring my passion, experiences, and diverse skillset to the Historic Preservation Commission to help preserve all of the great aspects of this city and improve in the areas that need it.

Thank you for your consideration,

Erica Barton



HISTORIC PRESERVATION COMMISSION APPLICATION

APPLICATION CRITERIA:

The HPC administers the City of Clarkston's Historic Preservation Ordinance and is part of the planning function of the City. The HPC is comprised shall consist of three (3) members, two (2) appointed by the City Council, and one (1) appointed by the Mayor. All members shall be residents of Clarkston and to the extent available in the City, at least two (2) members of the members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology, or other related professions, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, real estate, law, or landscape architecture, and all shall have demonstrated special interest, competence or knowledge in historic preservation.

Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year to be appointed by the Mayor; one (1) members for two (2) years, appointed by the City Council: and one members for three (3) years , appointed by the City council. Members shall not receive a salary, although they may be reimbursed for expenses.

APPLICATION SUBMISSION:

Mail or e-mail completed application to:

Historic Preservation Commission Application
City of Clarkston
1055 Rowland Street
Clarkston, Georgia 30021
Email application to Richard Edwards at
redwards@cityofclarkston.com
Phone: 404-296-6489



HISTORIC PRESERVATION COMMISSION APPLICATION

First Name: Erica		Last Name: Barton	
Home Address: [REDACTED]			Years in Clarkston: Almost 2
Phone Number: [REDACTED]	Cell ☒	Home ☐	E-mail: [REDACTED]
Work (if applicable) Company: Centers for Disease Control and Prevention		Title: Public Health Advisor	
Work Phone Number:		E-mail:	

List your Background, Experience, and number of years (Planning Professional – 4yr, Architecture – 2 yr., History – 2 yr., etc):

B.A. in Anthropology from the University of Georgia
 Master of Public Health from Emory University
 State/Federal Government – 5 years
 Real Estate Investing/Property Management – 4 years
 State/Federal Government – 5 years
 Project Management – 4 years
 Grants Management – 2 years

Please explain why you are, interested in serving on the Commission. Be sure to include any pertinent professional and/or community experience.

I am interested in serving on the Commission because I love living in Clarkston and am passionate about preserving its history. I have always had a personal interest in architecture and history. I studied Anthropology as an undergrad and have experience restoring old homes. I am currently restoring my 120-year-old home on Market Street and have completed the restoration of a 115-year-old home in another city. I plan to live in Clarkston for a long time and would like to make a positive contribution to this community. I would love the opportunity to bring my passion and experiences to the Historic Preservation Commission to help preserve the great aspects of this city and improve the areas that need it.

Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?
 Yes No

****Please attach your resume with this application****

I understand that I am applying for appointment to a Commission office for the City of Clarkston; that the appointing authority may require an interview prior to consideration for appointment; that if appointed, I will be required to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Applicant's Signature: Erica Barton **Date:** 10/23/2025

ERICA BARTON

OVERVIEW

Strategic program manager and evaluator with expertise in stakeholder engagement, grants and contracts management, and performance monitoring. Significant experience working closely with leadership and across teams to align priorities, improve processes, and solve complex problems. Strong interpersonal and communication skills. Excellent ability in translating data and communicating complex concepts in a digestible way to inform strategic decisions. Looking for opportunities to use leadership and project management skills to help organizations reach their goals.

EXPERIENCE

Centers for Disease Control and Prevention, Environmental Public Health Tracking Branch

Public Health Advisor

2023 – Current

Role: Project Officer

- Manage \$6M+ in federal cooperative agreement funding for 10 grant recipients. Review and provide guidance on budget plans. Review quarterly financial reports to identify any budgetary issues and work with partners to resolve them. Work with CDC's grants office to process pre- and post-award actions. Monitor grant recipient performance through regular performance data collection, check-in calls, and annual reports to ensure budgetary compliance and on-time deliverables.
- Serve as primary point of contact for and liaison between state and local health department grant recipients and the CDC Tracking Program. Hold regular check-in calls with grant recipient program staff to discuss program progress and address concerns. Provide recommendations, referrals, and guidance to solve issues and enhance partner success.
- Manage a team of four during prolonged Team Lead absences and work closely with Branch leadership to facilitate communication across teams, ensure time-sensitive tasks are completed, and address urgent matters.
- Lead strategic planning efforts for the Program Services Team, identifying priority activities and presenting the plan to Branch leadership.
- Draft and execute inter-agency agreements and funding. Monitor spending and complete quarterly financial reports.
- Develop standard processes and procedures for several projects to promote consistency among the team, quickly train new staff, and maintain institutional knowledge. Collaborate with leadership and other stakeholders to improve processes and maintain documentation.
- Draft program justifications to communicate the impact of the Tracking program to CDC leadership and congressional staff, highlighting how the program supported agency goals and improved health.

Role: Evaluation Subject Matter Expert

- Managed the collection, review, and dissemination of qualitative and quantitative performance data to assess progress and outcomes for Tracking's 33 grant recipients. Created dashboards in Microsoft Power BI to visualize recipient performance and presented findings to leadership and staff.
- Developed annual evaluation plans, aligning with the Branch's strategic goals and prioritizing activities based on funding requirements and impact for the program. Drafted annual evaluation reports to document completed activities and accomplishments.
- Served as Co-Chair for the Evaluation Work Group, scheduling and facilitating regular meetings, planning and delivering presentations, and conducting necessary follow-up.

- Established program outcomes and key performance metrics for monitoring grant recipient performance, aligning them with program strategies and activities. Developed a timeline for the annual collection and review of performance data. Used performance metrics to routinely measure program progress, identify areas of improvement, and document successes.
- Improved the performance measurement data collection process after identifying gaps in reporting. Used data from past data collection cycles, recipient feedback, and internal feedback to justify the need for a new process. Identified a feasible software solution (REDCap) to better collect data and collaborated with my team to implement. The new process allowed Tracking to collect data more efficiently, improving data accuracy and reducing staff burden.
- Managed two public health action review projects by developing the scope of work and timeline, leading discussions with project team members, and ensuring tasks were completed. Conducted the reviews by assessing how Tracking data were used to drive program implementation, policy development, and behavior change. Presented findings at the Society for Public Health Education Conference to describe how the work of Environmental Public Health Tracking programs led to policy change.
- Conducted focus groups with 8 leaders from new grant recipient programs to understand the challenges of new programs and identify areas of improvement. Presented findings and recommendations to team leads and subject matter experts to ensure improvements were implemented.

EBMF Properties, LLC*Parter**2022 – Present*

- Serve as Chief Operating Officer for Partnership that owns and operates multi-family and short-term rental properties in Georgia.
- Manage rental contracts/agreements, tenant relations, and collection of rents.
- Manage contractors, laborers, and suppliers to adhere to property improvement project timelines and minimize unit vacancy duration.
- Increased annual revenue by 25% through strategic investment in renovations and property improvements.

Georgia Department of Public Health, Fulton County Board of Health*Case Investigator**2020 – 2021*

- Completed over 200 case interviews during the COVID-19 pandemic. Interviews were vital to collect demographic information, understand illness progression, and identify close contacts.
- Managed case data using the State Electronic Notifiable Disease Surveillance System (SendSS).
- Communicated guidance and policies in an easy-to-understand way over the phone and in person. Used new and changing public health knowledge to provide the most up-to-date guidance to patients.

EDUCATION

Emory University, Rollins School of Public Health

Master of Public Health, Global Health

Atlanta, GA

May 2020

- Hubert Department of Global Health – Student Advisor
- Emory Office of Sustainability Initiatives – Healthcare Intern
- Emory Global Diabetes Research Center – Research Assistant

University of Georgia

Bachelor of Arts, Anthropology

Athens, GA

May 2013

- Georgia Museum of Natural History, Zooarchaeology Lab – Intern



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7D	New Business Items	NO

SUBJECT: To discuss and approve the appointment of Lisa Bily to the Historic Preservation Commission.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss and approve an appointment to the Historic Preservation Commission.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

CONTACT

- ✉ lisabily.propertysales@gmail.com
- ☎ 404.326.5007
- 📍 Atlanta, Georgia



Lisa Bily

REALTOR®

ABOUT ME

Experienced residential realtor specializing in guiding buyers and sellers through complex real estate transactions with professionalism. Expertise with properties ranging from traditional resales, estate-owned homes, historic properties, new construction, as well as townhomes and condominiums. Extensive background in media sales.

EDUCATION

- Bachelor of Music Education
Mars Hill College
1978-1982
- Master of Business Administration
University of Miami
1983-1985

PROFESSIONAL AFFILIATIONS

- National Association of Realtors
- Georgia Association of Realtors
- DeKalb Association of Realtors

ACCREDITATIONS

Seniors Real Estate Specialist, SRES
Accredited Buyers Representative, ABR

EXPERIENCE

LICENSED GEORGIA REALTOR®

April 2024 - Present SRA Signature Realty

LICENSED GEORGIA REALTOR® Palmer House Properties/HomeSmart

October 2019 - April 2024

LICENSED GEORGIA REALTOR® Better Homes & Gardens Real Estate/MetroBrokers

November 2016 - October 2019

TERRITORY SALES EXECUTIVE ETV of South Carolina - NPR/PBS Affiliate

August 2012 - January 2018

- Generated significant corporate sponsorship revenue across radio and television platforms.
- Built and maintained relationships with local and national companies and organizations.
- Developed tailored sponsorship opportunities targeting affluent and highly influential demographics.
- Conducted strategic meetings and presentations to secure long-term partnerships and maximize brand visibility.

TERRITORY SALES EXECUTIVE The Tampa Bay Times

November 2006 - January 2012

- Pioneered and managed a new retail sales territory by creating advertising opportunities across newsprint and digital platforms.
- Established and grew a strong account base by developing relationships with local businesses.
- Consistently exceeded annual revenue goals through strategic sales initiatives and client-focused solutions.
- Managed end-to-end sales operations, from prospecting and account development to campaign execution and performance tracking.



HISTORIC PRESERVATION COMMISSION APPLICATION

APPLICATION CRITERIA:

The HPC administers the City of Clarkston's Historic Preservation Ordinance and is part of the planning function of the City. The HPC is comprised shall consist of three (3) members, two (2) appointed by the City Council, and one (1) appointed by the Mayor. All members shall be residents of Clarkston and to the extent available in the City, at least two (2) members of the members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology, or other related professions, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, real estate, law, or landscape architecture, and all shall have demonstrated special interest, competence or knowledge in historic preservation.

Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year to be appointed by the Mayor; one (1) members for two (2) years, appointed by the City Council: and one members for three (3) years , appointed by the City council. Members shall not receive a salary, although they may be reimbursed for expenses.

APPLICATION SUBMISSION:

Mail or e-mail completed application to:

Clarkston Historic Preservation Commission Application
City of Clarkston
1055 Rowland Street
Clarkston, Georgia 30021
Email application to sqawiy@cityofclarkston.com
Phone: 404-296-6489



HISTORIC PRESERVATION COMMISSION APPLICATION

First Name: Lisa		Last Name: Bily	
Home Address: [REDACTED]			Years in Clarkston: 4
Phone Number: 404-326-5007	Cell ☒	Home ☐	E-mail: lisabily.propertysales@gmail.com
Work (if applicable) Company: SRA Signature Realty			Title: Realtor
Work Phone Number: 770-573-9715			E-mail: info@srasignaturerealty.com

List your Background, Experience, and number of years (Planning Professional – 4yr, Architecture – 2 yr., History – 2 yr., etc):

I am a Realtor and have been actively licensed in Georgia for 9 years. I have helped buyers with the purchase of homes that are over 100 years old which requires working with inspectors, assuring code compliance, recommending repairs, etc.

Please explain why you are, interested in serving on the Commission. Be sure to include any pertinent professional and/or community experience.

I love the architecture and style of historic and older homes. Clarkston is fortunate to have some. I am a big believer in preservation (whenever possible) as well as progress. A vibrant, growing community has both. Progress should fit into the architectural style of a community with minimal impact to the overall landscape and environment.

Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?
Yes ☒

****Please attach your resume with this application****

I understand that I am applying for appointment to a Commission office for the City of Clarkston; that the appointing authority may require an interview prior to consideration for appointment; that if appointed, I will be required to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Applicant's Signature: Lisa E. Bily Date: 11/30/25





CITY COUNCIL

CITY COUNCIL MEETING

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7E	New Business Items	NO

SUBJECT: To discuss and approve the appointment of Michele Maserjian to the Downtown Development Authority.

PRESENTER CONTACT: Jacob Bouie

PHONE NUMBER: 470-292-9569

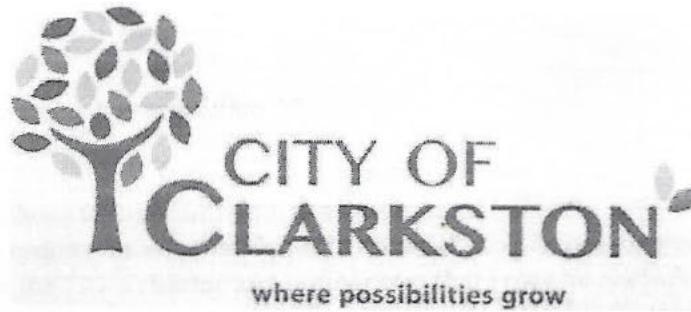
DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss and approve an appointment to the Downtown Development Authority.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

First Name: <i>Michele</i>		Last Name: <i>Maserjian</i>	
Home Address: [REDACTED]		Years in Clarkston: <i>1 1/2</i>	
Phone Number: [REDACTED]	Cell ☒	Home ☐	E-mail: [REDACTED]
Work (if applicable) Company:		Title: [REDACTED]	
Work Phone Number:		E-mail:	
Business Name (If applying as Business Owner in Downtown Area):			Owner:
Business Address			Issued License Number:

List your Background, Experience, and number of years (Planning Professional – 4yr, Architecture – 2 yr, Finance – 2 yr, etc):

Over 25 years financial management with an emphasis on financial analysis, management, budget development and implementation. Over 20 years Federal, State grant management and program oversight.

Please explain why you are, interested in serving on the Downtown Development Authority. Be sure to include any pertinent professional and/or community experience.

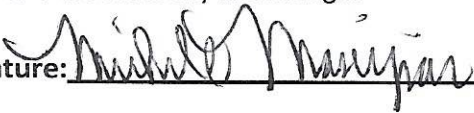
I am a taxpayer in Clarkston and I aim to represent the community members who have an economic interest in the redevelopment and revitalization of Clarkston's downtown development areas. I have run the finances for both for profit and not-profit businesses for over 25 years.

Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?

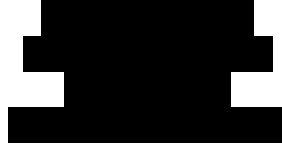
☒ Yes ☐ No

****Please attach your resume with this application. ****

I understand that I am applying for appointment to a Commission office for the City of Clarkston; that the appointing authority may require an interview prior to consideration for appointment; that if appointed, I will be required to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Applicant's Signature:  Date: 11/17/2025

Michele Maserjian



PROFESSIONAL PROFILE

A highly skilled business professional with over 25 years experience in financial management with an emphasis on financial analysis, management reporting, budget development and implementation. Twenty(20) years Federal and NYS post award grant management. Experience in both non-profit and for profit organizations.

PROFESSIONAL EXPERIENCE

Community Healthcare Network, Manhattan, NY

Director Budgets and Grants

April 2017 – May 2018

Responsible for over \$28 million of federal, state, NY city and foundation grants for a federally qualified health center, supervised staff of two grant accountants, responsible for all general ledger revenue and expense postings and reconciliations for all grant ledger accounts; review purchase requests, allocations, time and effort; prepares voucher reports, budget modification; monitors grant spending and communicates spending variance with program staff, responsible for annual A133 audits and desk audits for all grants.

Morris Heights Health Center, Bronx, NY

Director of Budgets and Grants

March 2016 – April 2017

Responsible for over \$12 million of federal, state, NY city and foundation grants for a federally qualified health center, supervised one grant accountant, responsible for all general ledger revenue and expense postings and reconciliations for all grant ledger accounts; review purchase requests, allocations, time and effort; prepares voucher reports, budget modification; monitors grant spending and communicates spending variance with program staff, responsible for annual A133 audits and desk audits for all grants.

Whitney M Young Jr Health Center Inc., Albany, New York

Director - Contract and Grant Management (new position)

December 2010 to February 2016

- Responsible for managing over \$5.5 million of multiple federal, state, and private grants and contracts.
- Prepare grant application budgets ensuring budget and work plan are consistent with federal laws and regulations, sponsor agreements, submission requirements, and agency specific policies and procedures for successful grant and contract acquisitions.
- Process assigned parts of grant applications including personnel, and non-personnel budgets, budget justifications, facilities and equipment descriptions.
- Prepare where necessary and appropriate, budget modifications for submission to funding agencies and prepare journal entries to reflect budget modifications when approved.
- Participate in providing information during funding agency A133 audits.
- Participate in the annual audit of the agency and preparation of SEFA schedule.

- Responsible for preparing and responding to all grant desk audits as requested by various state agency funders
- Work with program department, accounts payable, purchasing, payroll, and general accounting staff to resolve any variances between the general ledger detail and the funder budget to maximize use of contract funds.
- Reviews grant disbursements to ensure allocability, allowabiity, and reasonableness.
- Perform general ledger analysis to ensure the accuracy of the information used in the preparation of agency claims and vouchers; submit vouchers on a timely basis.
- Handle federal cash draw downs, monitoring and tracking disbursements and draws, prepares and submits quarterly FCTR and annual FFR.
- Review all grant staff time allocations, ensure time sheets reflect proper allocations, make necessary adjustments thru payroll and general ledger as necessary due to time and effort changes.
- Mentor, train, and advise program staff in pre and post award operations and processes.
- Serves as primary contact with external funding agencies.
- Prepare and file grant progress reports, no-cost extensions, carry-forward requests, capital asset schedules, sub-grantee contracts, leases, and consultant contracts.
- Monitor grant balances, anticipating and detecting financial problems, keeping principal investigators and program management staff informed of those problems, proposing solutions, and independently initiating corrective actions and measures where applicable.
- Manages electronic systems and portals for federal and non-federal submissions and award management
- Monitor budget to actual by tracking expenditure, personnel costs, asset acquisitions and ensuring consistency with approved award budget, approved work plan, and scope of services.
- Audit and approve expenditures, variances, extensions, re-budgeting, advance requests, payroll and personnel changes for accuracy and compliance with grantor policies and procedures.
- Prepare and maintain share point administrative fie system for business reports, sub-contracts, and records related to contracts, awards, and proposals.
- Report to CFO
- Strong working knowledge of Generally Accepted Accounting Principles (GAAP), Office of Management and Budgets (OMB) circulars A122, A110, A133; Health and Human Services Grant Management Polices.

Whitney M Young Jr Health Center Inc., Albany, NY

Director of Finance

October 2003 – November 2010 (lateral transfer)

- Responsible for managing the accounting operations for a \$11 million federally qualified health center providing over 17,000 patient visits a year; managing over \$5 million of multiple federal, state and private grants and contracts.
- Responsible for directing the daily operations of the finance department, personnel and specific work activities related to General Ledger, Payroll, Grant management, Accounts Payable, Purchasing, Cash Management, Financial Analysis/Reporting, and Fixed Assets.
- Oversees and assists in the preparation of internal and external financial reports and coordinates reports to funding agencies as required.
- Directs and coordinates grant audits; provides recommendations for procedural improvements.
- Coordinates annual audit with independent public accountants.
- Monitor and analyze monthly operating results against budget.
- Assists in budget preparation of current and new grant applications.

- Works with program managers and staff to develop plans for grant funded program spending.
- Ensures accounting hardware and software function efficiently on a daily basis and remains in safe functioning condition.
- Prepares third party cost reports (Medicare, OASAS, Federal Indirect report, FCTR, FFR); assists in the preparation of the Uniform Data Systems (UDS) report.

Priority Home Care, New York, New York

Controller

November 2000 – June 2003

Responsible for directing an \$11 million for profit licensed home care agency's accounting functions including supervising staff of three. Establish and maintain accounting principles, practices, and procedures from cash receipts, payroll, accounts payable, billing, and account receivables. Prepare financials reports through general ledger, reconciliation of all bank accounts, handle all audits. Report to CFO.

Home Nursing Association of Westchester, Inc, Tuckahoe, NY

Finance Manager

September 1998 – July 2000

Manage all finance and accounting operations including audits, cash flow, budget, payroll, accounts payable and receivable, and reimbursement functions for a \$6.5 million non-profit organization that included certified home care agency, hospice home care and bereavement counseling. Directed facility maintenance and safety, information systems, office management and supervision of four staff. Report to Executive Director.

Thomas Jefferson University Hospital, Philadelphia, PA

Assistant Director of Business Operations

November 1995 – July 1998

Directed business operations to support clinical activities for a \$4.5 million hospital-based certified home care agency. Performed strategic analysis, network development for computer applications, financial planning and analysis, claims processing. Supervised staff of eleven which included accounts payable, payroll and billing staff. Acted as a liaison to various hospital departments including intake, accounting, clinical staff. Collaborated with external agencies. Report to Executive Director.

EDUCATION

New York Medical College, Valhalla, NY

Public Health Program – Health Policy Management

Earned 37 credits out of 48 required credits

State University of New York at New Paltz, New Paltz, NY

Bachelor of Science, Finance/Business Administration

Honors: Dean's List, Cum Laude, GPA 3.44

COMPUTER SKILLS

Strong working knowledge of Microsoft office products, Excel at an intermediate to advanced level.

Accounting applications including Great Plains Dynamics, Solomon, FRX, MIPS, Raiser's Edge, Sage Fixed Asset. ADP PC Payroll for Windows, ADI Timekeeper system.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7F	New Business Items	NO

SUBJECT: To discuss and approve the official acceptance of the resignation of Chairman Dr. Johnny Garcia from the Downtown Development Authority.

PRESENTER CONTACT: Jacob Bouie

PHONE NUMBER: 470-292-9569

DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss and approve a resignation from the Downtown Development Authority.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

From: [Jacob Bouie](#)
To: [Tomika Mitchell](#); [ChaQuias Miller Thornton](#)
Cc: [Richard Edwards](#)
Subject: Fw: 12/08/25 Downtown Development Authority Regular Meeting
Date: Wednesday, December 17, 2025 9:37:27 AM
Attachments: [Outlook-nmesuhaw.png](#)
[Outlook-tlgvrsk.png](#)

CM Miller Thornton,

Please see the notice of resignation from Chairman Johnny Garcia below.

Please let me know if you have any questions.

Kindest,



Jacob Bouie

Economic Development Coordinator

City of Clarkston

O: 404-296-6489 | M: 470-292-9569

jbouie@cityofclarkston.com

www.clarkstonga.gov

736 Park North Blvd., Suite 120, Clarkston, GA 30021

From: Johnny Garcia [REDACTED]
Sent: Friday, December 5, 2025 1:04 PM
To: Jacob Bouie <jbouie@cityofclarkston.com>
Cc: R A [REDACTED]; Adria [REDACTED]; Akber Lassi [REDACTED]; Beverly Burks <bburks@cityofclarkston.com>; bunacoffeemusic [REDACTED]; Richard Edwards <redwards@cityofclarkston.com>; Kyle Williams [REDACTED]; ChaQuias Miller Thornton <cmthornton@cityofclarkston.com>
Subject: Re: 12/08/25 Downtown Development Authority Regular Meeting

Dear DDA, City Staff, City Manger,

I have decided to step down from my position with the DDA at this time due to unforeseen circumstances.

I am just not able to give the DDA and City the attention necessary at these critical times in this amazing DDA and City journey, and therefore have decided that this is the best decision

at this time.

I whole heartedly intend to provide continued support in the community and to the City and DDA as this continue to progress. I am also open to returning in future if there is a need and I am able.

Thank you for all of your hard work, time and dedication throughout the last 2 years.

I will not be in attendance this month and will work to transition with the help of staff.

Respectfully,

Dr. Garcia
DDA Chair

On Fri, Dec 5, 2025, 9:00 AM Jacob Bouie <jbouie@cityofclarkston.com> wrote:

Greetings Board Members,

I hope each of you has had a great thanksgiving.

This email serves as a reminder that we are scheduled for our December 8, 2025, regular meeting.

Please review the [December 8, 2025 DDA Agenda Packet](#) ahead of the meeting, and confirm your attendance at your earliest convenience.

Should you have any questions, please do not hesitate to reach out to staff.

Have a safe and wonderful weekend.

Kindest,



Jacob Bouie

Economic Development Coordinator

City of Clarkston

📞 O: 404-296-6489 | M: 470-292-9569

✉️ jbouie@cityofclarkston.com

🌐 www.clarkstonga.gov

📍 736 Park North Blvd., Suite 120, Clarkston, GA 30021



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JANUARY 6, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7G	New Business Items	NO

SUBJECT: To discuss and approve the official acceptance of the resignation of Nebiyu Ermiyas from the Downtown Development Authority.

PRESENTER CONTACT: Jacob Bouie

PHONE NUMBER: 470-292-9569

DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss and approve a resignation from the Downtown Development Authority.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

From: [Jacob Bouie](#)
To: [Tomika Mitchell](#)
Cc: [ChaQuias Miller Thornton](#); [Richard Edwards](#)
Subject: Fw: DDA Resignation
Date: Wednesday, December 17, 2025 9:36:07 AM
Attachments: [Outlook-jc40d2ys.png](#)

CM Miller Thornton,

Per your request, please see the notice of resignation from Nebiyu Ermiyas.

Please let me know if you have any questions.

Kindest,



Jacob Bouie

Economic Development Coordinator

City of Clarkston

 O: 404-296-6489 | M: 470-292-9569

 jbouie@cityofclarkston.com

 www.clarkstonga.gov

 736 Park North Blvd., Suite 120, Clarkston, GA 30021

From: bunacoffeemusic [REDACTED]
Sent: Monday, December 15, 2025 12:48 PM
To: Jacob Bouie <jbouie@cityofclarkston.com>
Subject: DDA Resignation

Dear Members,

Please accept this letter as my formal resignation from my DDA position.

During my time, I gained valuable experience, for which I am grateful. Because of work load and travel, I no longer serve DDA effectively.

Thank you.