



CITY COUNCIL MEETING AGENDA
TUESDAY, MAY 5, 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	Sharifa Adde	Yterenickia Bell	Lynn Bayonne	Dean Moore	Mark Perkins
Vice Mayor	Council Member	Council Member	Council Member	Council Member	Council Member

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PRESENTATION/ ADMINISTRATIVE BUSINESS**
 - A. Employee of the Month – April 2026
 - B. Business of the Month - April 2026
 - C. To approve the following meeting minutes:
 1. April 7, 2026 - City Council Meeting
 2. April 28, 2026 - City Council Work Session
- 4. REPORTS**
 - A. City Manager's Report
 - B. City Attorney's Report
 - C. City Council Reports
 - D. Mayor's Report

5. 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.

6. OLD BUSINESS

7. CONSENT AGENDA

- A.** Deferral of an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime to the May 26, 2026 Work Session for further review.
- B.** Deferral of an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime to the May 26, 2026 Work Session for further review.
- C.** Approval of a Resolution authorizing a proposed contract between the City of Clarkston and Studio RNB for Facilities Master Plan Services - \$84,880.
- D.** Approval of a Resolution to consider the appointment of Cynthia Hanson to serve as City Clerk.
- E.** Approval to Rollover GDOT LRS Funding Allocation to FY2027 — \$134,496.46.
- F.** Approval of a Proclamation naming May 17-23, 2026 National Public Works Week.
- G.** Approval of a Proclamation establishing May 5, 2026 as Economic Development Week.
- H.** Approval of the ratification of the GIRMA Property & Liability Coverage for the policy period 5/1/2026 - 04/30/2026 through the GMA Property & Liability Self Insurance Program funded through the General Fund Budget - \$217,662.00.
- I.** Approval of Beverly Burk's resignation from the Downtown Development Authority (DDA) effective 04/14/2026.

8. NEW BUSINESS

- A.** Consideration of the SS4A Safety Action Plan (SAP) Project Options for Bipartisan Infrastructure Law (BIL) Implementation Grant funding application.
- B.** Consideration of an appointment to fill a vacant position on the Downtown Development Authority (DDA).

9. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Tuesday, May 5, 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_v3_tMaOhS36PgNcihP1WPA

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



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT:

Employee of the Month – April 2026

PRESENTER CONTACT: Dwight Baker

PHONE NUMBER: 404-824-8135

DEPARTMENT: Human Resources

PURPOSE:

To recognize and reward exceptional employee performance, fostering a culture of appreciation and motivation.

IMPACT:

- Highlighting outstanding contributions enhances employee morale and engagement.
- Celebrating achievements promotes a positive work environment and inspires others to excel.

FUNDING SOURCE:**RECOMMENDATION:**

Announce the Employee of the Month during monthly Council meetings and through internal communications to ensure recognition is well-publicized.

The Employee of the Month will:

- Receive a \$50 gift card.
- Be featured in internal and social media communications.
- Become eligible for nomination as the Employee of the Year.



CITY OF CLARKSTON

ITEM NO: XX

CITY COUNCIL WORK SESSION

MEETING TYPE:
Regular Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: April 7, 2026

SUBJECT: Employee of the Month – April 2026

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO

PAGES:

PRESENTER CONTACT INFO: Dr. Dwight L. Baker
PHONE NUMBER: 404.824.8135

PURPOSE:

To recognize and reward exceptional employee performance, fostering a culture of appreciation and motivation.

NEED/IMPACT:

- Highlighting outstanding contributions enhances employee morale and engagement.
- Celebrating achievements promotes a positive work environment and inspires others to excel.

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CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: Business of the Month - April 2026

PRESENTER CONTACT: Jacob Bouie

PHONE NUMBER: 470-292-9569

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: To approve the following meeting minutes:

1. April 7, 2026 - City Council Meeting
2. April 28, 2026 - City Council Work Session

PRESENTER CONTACT: Cynthia Hanson

PHONE NUMBER:

DEPARTMENT: City Clerk's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

MINUTES OF
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, APRIL 7, 2026

On Tuesday, April 7, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Council Meeting in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Mayor Beverly Burks; Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell; Lynn Bayonne; Dean Moore; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Cynthia Hanson (Interim City Clerk); Richard Edwards (Planning and Economic Development Director); Xavier Todd (Assistant Police Chief); Keisha Dixon (Special Projects Coordinator and Executive Assistant to the City Manager); Christin Taylor (Communications Director); Dwight Baker (Human Resources and Risk Management Director); Larry Kaiser (City Engineer); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Mayor Burks called the meeting to order at 7:00 p.m.

2. ROLL CALL

All elected officials were present.

Vice Mayor Johnson made a motion to move items 8A and 8D to the Consent Agenda, and to add the following items to the Consent Agenda:

- To defer discussion of an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime to the April 28, 2026, Work Session.
- To defer discussion of an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime to the April 28, 2026, Work Session.

Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Employee of the Month - March 2026

Director of Human Resources and Risk Management, Dr. Dwight Baker presented the Employee of the Month for March 2026 to Darion Hammonds, Code Enforcement Officer.

B. Business of the Month - March 2026

Economic Development Coordinator, Jacob Bouie presented the Business of the Month for March 2026 to Brockett Pub House and Grill, located at 4522 E Ponce De Leon Ave, Clarkston, GA.

C. To approve the following meeting minutes:

1. February 24, 2026 - City Council Work Session
2. March 3, 2026 - City Council Meeting
3. March 5, 2026 - Special Called City Council Meeting
4. March 31, 2026 - City Council Work Session

Councilmember Moore made a motion to approve the minutes. Vice Mayor Johnson seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

4. REPORTS

A. City Manager's Report

City Manager, Chaquias Miller-Thornton gave a brief report and update covering all departments and city events, as well as tracked legislative bills that may affect the city.

B. City Attorney's Report

No report

C. City Council Reports

The Councilmembers provided brief updates on the meetings and events they attended, as well as projects they are working on.

D. Mayor's Report

Mayor Burks provided a brief overview of meetings and events she attended and other news of the city.

5. 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.

Public comments were given by Taylor Brooks, Widdi Turner, Robert Winfrey, Susan Hood, and Michele Maserjian.

6. OLD BUSINESS

None

7. CONSENT AGENDA

The following items were added to the Consent Agenda during Agenda Approval:

- A. To consider the appointment of Sydney Jakes to the Downtown Development Authority for a term that expires on December 31, 2026.
- B. To consider a Resolution to adopt the City of Clarkston Classification and Compensation Plan.
- C. To defer discussion of an Ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime until the April 28, 2026 Work Session agenda.
- D. To defer discussion of an Ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime until the April 28, 2026 Work Session agenda.

Councilmember Perkins made a motion to approve the Consent Agenda, Items 7A through 7D. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

8. NEW BUSINESS

- A. To consider the appointment of Sydney Jakes to the Downtown Development Authority for a term that expires on December 31, 2026.

Moved to Consent Agenda during agenda approval.

- B. To consider a request for a Conditional Use Permit (CUP) for a community center in the RC zoning district to be located at 3688 West Hill Street (Parcel ID: 18 119 01 017).

Planning and Zoning Director, Richard Edwards stated that the applicant requested to withdraw the application, however the Code of Ordinances does not allow for a withdrawal once the public hearing has been advertised. With that in mind, the applicant requested a Denial without prejudice.

Councilmember Perkins made a motion to Deny the application for a CUP at 3688 West Hill Street. Councilmember Moore duly seconded the motion.

It was noted that the street name on the agenda was incorrect.

Councilmember Perkins made a motion to amend his original motion to correct the address to 3688 West Smith Street. Councilmember Moore duly seconded the motion. Mayor Burks called for the vote to amend the original motion and declared the motion approved (6-0).

Mayor Burks called for the vote on the amended motion to Deny the application for 3688 West Smith Street without prejudice and declared the motion approved (6-0).

C. To consider options for the SS4A Safety Action Planning Project

City Engineer, Larry Kaiser asked the Mayor and Council to pick from three (3) possible concept plans for the SS4A Safety Action Plan Project, and presented a grant that may provide funding for the project if granted. The application deadline for the grant is May 26, 2026. After discussion, the consensus of the Council was for Mr. Kaiser to work with the City Manager to determine the best direction to take for funding and bring it to the Council at the April 28, 2026 Work Session.

Councilmember Perkins made a motion to approve Option 1 for the SS4A Project. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

D. To consider a Resolution to adopt the City of Clarkston Classification and Compensation Plan

Moved to Consent Agenda during agenda approval.

9. ADJOURNMENT

Councilmember Bell made a motion to adjourn the meeting. Councilmember Dean duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 8:36 p.m.

ATTEST:

Cynthia Hanson
Interim City Clerk

Beverly H. Burks
Mayor

MINUTES OF WORK SESSION
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, APRIL 28, 2026

On Tuesday, April 28, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Mayor Beverly Burks; and Councilmembers Sharifa Adde; Yterenickia Bell; Lynn Bayonne; Dean Moore; and Mark Perkins. Absent: Vice Mayor Debra Johnson. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Cynthia Hanson (Interim City Clerk); Xavier Todd (Assistant Police Chief); Richard Edwards (Planning and Economic Development Director); Michael Duncan (Parks and Recreation Director); Christin Taylor (Communications Director); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Mayor Burks called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present:

Mayor Beverly H. Burks

Councilmembers Dean Moore, Sharifa Adde, YT Bell, Mark Perkins, and Lynn Bayonne

Absent:

Vice Mayor Debra Johnson

3. PUBLIC HEARINGS

None

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Parks & Recreation Department Master Plan - Vision Workshop Presentation

Nick Stevens of Perez Planning and Designing Inc. gave a presentation updating the Council on the Parks & Recreation Department Master Plan, which included public engagement, and setting future goals for upgrading the parks and facilities. Mr. Stevens

presented two (2) options for upgrading Milam Park and Forty Oaks Nature Preserve per the needs of the community.

5. PUBLIC COMMENTS

Any member of the public may address questions or comments to the City Council referencing only agenda items after the Mayor and City Council have had the opportunity to discuss the agenda item. Each attendee will be allowed 3 minutes for comments.

None

6. OLD BUSINESS

- A.** To present and discuss an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime.

City Attorney, Stephen Quiinn presented the draft ordinance with changes as suggested by Council. After discussion, the consensus was to carry the item over to the May 26, 2026 Work Session for further consideration.

- B.** To present and discuss an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime.

City Attorney, Stephen Quinn presented the draft ordinance with minor edits as suggested by Council and staff. After discussion, the consensus was to carry the item over to the May 26, 2026 Work Session for further consideration.

7. NEW BUSINESS

- A.** Discussion of a Resolution to approve a proposed Facilities Master Plan contract with Studio RNB.

City Manager, ChaQuias Miller-Thornton explained the RFP and the process for choosing the lowest responsive and responsible bidder. A representative from Studio RNB was in attendance. The bid for services from Studio RNB was \$84,880. Three renderings will be done per Council consensus. The City Attorney has approved the contract for language. Council consent was to put the contract on the Consent Agenda for the Council Meeting.

- B.** Discussion of a Resolution to consider the appointment of Cynthia Hanson to serve as City Clerk

City Manager, Cha-Quias Miller-Thornton presented a Resolution to appoint Cynthia Hanson as the new City Clerk. Council consented to put the appointment on the Consent Agenda for the Council Meeting.

C. Discussion for consideration the SS4A Safety Action Plan (SAP) Project Options for Bipartisan Infrastructure Law (BIL) Implementation Grant funding

City Engineer, Larry Kaiser explained two (2) options for funding for the SS4A Project. Deadline to apply for federal funding is May 26, 2026. The first option is the design & engineering cost for the entire North Indian Creek/Montreal Road corridor. The engineering cost is estimated to be \$14,500,000.00 with the federal government paying \$11,500,000 and the local match being around \$2,500,000. The first option relies on the County agreeing to pay their portion of the project. The project cannot be done in phases.

The second option is a list of five (5) projects.

Council consented to keep this item on regular agenda for the May 5, 2026 Council Meeting.

D. Discussion regarding the GDOT LRA 26 Funding Allocation

City Engineer, Larry Kaiser recommended allowing the LRA funding to be rolled into 2027. Council agreed to put the item on the Consent Agenda for the May 5, 2026 Council Meeting.

E. Discussion of a Proclamation naming May 17-23, 2026 National Public Works Week

Council agreed to add the item to the Consent Agenda for May 5, 2026.

F. Discussion of a Proclamation establishing May 5, 2026 as Economic Development Week

Council agreed to add the item to the Consent Agenda for May 5, 2026.

G. To discuss the renewal of the GIRMA Property & Liability Coverage for the policy period 5/1/2026 - 04/30/2026 through the GMA Property & Liability Self Insurance Program funded through the General Fund Budget.

City Manager, ChaQuias Miller-Thornton presented the GIRMA Property and Liability Coverage proposal for the policy beginning on May 1, 2026. Council agreed to add the item to the Consent Agenda for May 5, 2026 for ratification.

H. Discussion of Beverly Burk's resignation from the Downtown Development Authority (DDA).

City Manager, ChaQuias Miller-Thornton presented Mayor Burk's resignation from the Downtown Development Authority effective April 14, 2026. Council agreed to add the item to the Consent Agenda for May 5, 2026.

I. Discussion on Council consideration of an appointment to fill a vacant position on the DDA

Councilmember Moore and Councilmember Dean each stated they would like to be appointed to fill the vacant position on the Downtown Development Authority. The appointment will be on the regular agenda for the May 5, 2026 Council Meeting.

8. ADJOURNMENT

Councilmember Perkins made a motion to adjourn the meeting. Councilmember Bayonne duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 8:47 p.m.

ATTEST:

Cynthia Hanson
Interim City Clerk

Beverly H. Burks
Mayor



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: City Manager's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: City Attorney's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Attorney's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: City Council Reports

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: Mayor's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: Deferral of an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime to the May 26, 2026 Work Session for further review.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE: To approve an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime. If the owner/manager of the property does not perform the corrective action, the City would have two avenues of enforcement. At an administrative level, the City could deny/revoke/suspend any permits (for example alcohol or business) associated with the property. At a legal level, the City could sue the property in municipal court and potentially obtain an order to do the corrective action work itself, which would result in a lien to cover the cost.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: Council review of the draft ordinance for discussion.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 5 OF THE CITY CODE REGARDING BUILDINGS, CONSTRUCTION AND RELATED MATTERS; TO ADOPT NEW ARTICLE IX OF SAID CHAPTER TO ESTABLISH A CRIMINAL NUISANCE PROPERTY PROGRAM; TO PROVIDE FOR DEFINITIONS, OBJECTIVE DESIGNATION CRITERIA, CORRECTIVE ACTION PLANS, INSPECTION AUTHORITY, ADMINISTRATIVE ENFORCEMENT MECHANISMS, AND TENANT AND VICTIM PROTECTIONS; TO PROVIDE FOR IN REM PROCEEDINGS IN MUNICIPAL COURT TO ABATE CRIMINAL NUISANCE PROPERTY CONDITIONS; TO PROVIDE FOR LIENS UPON CRIMINAL NUISANCE PROPERTIES WHEN THE CITY EXPENDS FUNDS TO ABATE A CRIMINAL NUISANCE; TO PROVIDE FOR APPEALS; TO PROVIDE STANDARDS FOR PROPERTIES TO BE REMOVED FROM CRIMINAL NUISANCE STATUS UPON REMEDIATION; TO PROVIDE ADMINISTRATIVE REPORTING REQUIREMENTS; AND FOR OTHER PURPOSES.

WHEREAS, the City Council is authorized to define and abate nuisances within the City of Clarkston by its Charter, specifically Section 1.03, subsections (k), (n) and (o); and

WHEREAS, the City Council hereby finds that there exist properties within the City that constitute a nuisance because they are operated and maintained in a manner that fosters an environment that leads to incidents of violent crime; and

WHEREAS, these criminal nuisance properties constitute threats to public health, safety, and welfare and have required a disproportionate amount of police, fire, and code enforcement resources; and

WHEREAS, the City Council seeks, by this ordinance, to establish a formal, legally defined set of criteria to objectively identify criminal nuisance properties; and

WHEREAS, the City Council desires to protect tenants residing at criminal nuisance properties and victims of crimes from retaliation that could result from reporting crime and to protect tenants from landlords unfairly passing along the cost of remediating a criminal nuisance upon their property; and

WHEREAS, this ordinance establishes a program for the owners/managers of criminal nuisance property to remediate nuisance conditions through execution of a corrective action plan; and

WHEREAS, if owners/managers of criminal nuisance properties fail or refuse to remediate nuisance conditions, this ordinance sets forth due process for the City to bring an *in rem* action in municipal court to obtain an order that would allow the City to abate the nuisance if the owner/manager continues to fail or refuse to do so, with the cost of abating such nuisance to become a lien against the subject property.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Clarkston as follows:

Section 1. New Article IX of Chapter 5 of the Clarkston City Code is hereby enacted and shall read as follows:

“ARTICLE IX. CRIMINAL NUISANCE PROPERTIES.

Sec. 5-501. Purpose and Intent.

The purpose of this article is to protect public health, safety and welfare by preventing and deterring violent crime at locations where it persists at such high levels as to constitute a nuisance. The article is intended to provide a framework for owners and managers of high-crime properties to take meaningful steps to prevent violent crime on their property and incentivize them to do so. In the absence of appropriate and necessary action by property owners and managers to address a criminal nuisance on their property, the purpose and intent of this article is to allow the city to abate such nuisance through *in rem* proceedings in municipal court.

Sec. 5-502. Definitions.

As used in this article, the following terms shall have the indicated meanings:

Corrective Action Plan means a written plan approved by the city manager outlining measures to address criminal activity at a Criminal Nuisance Property.

Crime Prevention Through Environmental Design (“CPTED”) means an approach to reducing crime by designing physical environments—such as using, for example, natural surveillance, access control, and territorial reinforcement—to deter criminal behavior and improve quality of life. It focuses on enhancing visibility, defining space ownership, and maintaining properties to eliminate criminal opportunities.

Criminal Nuisance Property means a property where any of the following thresholds are met for reported events within the Measurement Period:

1. One (1) homicide;
2. Three (3) or more Violent Incidents; or
3. Ten (10) or more police responses for incidents involving a violation of State criminal law (exclusive of “family violence” incidents as defined by O.C.G.A. § 19-13-1).

Manager means any person or entity having managerial responsibility for a property.

Measurement Period means a rolling twelve (12) month period immediately preceding the date of review for determining whether a property meets nuisance thresholds. (For reporting purposes, the city will separately compile annual summaries for each calendar year.)

Owner means any person or entity holding legal title to real property, according to DeKalb County property records.

Violent Incident means any of the following events occurring on a subject property or on public property immediately adjacent to the subject property (exclusive of “family violence” incidents as defined by O.C.G.A. § 19-13-1):

1. Homicide;
2. Aggravated assault or aggravated battery;
3. Armed robbery;
4. The discharge of a firearm; or
5. Any “forcible felony” as defined by O.C.G.A. § 16-11-131(e).

Sec. 5-503. Designation as Criminal Nuisance Property.

(a) *Monitoring Violent Incidents.* The chief of police shall monitor and track calls for service and inform the city manager or designee if the chief believes that a property qualifies as a Criminal Nuisance Property based on calls for service during the Measurement Period.

(b) *Notice of Designation.* Upon determining that a property qualifies as a Criminal Nuisance Property, the city manager or designee shall issue a written notice of designation to the Owner and the Manager of the property. Such notice shall include, at minimum, the following information:

1. A summary of incidents within the Measurement Period;
2. A statement requiring that the Owner and/or Manager attend a mandatory meeting with the city manager within twenty-one (21) days for the purpose of developing a Corrective Action Plan;
3. Notice of the tenant and victim protections established by this article; and
4. A statement in Arabic, Amharic, Swahili, Dari/Pashto, Spanish, and Nepali informing the Owner and Manager of the property that translation services will be provided by the city, for both written materials and the meeting with the city manager, upon request.

(c) *Delivery of Notice.* The city manager or designee shall cause the notice of designation to be delivered to the Owner at the Owner’s address (as registered with the DeKalb County Tax Commissioner) by U.S. Priority Mail and to the Manager (or the person apparently in charge of the property on behalf of the Manager) via hand delivery.

Sec. 5-504. Corrective Action Plan.

- (a) If the city manager determines that conditions exist upon a Criminal Nuisance Property that contribute to criminal activity occurring there and could be corrected, then a Corrective Action Plan shall be developed to correct such conditions.. The Owner and/or Manager of the property shall have the opportunity to provide input to the city manager regarding the Corrective Action Plan at the mandatory meeting, but the Owner/Manager failing or refusing to attend the meeting shall not prevent the city manager from approving a Corrective Action Plan. The city manager shall have the ultimate authority to approve the final Corrective Action Plan, so long as it meets the criteria in subsection (b) of this section.

- (b) The Corrective Action Plan shall be carefully tailored by the city manager to include measures sufficient to address criminal nuisance activity without being unduly burdensome or expensive to carry out. Appropriate measures to consider for a corrective action plan include, but are not limited to:
1. Installation or repair of lighting systems;
 2. Installation or upgrade of security cameras with minimum 30-day retention;
 3. Hiring of licensed security personnel or off-duty police;
 4. Repair of fencing, gates, or controlled access points;
 5. CPTED improvements to landscaping, visibility, or building layout;
 6. Establishment of on-site management;
 7. Enforcement of trespass or lease provisions; and/or
 8. Remediation of code or property maintenance violations.
- (c) The Corrective Action Plan shall include a reasonable timeline for accomplishing its objectives, with specific deadlines for the Owner or Manager of the property to accomplish designated benchmarks to achieve the completion of the Corrective Action Plan in a timely manner.
- (d) The city manager shall cause the approved Corrective Action Plan to be reduced to writing and shall sign the Corrective Action Plan, which shall be maintained as a city record. The Owner and Manager of the associated Criminal Nuisance Property shall be provided with a copy of the corrective action plan by the same means of delivery specified in subsection (c) of Section 5-503.

Sec. 5-505. Inspection authority.

When a Corrective Action Plan is active, the police department and code enforcement officers are authorized to conduct inspections of the Criminal Nuisance Property in order to determine compliance with the Corrective Action Plan. Such inspections may include:

1. Exterior areas;
2. Common areas;
3. Security systems;
4. Lighting systems;
5. CPTED measures; and
6. Any additional aspect of the work to be performed pursuant to the corrective action plan.

Any inspection of an area where a person has a reasonable expectation of privacy shall comply with constitutional protections and applicable state law.

Sec. 5-506. Removal from Criminal Nuisance Property status.

When the city manager or designee finds that the Owner or Manager of a designated Criminal Nuisance Property has complied with all terms of the Corrective Action Plan and the chief of police confirms that the same property does not meet the criteria for a Criminal Nuisance Property during the current Monitoring Period, then the property shall be removed from Criminal Nuisance Property status. Such removal shall not prevent the same property from being designated as a Criminal Nuisance Property again in the future if the criteria specified in this article are met during a future Monitoring Period.

Sec. 5-507. Administrative enforcement upon non-compliance.

The appropriate city official (depending on the type of license) may suspend, revoke, or deny renewal of any business, alcohol or other license associated with a Criminal Nuisance Property, or recommend such action to the city council (depending on the type of license) if the Owner or Manager is not in compliance with the Corrective Action Plan or has violated the tenant and victim protection provisions of this article. Appeal of any such suspension, revocation or denial shall be pursuant to the terms for appeal established by this code of ordinances for the subject license.

Sec. 5-508. Nuisance abatement through *in rem* action in municipal court.

If the Owner and Manager of a designated Criminal Nuisance Property fail to execute the Corrective Action Plan, the city manager may direct the city attorney to initiate a proceeding in municipal court pursuant to this section. Such an action shall proceed as follows:

(a) *In rem complaint.* The city attorney shall file a complaint against the property in the municipal court stating the facts upon which the subject property was designated as a Criminal Nuisance Property and the manner in which the Owner and Manager of such property have failed to comply with the Corrective Action Plan.

(b) *Rule Nisi.* Upon filing of the complaint, the judge of municipal court shall schedule, by rule nisi order, a hearing on the matter. Such hearing shall be scheduled for a date that is not less than 45 days and not more than 75 days from the date that the complaint is filed.

(c) *Service.* The city attorney shall cause the complaint and rule nisi order to be personally served upon the Manager or any person appearing to be in charge of the property in the absence of the Manager. The complaint and rule nisi may be personally served by any person over the age of 18, including but not limited to an officer of the city police department or code enforcement officer. The complaint and rule nisi shall also be served by certified mail to the address of the Owner (as listed with the DeKalb County Tax Commissioner) and to any person registered with the city as an agent for any license held in connection with the subject property. A rebuttable presumption of service pursuant to this section shall be established by filing an affidavit of personal service and certified mail receipt(s) establishing that the notice was mailed.

(d) *Standard for ordering abatement.* If the judge of municipal court finds, by a preponderance of the evidence, that the subject property was properly designated as a Criminal Nuisance Property by the city manager, that the Corrective Action Plan established by the city manager was

reasonable, and that the Owner/Manager has failed to complete the Corrective Action Plan or elements thereof by deadlines established in said plan, then the judge may order that the nuisance presented by the subject property be abated by performance of the Corrective Action Plan. Any order for nuisance abatement under this article shall allow the Owner/Manager a reasonable amount of time to complete the Corrective Action Plan and shall authorize the city, if the Owner/Manager fails to do so, to complete the Corrective Action Plan.

(e) *Appeal*. The Owner of the subject property, or the city, may appeal any final decision of the municipal court made under this section to the Superior Court of DeKalb County pursuant to a petition for review under state general law.

Sec. 5-509. Liens.

(a) *Lis pendens*. Upon filing a complaint in the municipal court pursuant to this article, the city attorney may cause a lis pendens to be filed in the property records of DeKalb County for the Criminal Nuisance Property to give notice to the public of the proceedings in municipal court and the potential for a lien for the cost of nuisance abatement to be placed upon the subject property.

(b) *Claim of lien*. If the city acts to abate a nuisance pursuant to this article then the city shall be entitled to recover the cost of abating such nuisance, including the cost of labor and materials, legal costs, and any administrative costs, by placing a lien in the amount of such costs upon the subject real property. The city attorney shall cause a claim of lien to be filed in the property records of DeKalb County reflecting the total cost of abatement. Said lien shall be subject to interest and penalties until paid pursuant to state general law.

Sec. 5-510. Tenant and victim protections.

An Owner or Manager shall not take any of the following actions:

1. Evict, displace, or penalize any tenant due to Criminal Nuisance Property designation;
2. Raise rents or reduce services to offset Corrective Action Plan costs; or
3. Retaliate against any tenant or victim of a crime for reporting a crime or a nuisance condition.

Sec. 5-511. Reporting and transparency.

(a) *Quarterly Reports*. The city manager or designee and chief of police or designee shall provide quarterly reports to the city council specifying:

1. Each active designated Criminal Nuisance Property;
2. The status of progress on the Corrective Action Plan for each designated property; and
3. Criminal incidents and calls for police service trends at designated Criminal Nuisance Properties.

(b) *Data Dashboard*. The city manager may maintain an online public dashboard to inform the public regarding criminal activity and its locations.

Sec. 5-512. Remedies cumulative.

The remedies for Criminal Nuisance Properties set forth in this article are cumulative of all other rights and remedies available to the city under this code of ordinances and state law. No action taken or not taken pursuant to this article in any way prejudices the city's right to enforce its code or to exercise any other available remedy at law or in equity."

Section 2. The provisions of this ordinance are intended to be severable. Should any court of competent jurisdiction declare any aspect or provision of this ordinance to be invalid, the City Council hereby declares that it would have adopted the ordinance without that provision and the remainder of this ordinance shall remain in full force and effect without such invalid provision.

Section 3. This ordinance shall become effective immediately upon its approval by the City Council and signature by the Mayor.

SO ORDAINED, this _____ day of _____, 2026.

ATTEST:

**CITY COUNCIL,
CITY OF CLARKSTON, GEORGIA**

Cynthia Hanson, City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen G. Quinn, City Attorney



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

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

SUBJECT: Deferral of an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime to the May 26, 2026 Work Session for further review.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE: To present and discuss an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime. The ordinance would not actually create such a district (that would be a subsequent step). If one or more districts are created, the City Council would then establish a millage rate for the district(s) that would be charged on top of the general millage rate.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: Council review of the draft ordinance for discussion.

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY OF CLARKSTON TO ADD NEW ARTICLE IV TO CHAPTER 8 OF THE CITY CODE, REGARDING FINANCE, TAXATION AND PROPERTY; TO ESTABLISH THE CITY OF CLARKSTON PUBLIC SAFETY SPECIAL SERVICE DISTRICT PROGRAM; TO AUTHORIZE THE CREATION OF ONE OR MORE SPECIAL SERVICE DISTRICTS BY RESOLUTION; TO PROVIDE FOR SPECIAL TAXATION FOR ENHANCED PUBLIC SAFETY SERVICES WITHIN DISTRICTS THAT MAY BE DESIGNATED; TO DEFINE PUBLIC SAFETY IMPROVEMENTS; TO PROVIDE FOR ADMINISTRATION OF DISTRICTS, TENANT PROTECTIONS, OVERSIGHT, ACCOUNTABILITY, AND SUNSET REVIEW; AND FOR OTHER PURPOSES.

WHEREAS, Art. IX, Sec. II, Para. VI of the 1983 Georgia Constitution provides that “special districts may be created for the provision of local government services within such districts; and fees, assessments, and taxes may be levied and collected within such districts to pay, wholly or partially, the cost of providing such services therein and to construct and maintain facilities therefor”; and

WHEREAS, the City Council finds that there exist within the City certain areas where sustained patterns of elevated crime, violent incidents, disorder, and excessive police call-for-service volumes persist, most notably the **Brockett Road, Montreal Road and N Indian Creek Drive** corridors, as well as other high-activity commercial and multi-family zones; and

WHEREAS, properties within these corridors have required a disproportionate level of police, code enforcement, and emergency response services, creating inequitable demands on City resources, including personnel, equipment, and funds; and

WHEREAS, environmental conditions including inadequate lighting, lack of surveillance systems, insufficient access control, and deteriorating property conditions contribute to unsafe environments and place burdens on the City’s public safety infrastructure; and

WHEREAS, establishing one or more Public Safety Special Service Districts would allow the City to provide targeted, enhanced public safety services—such as dedicated patrols, camera systems, license plate readers (“LPRs”), lighting upgrades, Crime Prevention Through Environmental Design (“CPTED”) improvements, and enhanced code enforcement; and

WHEREAS, a special service district approach allows these important public safety improvements to be fairly funded by the property owners that benefit most directly from the extra services.

NOW THEREFORE, BE IT ORDAINED as follows:

Section 1. New Article IV of Chapter 8 of the City Code is hereby created and codified. Such Article shall read as follows:

“ARTICLE IV. PUBLIC SAFETY SPECIAL SERVICE DISTRICT PROGRAM.

Sec. 8-41. Purpose and Intent.

The purpose of this article is to protect the public health, safety and welfare by reducing crime within certain districts determined to be high-crime areas and to fairly assess the costs of additional public safety measures against the properties that will benefit directly from them.

Sec. 8-42. Establishment of Public Safety Special Service District Program.

(a) *Program Authorized.* The Public Safety Special Service District Program is hereby established to allow the creation of one or more special districts wherein enhanced public safety services would be provided.

(b) *Creation of Districts by Resolution.* The City Council may, by resolution, establish:

1. The boundaries of each district;
2. The properties included; and
3. The specific services to be provided.

(c) *Initial Priority Corridors.* Due to documented elevated police calls and public safety concerns, the City Council has identified the following areas as priority candidates for potential district creation:

1. Brockett Road Corridor;
2. Montreal Road Corridor; and
3. N. Indian Creek Drive Corridor.

This identification does not limit the authority of the City Council to create additional districts elsewhere.

Sec. 8-43. Annual taxation.

The City may establish, on an annual basis, a special tax millage rate to be levied within any special district pursuant to the procedures prescribed by general law.

Sec. 8-44. Segregation of funds and authorized Public Safety Special District expenditures.

Each special district shall have a dedicated programmatic revenue and expense line items in the city budget and tax revenues collected for the district shall be accounted for separately from other city revenue sources. Special district funds may be used only for district-specific improvements and services specified by the resolution, such as:

1. Police patrols;
2. Real-time camera networks and retention systems;

3. Installation of license plate reader (LPR) systems;
4. Lighting upgrades, wiring, poles, sensors;
5. CPTED improvements—including landscaping, access control, and visibility enhancements;
6. Code enforcement sweeps;
7. Sidewalk, crosswalk, and pedestrian safety enhancements related to public safety;
8. Community violence prevention programs; and
9. Maintenance of public safety infrastructure within the district.

Sec. 8-45. Prohibitions and Tenant Protections.

Landlords and/or property managers shall not take any of the following actions:

1. charge any portion of the special district tax owed directly to tenants as a surcharge;
2. raise rents or fees for the explicit purpose of passing along special district tax costs;
3. use special district tax costs as grounds for eviction or reduction in tenant services; or
4. retaliation against residents who report unsafe conditions.

Sec. 8-46. Administration.

(a) For each active public safety special service district, the city manager shall designate the City department(s) responsible for:

1. Police deployment;
2. Public safety infrastructure installation;
3. Code enforcement coordination;
4. Financial administration; and
5. Reporting and oversight.

(b) For each active public safety special service district, the city manager shall prepare and present to the City Council an annual plan including:

1. Budget allocation;
2. Safety priorities;
3. Planned improvements;
4. Deployment schedules; and
5. Progress metrics.

Sec. 8-47. Public Safety Special District Advisory Committees.

(a) *Establishment.* For each active district, the City Council may establish an Advisory Committee comprised of:

1. district property owners or representative(s);
2. tenant or resident representative(s);
3. police department representative(s);
4. code enforcement representative(s);
5. community development representative(s); and/or
6. city manager designee.

(b) *Duties.* Each committee shall:

1. review annual plans and budgets for its district;
2. provide recommendations on district operations;
3. evaluate effectiveness and report findings; and
4. assist in community outreach.

Sec. 8-48. Accountability and reporting.

(a) *Financial Reporting.* Each public safety special district fund must be separately accounted for and audited annually in conjunction with the city's annual regular audit.

(b) *Quarterly report.* For each active district, the chief of police and the city manager shall provide quarterly reports to the city council, to include:

1. district call-for-service data;
2. violent incident trends;
3. public safety improvements installed;
4. expenditures and fund balance; and
5. progress metrics.

Sec. 8-49. Sunset review.

Every third year after the creation of a district, the city council shall conduct a public review of such district to determine whether the district should be continued, discontinued, modified, or consolidated with another district in order to best serve public safety and welfare."

Section 2. The provisions of this ordinance are intended to be severable. Should any court of competent jurisdiction declare any aspect or provision of this ordinance to be invalid, the City

Council hereby declares that it would have adopted the ordinance without that provision and the remainder of this ordinance shall remain in full force and effect without such invalid provision.

Section 3. This ordinance shall become effective immediately upon its approval by the City Council and signature by the Mayor.

SO ORDAINED, this _____ day of _____, 2026.

ATTEST:

**CITY COUNCIL,
CITY OF CLARKSTON, GEORGIA**

Cynthia Hanson, City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen G. Quinn, City Attorney



CITY OF CLARKSTON

ITEM NO:

CITY COUNCIL WORK SESSION

MEETING TYPE:

Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

Discussion

MEETING DATE: March 31, 2026

SUBJECT: Discussion of acceptance and award of proposal for a Facilities Master Plan and resolution to approve a proposed contract with Studio RNB for Facilities Master Plan services.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO

PAGES:

PRESENTER: City Manager Miller-Thornton

CONTACT INFO: cmthornton@cityofclarkston.com

Agenda Item Request: Discussion of acceptance of proposal for a Facilities Master Plan and resolution to approve a proposed contract with Studio RNB for Facilities Master Plan services - \$84,880.

Purpose:

The city desires the development of a sound, actionable, and fiscally responsible facilities plan that supports the entire city government organization by providing safe and inviting work environments that meet the varying operational needs of all city departments.

The city's intent is to retain a consulting firm with the qualifications and staff resources necessary to perform a citywide governmental facility planning services including, but not limited to, conditional assessment, space and programming needs assessment, and development of a long-term facilities master plan. The facilities master plan should focus on the preservation and potential redevelopment and/or readapting of current facilities as well as the identification of and/or planning for new facilities to establish a framework for the anticipated city facility needs for the next twenty years. This shall include recommendations for the location of a new City Hall with architectural renderings. The successful firm will provide services for the city as outlined in the Scope of Work.

Studio RNB has presented a Request for Proposal that is both responsive and responsible, in the amount of \$84,880.

Need/Impact:

There is a need for the City's existing municipal facilities to be evaluations, for an assessment of current and future needs, and for a long-range, prioritized facilities strategy to be developed. A major focus of the plan is to include site recommendation and renderings for a new City Hall facility. The plan is to serve as a strategic plan and capital assessment for space utilization that considers optimization of services and that seeks community buy-in.

NOTE: The current Clarkston Municipal Building (City) is a leased space with lease terms set to expire in December 2029.

Funding Source:

Council approved a \$50,000 appropriation within the City's FY2026 General Fund Budget for the Facilities Master Plan project initiative (100-1500-10-521215 General Admin Professional Services). However, the proposed cost, as presented by Studio RNB is \$84,880. The administration recommends the following funding alternative, deriving funding from the same general fund administration line item:

	FY2026 Budgeted Appropriation	Service Cost Adjustment	Amended Cost Adjustment	Reduction Explanation
Facilities Master Plan	50,000.00	34,880.00	84,880.00	
Grants Manager	42,000.00	(17,440.00)	24,560.00	(\$3,500/month Jan-May 2026)
Procurement Consultant	42,000.00	(17,440.00)	24,560.00	(\$3,500/month Jan-May 2026)
Total change in cost		-		
Total Budget	134,000.00		134,000.00	

The above funding scenario results in a \$0 net increase/decrease in budget.

Recommendation:

Council acceptance of the proposal for Facilities Master Plan services as presented by Studio RNB and approval of the proposed contract for services in the amount of \$84,880.

NOTE: *Redlined contract is under review by the contractor and it is anticipated that final form will be available for Council review in advance of the May 5th, 2026 regular session of Council. The Administration will present final draft form of the contract to Mayor and Council as soon as it is available.*

**Request for Proposals – RFP
Technical Proposal
Contractual Service for Facilities Master Plan
City of Clarkston
Solicitation #: 2026-01
Due Date: March 04, 2026 @ 5:00 pm (EST)**



Submitted By
POC Details:
Name: Rourke Brakeville
Phone: 404-723-2864
Email: rbrakeville@studiornb.com

Submitted To:
Via Portal: BidNet Direct website

Cover Letter

March 04, 2026

City of Clarkston

Subject: RFP #2026-01; Response to RFP: “Contractual Service for Facilities Master Plan”

Ms. Keisha L Dixon

Studio RNB LLC respectfully submits our proposal to provide professional services for the City-Wide Facilities Master Plan for the City of Clarkston. We appreciate the opportunity to partner with the city in developing a comprehensive, data-driven, and implementation-ready roadmap that will guide municipal facility investments over the next twenty years.

As a Georgia-based, small Business, Minority owned, architectural and master planning firm, Studio RNB specializes in municipal facilities planning, civic architecture, and long-range capital strategy. We understand that Clarkston requires more than a facilities inventory; the City requires a defensible, fiscally responsible master plan that aligns infrastructure investments with operational needs, community growth, and long-term financial stability. Our team is prepared to evaluate existing conditions, assess current and projected space requirements, identify redevelopment opportunities, and establish clear prioritization criteria to support informed decision-making.

We currently serve as Prime Consultant for comprehensive Master Planning and Design Services for the City of Lovejoy where we are leading citywide facility assessments, stakeholder coordination, conceptual planning, and long-range implementation strategy development. This experience directly aligns with Clarkston’s scope and demonstrates our ability to deliver structured, defensible, and actionable master planning documents.

Also, our team integrates architectural design, structural engineering, BIM (Building Information Modelling)-driven analysis, visualization, and order-of-magnitude cost estimating to ensure that recommendations are technically sound and financially achievable. We are fully committed to equitable participation and compliance with all non-discrimination requirements.

As the Head of Studio RNB LLC, I offer my full commitment to delivering exceptional and responsive service to the agency. In case of any queries or concerns, please feel free to contact me at rbrakeville@studiornb.com

Sincerely,



Rourke Brakeville

Co-Founder

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1 Tab 1 – Introduction

Studio RNB LLC is a Georgia-based **architectural and master planning firm with demonstrated expertise in municipal facilities planning, civic architecture, and long-range development strategy**. We specialize in helping local governments evaluate existing assets, align facilities with operational needs, and develop fiscally responsible, implementation-ready master plans.

Our team understands that the City of Clarkston requires more than a facilities inventory. The city requires a defensible, data-driven 20-year roadmap that supports safe work environments, operational efficiency, and community vibrancy while maintaining fiscal stability. We possess the qualifications, staffing depth, and municipal experience necessary to deliver that outcome to the City of Clarkston.

We currently serve as **Prime Consultant for comprehensive Master Planning and Design Services for the City of Lovejoy** in that role, we are leading citywide planning initiatives that include site analysis, zoning and code compliance review, stakeholder coordination, conceptual architectural development, and preparation of long-range municipal planning frameworks. This engagement directly aligns with Clarkston’s scope of work, including evaluation of existing facilities, identification of redevelopment opportunities, and development of a structured implementation strategy. Our experience guiding an active municipal client through long-term planning demonstrates our ability to manage complex coordination efforts, synthesize community and operational data, and produce actionable planning documents that support elected officials and administrative leadership.

Key Highlights

- Experience as Prime Consultant for Active Municipal Master Plan contract for city of Lovejoy.
- Capabilities directly Aligned with Clarkston’s Scope such as Delivering facility evaluations, redevelopment analysis & structured implementation strategies.
- Capabilities of Advanced Visualization & BIM Integration with Revit-based modeling and high-quality renderings.

In addition to master planning, we bring hands-on experience **designing, expanding, and renovating municipal facilities throughout the Atlanta Metropolitan region**. Our portfolio includes City Hall expansions, maintenance facility renovations, municipal park developments, and adaptive reuse projects for local governments. Through these engagements, we have evaluated aging infrastructure, addressed deferred maintenance, resolved code compliance issues, improved ADA (American Disability Act) accessibility, and optimized space utilization to support evolving departmental needs. This practical experience strengthens our ability to conduct accurate condition assessments and develop realistic improvement scenarios for Clarkston’s facilities, including City Hall, Public Works, and community amenities.

Our team combines architectural expertise, structural and systems coordination, capital planning insight, and advanced visualization capabilities. We utilize industry-leading tools such as **Revit, AutoCAD, and Lumion** to produce data-supported analysis and high-quality conceptual

renderings. We provide perspective, plan, and elevation renderings for Clarkston’s potential new City Hall that clearly communicate scale, mass, and functionality to both decision-makers and the public. We pair these visual tools with order-of-magnitude cost estimating and phased implementation planning to ensure that recommendations remain fiscally achievable.

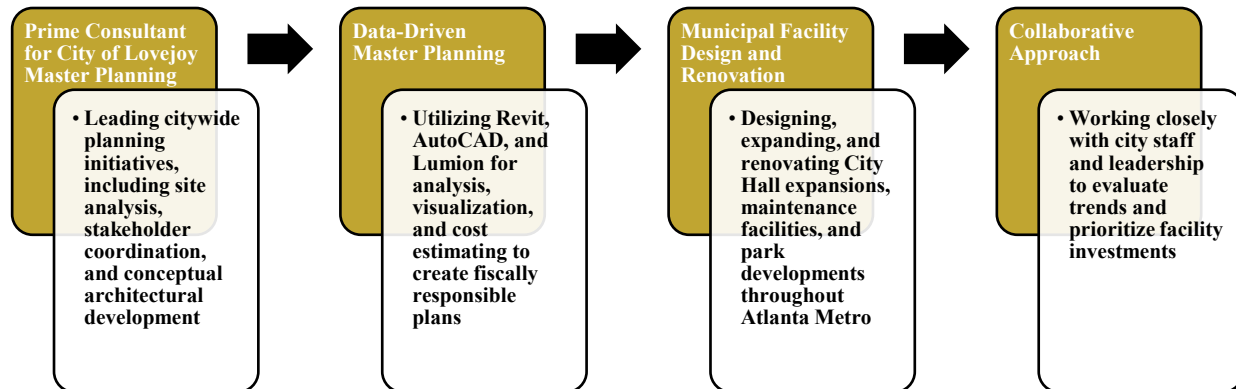


Figure 1: Studio RNB's Relevant Experience and Capabilities

We understand the unique character of Clarkston, a diverse, growing community with evolving service demands and fiscal priorities focused on infrastructure, public safety, and economic resilience. Our approach centers on collaboration with City staff and leadership, careful evaluation of demographic and operational trends, and development of prioritization criteria that align facility investments with service impact and budget realities. We deliver strategic, practical roadmaps that cities can implement with clarity and confidence.

Studio RNB possesses the professional credentials, municipal planning experience, regional knowledge, and technical capacity necessary to successfully deliver the City-Wide Facilities Master Plan. We are fully prepared to evaluate existing conditions, assess current and projected needs, develop improvement scenarios, establish defensible prioritization criteria, and produce a comprehensive Facilities Master Plan that will guide the City of Clarkston for the next twenty years.

2 Tab 2 - Team Qualifications

2.1 Recent & Relevant Projects Performed as Prime Contractor

comparable engagement is the City of Lovejoy Master Plan (current), where we serve as Prime Contractor providing comprehensive master planning and architectural design services for a multi-phase, mixed-use municipal development. Initial project estimates conducted by the City of Lovejoy landed the first few phases around the \$25+ million range. That project encompasses site analysis, conceptual design, stakeholder coordination, zoning and code compliance, and preparation of design documents for phased municipal development, which are the same core activities required by this RFP.

We also bring experience from multiple municipal projects across the south metro Atlanta area. Our work on the City of Jonesboro Maintenance Building (nearing completion) involved documenting and renovating a 6,525 SF municipal facility, including as-built surveys of an aging steel structure, life safety evaluation, and full MEP coordination. Our Lake City City Hall Expansion (under construction) involved designing a 2,130 SF addition to an existing municipal

building. And the Lake City City Hall Park (under construction) demonstrates our ability to design civic-facing public spaces. Collectively, these projects give us direct familiarity with the budgeting constraints, stakeholder dynamics, and regulatory frameworks common to small-city Georgia government projects.

- **City of Lovejoy – Master Planning & Design Services**

Client	City of Lovejoy
Period of Performance	2024 – Present (Current – Planning Phase)
POC Details	Name: Marci Fluellyn, Mayor Phone: 770-471-2304 ext. 1 Email: m_fluellyn@cityoflovejoy.com
Services Provided	
Studio RNB serves as Prime Consultant for comprehensive municipal master planning and architectural services supporting citywide development initiatives. We are leading a structured planning process that includes evaluation of existing municipal assets, site feasibility assessments, zoning and regulatory compliance analysis, land use strategy development, and long-term capital improvement alignment. Our team conducts stakeholder meetings with elected officials and staff to validate operational needs, growth projections, and service delivery priorities. We perform spatial programming analysis, develop conceptual site layouts, and prepare visual renderings to communicate future facility opportunities. We evaluate infrastructure constraints, identify redevelopment potential, and align planning recommendations with fiscal realities. Our scope includes preparation of planning documentation that guides future capital investment decisions and provides a phased roadmap for implementation. We integrate demographic trends, service demand projections, and funding considerations into a cohesive, decision-ready planning framework. We utilized Autodesk Revit and AutoCAD for site and facility modeling; SketchUp Pro and Lumion for conceptual visualization and renderings; Bluebeam Revu for document coordination; COMcheck for energy compliance considerations; Microsoft Project for schedule management; and Adobe Creative Suite for preparation of presentation-quality planning documents.	
Relevance to this Project	
This engagement directly aligns with Clarkston’s requirement to develop a 20-year, fiscally responsible Facilities Master Plan. Through our work with Lovejoy, we demonstrate our ability to conduct citywide coordination, assess municipal facilities, develop improvement alternatives, and create phased implementation strategies supported by visual renderings and cost-informed recommendations. Clarkston requires evaluation of existing facilities, identification of future needs, and development of a defensible prioritization framework. Our Lovejoy experience proves we can lead that process, synthesize technical and policy considerations, and deliver a comprehensive master plan aligned with leadership priorities and budget realities.	

- **Byrd Master planned Community – 300-Acre Long-Range Development Strategy**

Client	Byrd Family
Period of Performance	November 2025 – Present
POC Details	Name: Donald Byrd Phone: 404-781-7455 Email: startbrightinc@gmail.com
Services Provided	
Studio RNB is serving as Prime Contractor for comprehensive master site planning and long-term development strategy for a 300-acre property. We began with a detailed feasibility assessment	

evaluating zoning parameters, density allowances, environmental considerations, infrastructure availability, and access constraints. We developed alternative land-use scenarios and conceptual master plan layouts that explored residential, mixed-use, and community-centered development strategies.

We conducted **phased planning analysis to establish sequencing priorities and developed an implementation roadmap identifying infrastructure upgrades, funding strategies, and long-term build-out considerations**. We prepared conceptual planning diagrams and high-level renderings to communicate development vision and decision pathways.

We evaluated sustainability considerations, circulation networks, and long-term operational viability to ensure that planning recommendations were realistic and implementable.

We utilized **Autodesk Revit and AutoCAD** for master plan drafting; **SketchUp Pro and Lumion** for 3D visualization; Microsoft Excel for feasibility modeling and cost scenario comparisons; Bluebeam Revu for plan coordination; and **Adobe Creative Suite** for master planning documentation and presentation materials.

Relevance to this Project

Clarkston requires development of alternative facility scenarios, site evaluations for a new City Hall, and phased implementation planning. **This project demonstrates our ability to evaluate multiple site options, analyze constraints, develop conceptual alternatives, and structure long-term sequencing frameworks**. The scale and complexity of this master plan illustrate our capacity to manage comprehensive planning efforts that balance operational, fiscal, and strategic priorities.

• City of Jonesboro – Maintenance Building Renovation

Client	City of Jonesboro
Period of Performance	June 2024 – Present
POC Details	Name: Mark Whitley Phone: 770-946-0256 Email: mwhitley@whitleyeng.com
Services Provided	
Studio RNB provided comprehensive architectural and facility improvement services for municipal facilities within the City of Jonesboro. Our scope included facility condition assessments, space utilization analysis, code compliance review, ADA accessibility evaluation, and conceptual renovation planning. We conducted on-site evaluations to assess building systems, structural integrity, circulation patterns, and operational adjacencies. Our team developed conceptual design alternatives to improve functionality, modernize aging infrastructure, and optimize departmental workflows. We prepared schematic layouts, cost opinions, and phased improvement strategies aligned with budget constraints. Studio RNB coordinated with City staff to validate operational requirements and future growth considerations. We produced construction documentation and supported permitting and regulatory compliance review where applicable.	
Relevance to this Project	
This engagement demonstrates our ability to assess aging municipal facilities and translate operational needs into structured improvement plans. The project required balancing fiscal responsibility with modernization goals, directly aligning with Clarkston's need for a defensible, phased capital roadmap. Our experience evaluating space utilization, ADA compliance, and building systems mirrors the assessment framework required for Clarkston's City Hall and supporting facilities.	

- **Lake City Hall Renovation / Expansion**

Client	Lake City
Period of Performance	2025 – Present
POC Details	Name: Mark Whitley Phone: 770-946-0256 Email: mwhitley@whitleyeng.com
Services Provided	
Studio RNB provided architectural design and planning services for the renovation and improvement of Lake City Hall. Our scope included programming, stakeholder interviews, conceptual design development, and preparation of construction documents. We evaluated departmental workflows, front-of-house public interaction areas, administrative space needs, and security considerations. Our team developed layout alternatives that improved service counters, circulation, meeting spaces, and staff efficiency. We integrated ADA compliance upgrades and addressed code deficiencies identified during assessment. Using BIM-based modeling and visualization tools, we developed 3D renderings and presentation materials to support leadership review and public communication. We also prepared order-of-magnitude cost estimates and sequencing strategies to align the improvements with funding capacity.	
Relevance to this Project	
This project closely parallels Clarkston’s potential City Hall redevelopment needs. Our experience improving municipal service environments, enhancing accessibility, and modernizing administrative space directly supports Clarkston’s objective to create a City Hall that reflects community identity while maintaining fiscal discipline. The integration of conceptual visualization with cost modeling strengthens transparent decision-making and public engagement.	

- **Lake City Park Improvements / Municipal Park Development**

Client	Lake City
Period of Performance	September 2024 – Present
POC Details	Name: Mark Whitley Phone: 770-946-0256 Email: mwhitley@whitleyeng.com
Services Provided	
Studio RNB provided planning and design services for municipal park improvements in Lake City. The engagement included site analysis, community needs assessment, conceptual master planning, and phased development strategy preparation. We evaluated site constraints, accessibility requirements, pedestrian circulation, parking capacity, and programming opportunities for recreational and community gathering spaces. Our team developed master plan concepts that incorporated flexible use areas, ADA-compliant pathways, and improved public amenities. We prepared conceptual renderings, site diagrams, and preliminary cost opinions to support capital planning decisions. Recommendations were structured into phased implementation steps to align with available funding and long-term maintenance considerations.	
Relevance to this Project	
Clarkston’s master planning effort requires integration of community spaces, public access considerations, and long-term capital phasing. Our experience in municipal park planning demonstrates our ability to evaluate site-based assets, balance community needs with fiscal constraints, and develop structured implementation strategies. The phased, cost-informed approach used for Lake City	

Park aligns directly with the disciplined capital prioritization framework proposed for Clarkston's facilities.

2.2 Sub-Consultant Credentials & Relevant Experience

Studio RNB LLC will perform all services required under this RFP as the sole Prime Consultant and will not utilize any sub-consultants for the City-Wide Facilities Master Plan for the City of Clarkston.

Our in-house team possesses the full range of professional credentials, technical expertise, and software capabilities necessary to complete all components of the Scope of Work. This includes conducting existing facility condition assessments and performing space utilization analyses. We develop improvement scenarios, prepare conceptual architectural renderings, and provide order-of-magnitude cost evaluations. We also establish prioritization frameworks and prepare the final Facilities Master Plan document.

By executing this project without sub-consultants, we provide the city with streamlined communication, clear accountability, direct leadership oversight, and efficient project coordination. Our integrated team structure ensures continuity from data collection through final plan delivery, eliminates coordination delays, and allows us to maintain strict quality control over all technical analyses, visual materials, and planning documentation.

Should any unforeseen specialty service become necessary during the course of the project, Studio RNB will notify the city immediately and seek written authorization prior to engaging any external consultant. However, based on our review of the Scope of Work, our in-house capabilities are fully sufficient to successfully complete this assignment.

3 Tab 3 - Team Experience

Studio RNB LLC assigns a senior-led, fully integrated project team to deliver the City-Wide Facilities Master Plan for the City of Clarkston. Our team combines licensed architectural leadership, certified project management expertise, structural engineering oversight, and advanced design and visualization capability. Each team member brings direct experience in municipal planning, facility assessment, master planning, and code-compliant design, ensuring the city receives technically sound, actionable, and implementation-ready recommendations.

We understand the City's requirement for transparency and continuity. If any personnel changes or significant organizational developments occur during the contract period, we will notify the City immediately and provide equivalent or superior replacement personnel for approval prior to reassignment.

The resources that we assign to this project are as follows along with their resumes, ensuring responsive project delivery and the capacity to meet the City's schedule:

- **Rourke Brakeville, RA, NCARB Principal-in-Charge / Lead Architect**

Mr. Brakeville serves as Principal-in-Charge and provides executive leadership and architectural oversight for municipal planning and design initiatives. As a licensed Registered Architect with NCARB certification, he brings comprehensive expertise in master planning, building programming, zoning analysis, code compliance, life-safety evaluation, and conceptual architectural development.

His resume reflects experience leading public-sector and private-sector projects from feasibility assessment through construction documentation. He has directed site evaluations, prepared programming analyses, developed schematic and design development packages, and coordinated consultant disciplines to ensure regulatory compliance and constructability.

For the City of Lovejoy, he led municipal planning coordination, conducted operational needs assessments, facilitated stakeholder meetings with City leadership, and developed phased improvement strategies supported by visual renderings and structured implementation frameworks.

Name	Rourke Nolan Brakeville_ RA, NCARB		
Title	Principal-in-Charge		
Contact Details	Email: rbrakeville@studiornb.com		
Location	Atlanta, GA		
Summary: Registered Architect and firm principal with expertise spanning commercial, hospitality, mixed-use, and institutional projects across the Southeast. Co-founded and lead Studio RNB, a 12-person multidisciplinary practice managing a portfolio exceeding \$500K in aggregate project value, over 5 months. Career reflects a trajectory from technical production through project leadership to firm ownership, with complementary experience in academic instruction and design research. I am known for translating complex program requirements into buildable solutions while maintaining design intent through construction.			
Education: - Columbia University, Graduate School of Architecture, Planning & Preservation Master of Science, Advanced Architectural Design_ 2022 - Kennesaw State University, College of Architecture and Construction Management Bachelor of Architecture_ 2021			
Technical Proficiencies: Design & Documentation: Revit, AutoCAD, Rhino, Grasshopper Visualization: Enscape, V-Ray, Lumion, D5 Render, 3DS Max Graphics & Media: Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro) Specializations: BIM Management, VR/AR Implementation, 3D Printing			
Certifications Registered Architect: Georgia, Florida, Alabama, Tennessee NCARB Certification: National Council of Architectural Registration Boards (2024)			
Professional Experience:			
Company: Studio RNB LLC	Position: Co-Founder & Principal	Start Date:	July 2024
		End Date:	Present
Roles & Responsibilities: - Lead a 12-person architecture and engineering practice providing design, documentation, and consulting services across commercial, hospitality, residential, and institutional sectors, direct firm strategy, client development, and project delivery. 5-month growth exceeding \$500K in project value. - Oversee a portfolio of 60+ active projects with aggregate construction value exceeding \$10 million - Built and manage a multidisciplinary team including architects, engineers, project managers, and design staff - Establish operational infrastructure for project delivery, quality control, and financial management - Secure contracts for municipal master planning, luxury hospitality, senior living, and adaptive reuse projects			

• Cultivate relationships with developers, municipalities, and institutional clients across the Southeast			
Company: The Preston Partnership	Position: Project Architect	Start Date:	Jan 2024
		End Date:	Sept 2024
Roles & Responsibilities: • Managed 8+ concurrent commercial projects from schematic design through construction administration • Led coordination with structural, MEP, and civil consultants on developments totaling over \$100M • Directed construction documentation production and quality control processes • Served as primary client liaison, synthesizing requirements into comprehensive architectural solutions			
Company: The Preston Partnership	Position: Project Coordinator	Start Date:	June 2022
		End Date:	Jan 2024
Roles & Responsibilities: • Coordinated all phases of commercial projects from concept through construction across the Southeast region • Managed CAD standards, drawing production, and file organization across multiple project teams • Supported construction administration including RFI responses, submittals, and field coordination			
Company: Studio Architects	Position: Project Coordinator	Start Date:	Sept 2020
		End Date:	May 2021
Roles & Responsibilities: • Contributed to fast-paced commercial development projects requiring rapid documentation turnaround • Produced technical drawings and assisted senior architects through design development and CD phases			
Relevance to this Project			
Mr. Brakeville’s licensure as a Registered Architect and NCARB-certified professional directly supports the technical and regulatory requirements of the City of Clarkston Facilities Master Plan. He brings experience leading multidisciplinary teams, coordinating consultants, and managing complex projects from feasibility through construction, ensuring recommendations are both visionary and implementable. His background overseeing a portfolio exceeding \$10 million in construction value and managing more than 60 active projects demonstrates his capacity to evaluate multiple facilities, maintain quality control, and deliver structured planning documents within defined timelines. His experience in code compliance, consultant coordination, and client engagement aligns directly with Clarkston’s need for defensible facility assessments and phased capital improvement strategies. Additionally, his expertise in BIM, 3D modeling, and visualization ensures the city will receive clear, data-driven analysis supported by conceptual renderings and comparative site alternatives, enabling informed and fiscally responsible decision-making.			

• **Jeremiah N. Bridges, MSE, PMP- Project Executive**

Jeremiah N. Bridges serves as Project Executive for Studio RNB and provides engineering oversight, implementation strategy development, and disciplined project controls for municipal planning initiatives. She holds a Master of Engineering in Structural Engineering from the South Dakota School of Mines and Technology and a Bachelor of Science in Architectural Engineering from Texas A&M University. She is also a certified Project Management Professional (PMP) through the Project Management Institute.

Bridges brings experience spanning structural engineering, architectural coordination, real estate development, and large-scale commercial construction management. As Co-Founder and Principal of Studio RNB, she leads the integration of architecture and engineering in project planning, aligns operational efficiency with design objectives, and oversees firm strategy, client development, and project execution.

Prior to co-founding Studio RNB, she served as Project Manager with Holder Construction in Atlanta, where she managed construction planning, site execution, quality control, subcontractor coordination, and BIM integration. She directed field operations and resolved engineering conflicts across active construction environments. At Hensel Phelps in Honolulu, she served as Assistant Project Manager, supporting construction planning, documentation, engineering coordination, and issue resolution on complex commercial projects. Her earlier experience as an Architectural Engineer and foundation repair Project Manager further strengthened her expertise in structural assessment, renovation feasibility, and existing condition evaluation.

Name	Jeremiah N. Bridges_ MSE, PMP		
Title	Project Executive		
Contact Details	Email: jbridges@studiornb.com		
Location	Atlanta, GA		
Summary: Structural engineer and firm co-founder with expertise spanning real estate development, construction management, and architectural engineering. Co-founded Studio RNB, leading vision, planning, and execution of real estate projects by integrating visual marketing, architecture, and engineering. Career includes project management roles on major commercial construction with Holder Construction and Hensel Phelps.			
Education: - South Dakota School of Mines and Technology Master of Engineering, Structural Engineering - Texas A&M University Bachelor of Science, Architectural Engineering			
Technical Proficiencies: Design & Documentation: Revit, AutoCAD, Rhino, Grasshopper, SketchUp Visualization: Escape, V-Ray, Lumion, D5 Render, 3DS Max			
Certifications Project Management Professional (PMP) – Project Management Institute			
Professional Experience:			
Company: Studio RNB LLC_ Atlanta, GA	Position: Co-Founder & Principal s	Start Date:	Jul 2024
		End Date:	Present
Roles & Responsibilities: - Lead vision, planning, and execution of real estate projects integrating architecture and engineering - Align business objectives with design excellence and operational efficiency - Oversee firm strategy, client development, and project delivery			
Company: Holder Construction_ Atlanta, GA	Position: Project Manager	Start Date:	Oct 2023
		End Date:	Jul 2024
Roles & Responsibilities: - Managed construction sites including planning, quality control, documentation, and site execution - Directed subcontractors and oversaw work performance across all project field work			

Coordinated BIM modeling efforts with subcontractors; resolved engineering issues			
Company: Hensel Phelp_ Honolulu, HI	Position: Assistant Project Manager	Start Date:	Dec 2022
		End Date:	Sept 2023
Roles & Responsibilities: - Managed construction planning, quality control, documentation, and site execution - Worked with engineers to resolve issues and review complaints; prepared plans and maps			
Company: Rapid Foundation Repair	Position: Project Manager	Start Date:	Jan 2020
		End Date:	May 2021
Roles & Responsibilities: - Restored concrete slab and pier-and-beam foundations requiring leveling or repair - Designed operational blueprints for residential foundations; managed client restoration process			
Company: Chamberlin Architect	Position: Architectural Engineer	Start Date:	May 2021
		End Date:	Dec 2022
Roles & Responsibilities: - Collaborated with licensed architects and interior designers on residential and commercial buildings - Assisted in alterations and redevelopment of existing structures.			
Relevance to this Project			
Bridges combined structural engineering and project management expertise directly supports the technical evaluation and phased implementation requirements of the City of Clarkston Facilities Master Plan. Her background in structural systems analysis and renovation assessment enables the city to make informed decisions regarding facility rehabilitation, expansion, or replacement. Her experience managing construction sites, coordinating subcontractors, and resolving engineering challenges ensures that all planning recommendations are grounded in real-world constructability and cost considerations. Additionally, her PMP certification brings formalized risk management, schedule control, and quality assurance processes to the engagement, ensuring disciplined execution of deliverables. Through her integration of engineering, construction management, and architectural coordination experience, Bridges will help Clarkston develop a technically sound, fiscally responsible, and implementable long-term facilities strategy.			

• **Emma Daniela Fernandez Lopez- Project Manager**

Emma Daniela Fernandez Lopez serves as Project Manager and provides technical coordination, BIM support, and structured documentation management for Studio RNB's planning and design engagements. She holds a Bachelor of Architecture from Pontificia Universidad Javeriana in Bogota, Colombia, and is certified in Revit for BIM.

At Studio RNB, Ms. Fernandez Lopez manages client outreach, coordinates internal workflows through structured project management systems, drafts formal correspondence, schedules stakeholder meetings, and maintains organized documentation logs. She supports the design team in Revit, AutoCAD, and Rhino, ensuring that facility layouts, space studies, and conceptual models are accurately developed and maintained. Her use of collaboration platforms such as Microsoft Office, Google Suite, Notion, and Zoom ensures efficient communication and real-time document control.

Previously, as a Project Manager in Construction with Arpro Arquitectos Ingenieros S.A., she oversaw daily construction activities and successfully delivered over 100 residential units and more than 20,000 square feet of commercial and production facilities. She ensured schedule

adherence, quality control, and coordinated contractor activities through project completion. Her earlier role coordinating inspections and site visits further strengthened her ability to manage logistics and field documentation with precision.

Name	Emma Daniela Fernandez Lopez		
Title	Project Manager		
Contact Details	Email: efernandez@studiornb.com		
Location	Atlanta, Georgia		
Summary: Bilingual Architect with experience in construction project management, client services, and operations coordination. Currently Project Manager at Studio RNB, managing client outreach, internal operations, and project management systems. Prior experience includes handover of 100+ residential units and 20,000+ SF of commercial space.			
Education: Pontificia Universidad Javeriana, Bogota, Colombia Bachelor of Architecture			
Technical Proficiencies: Design: Revit, AutoCAD, Rhino Productivity: Microsoft Office, Google Suite, Notion, Zoom Languages: Spanish (Native), English (C1/TOEFL)			
Certifications - Revit 2019 for BIM – Naska Digital - Interior Design Fundamentals – LaSalle College International			
Professional Experience:			
Company: Studio RNB LLC_ Atlanta, GA (Remote)	Position: Project Manager	Start Date:	Dec 2025
		End Date:	Present
Roles & Responsibilities: - Manage client outreach as liaison between clients and design team - Coordinate internal operations and workflows through Notion - Draft correspondence, schedule meetings, and manage documentation			
Company: Symple Leases_ San Jose, CA (Remote)	Position: Logistics Coordinator Assistant	Start Date:	Sept 2024
		End Date:	Dec 2025
Roles & Responsibilities: Coordinated inspections and site visits, achieving 100% of scheduled activities			
Company: Arpro Arquitectos Ingenieros S.A_ Colombia 	Position: Project Manager - Construction	Start Date:	Jan 2019
		End Date:	Feb 2021
Roles & Responsibilities: - Handed over 100 apartment units and 20,000+ SF office/production facilities - Oversaw daily construction ensuring adherence to timelines and quality			
Relevance to this Project Ms. Fernandez Lopez's BIM expertise, construction coordination experience, and bilingual communication skills directly support the needs of the City of Clarkston Facilities Master Plan. She will assist in developing accurate digital facility models, space assessments, and conceptual alternatives to support data-driven planning decisions. Her prior experience managing residential and commercial handovers ensures that planning recommendations consider real-world operational flow, code compliance, and constructability.			

Additionally, her ability to support community engagement efforts in both English and Spanish strengthens the City's ability to communicate planning initiatives effectively to its diverse population.

Through disciplined documentation management, BIM coordination, and structured workflow support, Ms. Fernandez Lopez will help ensure the city receives organized, technically sound, and well-documented planning deliverables.

• **Young Yoon- Senior Architectural Designer / QA-QC Lead**

Young Yoon serves as Senior Architectural Designer and QA/QC Lead for Studio RNB, bringing over 20 years of experience delivering complex commercial, residential, industrial, and mixed-use projects. He holds a Master of Engineering in Product Architecture & Engineering (BIM) from Stevens Institute of Technology and a Bachelor of Architecture from the New Jersey Institute of Technology. He is OSHA 30 Certified and possesses extensive expertise in building codes, life safety, ADA compliance, and zoning regulations.

At Studio RNB, Mr. Yoon leads the firm's quality assurance and quality control processes, ensuring that all planning and design deliverables meet regulatory requirements, technical standards, and client expectations. He mentors junior staff on documentation standards and oversees compliance reviews prior to submission. He also supports construction administration efforts, including RFI responses, submittal reviews, and field coordination.

Throughout his career, Mr. Yoon has delivered projects exceeding 775,000 square feet, including large-scale mixed-use, hospitality, and institutional facilities. His experience includes leading planning approvals and permitting processes, directing multi-million-dollar construction projects up to \$10 million in value, and serving as Project Manager on high-profile developments such as the 775,000 SF Trump International Hotel Waikiki. He has consistently bridged design with construction execution, ensuring practical and buildable outcomes.

Name	Young Yoon_ OSHA 30 Certified		
Title	Senior Architectural Designer / QA-QC Lead		
Contact Details	Email: yyoon@studiornb.com		
Location	Atlanta, Georgia		
Summary: Senior Architectural Designer and Construction Manager with 20+ years delivering innovative, sustainable designs across commercial, residential, industrial, and specialty projects. Expert in bridging design with intent with construction execution. Portfolio includes projects exceeding 775,000 SF. Extensive experience in code compliance, QA/QC, and construction administration.			
Education: - Stevens Institute of Technology Master of Engineering, Product Architecture & Engineering (BIM) - New Jersey Institute of Technology Bachelor of Architecture – Dean's List			
Technical Proficiencies: Design/BIM: Revit, AutoCAD, SketchUp, Rhino, CATIA, SolidWorks Construction Management: Microsoft Project, Field wire, Procore Compliance: ADA, Life Safety, Zoning, Building Code			
Professional Experience:			
		Start Date:	2025

Company: Studio RNB LLC_ Atlanta, GA	Position: Senior Architectural Designer	End Date:	Present
Roles & Responsibilities: - Lead QA/QC processes ensuring design quality and code compliance - Mentor junior design staff on technical standards and best practices - Support construction administration including RFIs and field coordination			
Company: Yoon Group LLC_ Woodmere, NY	Position: Architectural Designer	Start Date:	Oct 2009
		End Date:	2025
Roles & Responsibilities: - Design and deliver projects up to 300,000 SF - Lead client presentations, planning approvals, and permitting			
Company: Pulatani Builders_ Brooklyn, NY	Position: Senior Construction Manager	Start Date:	Dec 2018
		End Date:	2025
Roles & Responsibilities: Direct multi-million-dollar projects up to \$10M			
Company: Susan Desko AIA_ Sun Valley, ID	Position: Associate Architectural Designer	Start Date:	May 2008
		End Date:	Oct 2009
Roles & Responsibilities: Jack's Urban Meeting Place – 70,000 SF creative center complex with 5-acre park			
Company: Guerin Glass Architects_ New York, NY	Position: Project Manager	Start Date:	Jun 2005
		End Date:	Dec 2006
Roles & Responsibilities: Trump International Hotel Waikiki – 775,000 SF mixed-use (38 stories)			
Relevance to this Project			
Mr. Yoon's deep experience in code compliance, life safety analysis, and large-scale facility planning directly supports the technical assessment needs of the City of Clarkston Facilities Master Plan. He will lead QA/QC reviews of facility assessments, space planning studies, and capital improvement recommendations to ensure that all planning strategies align with current building codes, ADA requirements, and regulatory standards. His experience managing projects of significant scale ensures that facility expansion, renovation, or replacement scenarios are evaluated through the lens of constructability, cost realism, and long-term operational sustainability. Additionally, his proficiency in BIM and construction management platforms such as Microsoft Project, Procore, and Fieldwire will support organized documentation and structured planning analysis. Through disciplined quality control, regulatory expertise, and extensive construction knowledge, Mr. Yoon will help ensure that the city receives technically sound, compliant, and implementation-ready master planning recommendations.			

- John Alejandro Gil Corzo- BIM Manager**

John Alejandro Gil Corzo serves as BIM Manager for Studio RNB, providing advanced modeling, code analysis, and technical documentation leadership. He holds a Bachelor of Architecture from Universidad Piloto de Colombia and brings specialized expertise in BIM coordination, zoning analysis, and multi-state code interpretation.

At Studio RNB, Mr. Corzo develops projects from concept design through construction documentation, ensuring technical accuracy and coordination across disciplines. He performs zoning analysis and interprets building codes across Georgia, Alabama, Tennessee, and Oklahoma, providing critical compliance oversight during planning and documentation phases. He leads a team of architects in scheduling production milestones and maintaining BIM standards across projects.

His experience includes producing more than 50 As-Built models using point cloud data and PDF documentation, running COMcheck energy compliance analysis, and preparing detailed bid packages with plans and budgets. His background with the Colombian Army Engineers Corps further strengthened his experience in public-sector facility planning, disciplined documentation standards, and budget-controlled project delivery.

Name	John Alejandro Gil Corzo_ BIM Manager		
Title	BIM Manager		
Contact Details	Email: jcorzo@studiornb.com		
Location	Atlanta, Georgia (Remote Support)		
Summary: Detail-oriented Architect with experience in residential, educational, and commercial design, 3D modeling, and BIM coordination. Skilled in project development from concept through construction documents, zoning analysis, and building code interpretation across multiple U.S. states.			
Education: Universidad Piloto de Colombia Bachelor of Architecture_ 2020			
Technical Proficiencies: BIM/CAD: Revit, AutoCAD, Rhinoceros 3D, Grasshopper, ReCap Visualization: Twin motion, Blender Languages: Spanish (Native), English (C1)			
Professional Experience:			
Company: Studio RNB LLC_ Atlanta, GA (Remote)	Position: BIM Manager / Job Captain	Start Date:	Jul 2025
		End Date:	Present
Roles & Responsibilities: - Develop projects from concept through construction documents - Perform zoning analysis and interpret codes for GA, AL, TN, OK - Lead team of three architects with project scheduling			
Company: Zimmarch LLC_ Remote	Position: BIM Specialist	Start Date:	Feb 2025
		End Date:	Jul 2025
Roles & Responsibilities: Modeled As-Built from point clouds and PDF files			
Company: Xplore Solutions / Rise Architecture NJ_ Remote	Position: BIM Modeler	Start Date:	Apr 2022
		End Date:	Present
Roles & Responsibilities: Produced 50+ As-Built models; ran COMcheck energy compliance			
Company: Colombian Army - Engineers Corps_ Bogota, COL	Position: Project Architect & Analyst	Start Date:	Jan 2021
		End Date:	Apr 2022

Roles & Responsibilities:

- Designed facilities and prepared bid packages with plans and budgets

Relevance to this Project

Mr. Corzo's expertise in BIM modeling, zoning analysis, and code interpretation directly supports the technical evaluation requirements of the City of Clarkston Facilities Master Plan. He will develop accurate digital facility models to document existing conditions, test space utilization scenarios, and evaluate expansion or renovation alternatives.

His experience producing As-Built models and conducting compliance reviews ensures that facility assessments are grounded in measurable data and regulatory requirements. Additionally, his ability to manage BIM workflows and coordinate multi-disciplinary inputs strengthens the accuracy and clarity of planning deliverables provided to the city.

Through precise modeling, disciplined documentation, and code-informed analysis, Mr. Corzo will help ensure that the city receives data-driven, technically sound, and implementation-ready facility planning recommendations.

• **Daniel L. Mundie, PE, SE- Structural Engineer**

Daniel L. Mundie serves as Structural Engineer for Studio RNB and provides structural assessment, analysis, and engineering validation services for municipal and institutional projects. He holds a Master of Science in Structural Engineering and a Bachelor of Science in Civil Engineering from Auburn University. He is a licensed Professional Engineer (PE) in Georgia, North Carolina, South Carolina, Alabama, Tennessee, Kentucky, and Mississippi, and holds Structural Engineer (SE) licensure in Illinois. He maintains an active NCEES Record and has practiced across all 50 states and internationally.

Mr. Mundie has more than 15 years of experience in structural analysis, design, inspection, and documentation, with a portfolio including projects valued at up to \$100 million. He has designed more than 700 structures and inspected over 1,000 facilities across commercial, residential, civic, and industrial sectors. His technical expertise includes advanced structural modeling and analysis software such as RISA, RAM, SAP2000, ETABS, Enercalc, and TEDDS, as well as BIM coordination using Revit and AutoCAD.

At Studio RNB, Mr. Mundie provides structural engineering services for commercial, residential, and institutional projects, ensuring that building systems align with safety codes, structural integrity standards, and long-term durability requirements. His prior experience includes leading structural projects in forensic analysis, civic design, and commercial development, where he performed structural evaluations, prepared engineering reports, and developed construction documentation.

Name	Daniel L. Mundie_ PE, SE
Title	Structural Engineer
Contact Details	Email: dmundie@studiornb.com
Location	Atlanta, Georgia
Summary:	Structural Engineer with 15+ years of experience including analysis, design, inspection, and documentation across multiple industries. Portfolio spans project up to \$100 million. Practiced in all 50 states and internationally with 700+ structures designed and 1,000+ inspected.
Education:	

- Auburn University Master of Science, Structural Engineering_ 2020 - Auburn University Bachelor of Science, Civil Engineering_ 2017			
Technical Proficiencies: Analysis: RISA, RAM, SAP2000, ETABS, Enercalc, TEDDS CAD/BIM: Revit, AutoCAD, Vector works, SketchUp			
Certifications Professional Engineer (PE): GA, NC, SC, AL, TN, KY, MS Structural Engineer (SE): Illinois NCEES Record Holder: MSE, MLSE			
Professional Experience:			
Company: Studio RNB LLC_ Atlanta, GA	Position: Structural Engineer	Start Date:	Sept 2025
		End Date:	Present
Roles & Responsibilities: Provide structural engineering for commercial, residential, and institutional projects			
Company: Architecture & Engineering Inc_ Bronx, NY	Position: Project Engineer	Start Date:	Apr 2024
		End Date:	Present
Roles & Responsibilities: Lead structural projects across forensics, residential, commercial, and industrial			
Company: Taylor & Syfan Consulting Engineers_ San Luis Obispo, CA	Position: Engineer III	Start Date:	Jul 2020
		End Date:	Jul 2023
Roles & Responsibilities: Structural analysis and design for commercial, civic, and residential projects			
Company: SEMCO Engineering_ San Francisco, CA	Position: Project Engineer	Start Date:	Feb 2016
		End Date:	Jun 2020
Roles & Responsibilities: Led structural engineering projects including analysis, design, and documentation			
Relevance to this Project			
Mr. Mundie’s structural engineering expertise directly supports the technical facility assessment requirements of the City of Clarkston Facilities Master Plan. He will evaluate the structural condition of existing municipal facilities, identify deficiencies, and assess the feasibility of renovation, expansion, or replacement strategies. His extensive inspection experience ensures that the City receives data-driven structural evaluations supported by formal engineering analysis. Additionally, his multi-state licensure and familiarity with diverse building codes strengthen the reliability and defensibility of structural recommendations provided in the master planning document. Through rigorous engineering analysis, code-compliant design review, and long-term durability considerations, Mr. Mundie will help ensure that Clarkston’s facility planning decisions are technically sound, fiscally responsible, and aligned with safety and performance standards.			

This team structure means Clarkston will receive direct principal-level attention throughout the engagement, rather than a handoff to junior staff after the contract is signed. At the same time, we have production depth to execute field surveys, facility assessments, renderings, and a comprehensive plan document on a schedule that meets the City's needs.

4 Tab 4 - Technical Approach

Studio RNB understands that the City of Clarkston requires a Facilities Master Plan that addresses more than building conditions. The city operates seven facilities within 1.1 square miles while serving approximately 14,500 residents in one of the most diverse communities in the Southeast. With more than 60 languages spoken, nearly half of residents born outside the United States, and a median age of 26.6 years, Clarkston's demographic profile directly shapes how municipal spaces must function. Facilities must support multilingual access, inclusive public engagement, flexible community use, and efficient service delivery within a compact urban footprint.

Studio RNB approaches this engagement as a strategic capital planning initiative rather than an inventory exercise. We conduct structured condition assessments, analyze space utilization and departmental workflows, evaluate code and ADA compliance, and align findings with demographic and service trends. We translate this analysis into phased improvement scenarios supported by order-of-magnitude cost modeling, clear prioritization criteria, and conceptual visualizations for potential City Hall redevelopment. The result is a defensible, fiscally grounded, and implementation-ready 20-year roadmap that supports informed leadership decisions and long-term operational stability.

The city operates as a Council-Manager government with approximately 50 employees delivering services across community development, general services, administration, economic development, parks and recreation, finance, and police. Given Clarkston's streamlined municipal structure, every square foot of facility space must operate efficiently and deliver maximum functional value. The current facilities are scattered across multiple locations, from the leased suite at 736 Park North Blvd, to the Annex on Rowland Street, to the old City Hall on Church Street, to Public Works on Montreal Creek Court, and several parks and recreation assets. This fragmentation likely presents consolidation and efficiency opportunities that this plan will identify and prioritize.

We ensure the plan culminates in actionable recommendations for a new City Hall, including architectural renderings, site evaluations, and conceptual plans. These deliverables enable City Council to communicate the vision to residents, pursue funding, and advance Clarkston's long-term facilities strategy with confidence.

Our methodology is organized around the RFP's five stated goals, executed in a logical sequence that builds understanding before making recommendations.

- **Phase 1: Community Data and Context (Goal 1)**

Studio RNB initiates the Facilities Master Planning process with a structured discovery and validation phase. We conduct a comprehensive review of existing City plans, capital improvement programs, operating budgets, policies, and prior facility studies to establish a clear baseline. Our team analyzes population projections, land use patterns, development trends, and key socio-economic indicators that define the character of the City of Clarkston. We supplement this document review with focused coordination meetings with City leadership and department representatives to identify anticipated operational shifts, staffing changes, technology requirements, and regulatory considerations that may influence future space needs.

We then align these findings with current and projected operating and capital budgets to ensure every recommendation reflects fiscal capacity and funding realities. This method grounds the master plan in verified data rather than assumptions. The city benefits from a planning framework

that integrates demographic trends, operational forecasting, and budget analysis into a cohesive strategy. The result is a realistic, defensible roadmap that supports informed decision-making, protects long-term financial stability, and positions Clarkston to adapt confidently to future growth and service demands.

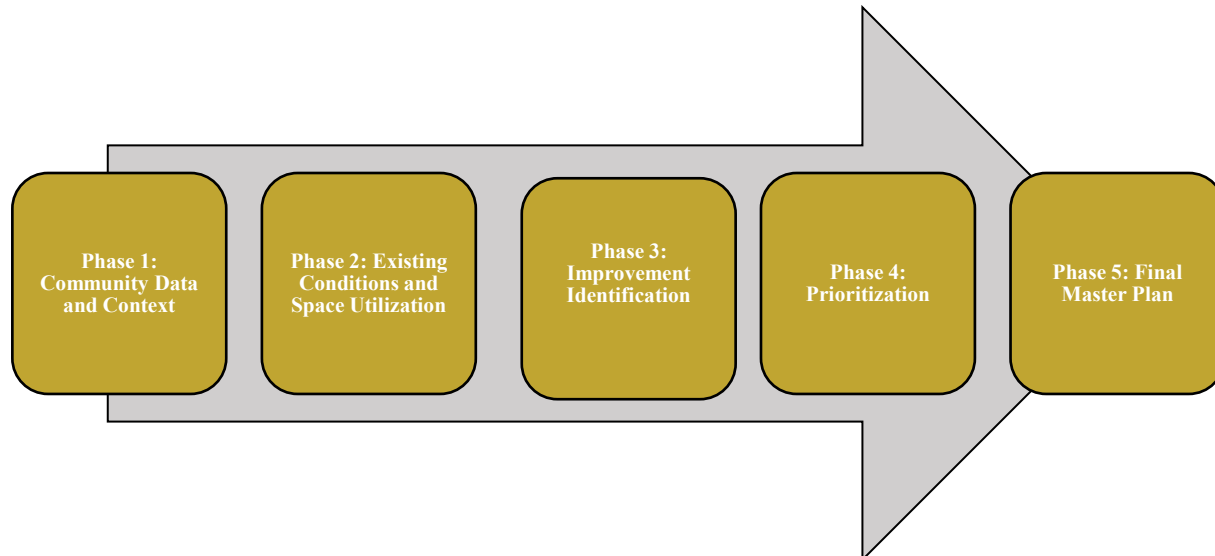


Figure 2: Studio RNB's Facilities Master Plan Methodology

- **Phase 2: Existing Conditions and Space Utilization (Goal 2)**

Our team conducts a physical inventory and condition assessment of all seven City-owned or City-operated facilities. Each facility is evaluated for building systems condition, deferred maintenance backlog, code compliance, and ADA accessibility. Our team has extensive experience with existing-building documentation, including as-built surveys, point cloud-to-BIM modeling, and field verification of aging structures. On the Jonesboro Maintenance Building project, for example, we documented a 30+ year steel structure across 6,525 SF, cataloging existing conditions for a renovation that included new facade work, retaining walls, interior build-out, and full MEP system upgrades. That hands-on familiarity with older municipal buildings translates directly to the condition of assessment work required here.

Simultaneously, we perform a space utilization analysis by department and function, measuring capacity, efficiency, and suitability for current operations and projected needs. This phase identifies the deficiencies, inefficiencies, and consolidation opportunities that drive the improvement of recommendations.

- **Phase 3: Improvement Identification (Goal 3)**

With conditions documented and needs understood, we develop and evaluate facility improvement options: renovations, expansions, replacements, consolidations, and new construction. For the new City Hall specifically, we identify and evaluate potential sites based on suitability, access, visibility, infrastructure capacity, parking, and consistency with existing City plans. Our team prepares conceptual architectural renderings and illustrative site plans (perspective views, plan views, and elevations) that communicate scale, massing, and functional relationships to decision-makers and the public. Alternative scenarios are developed and compared, incorporating

sustainability, energy efficiency, and operational cost considerations. Each option will include order-of-magnitude cost estimates.

This is a core strength of our practice. Studio RNB delivers services from conceptual design through construction documentation for municipal clients, supported by fully integrated in-house modeling and visualization capabilities. Our team leverages advanced BIM platforms, 3D modeling software, and professional rendering tools such as Revit, SketchUp, Lumion, Adobe Creative Suite to produce accurate digital models and high-quality visualizations. This technical capacity allows us to develop compelling perspective views, plans, and presentation materials efficiently, ensuring clear communication with City leadership and the public without reliance on third-party visualization consultants.

- **Phase 4: Prioritization (Goal 4)**

Studio RNB establishes a structured prioritization framework in direct coordination with City leadership and department stakeholders. We facilitate working sessions to define evaluation criteria tailored to Clarkston’s operational and fiscal context, including health and safety impact, service delivery effect, regulatory compliance requirements, cost magnitude, timing urgency, and funding feasibility. We apply this framework consistently across all identified facility needs to ensure objective, transparent decision-making.

We then rank and organize recommended improvements into short-term (0–5 years), mid-term (5–10 years), and long-term (10–20 years) implementation horizons. For each recommendation, we provide fiscal impact analysis, sequencing considerations, and potential funding alignment strategies. This disciplined approach enables the City of Clarkston to align capital planning with budget cycles, reduce financial risk, and advance improvements in a structured, manageable manner.

- **Phase 5: Final Master Plan (Goal 5)**

Studio RNB synthesizes all findings, analyses, and stakeholder input into a comprehensive Draft and Final City-Wide Facilities Master Plan. The document includes a clearly defined phased implementation strategy, capital cost projections, funding considerations, and policy recommendations aligned with operational priorities. We present facility assessments, prioritization results, and future scenarios through concise narratives supported by maps, graphics, and data visualizations to enhance clarity and usability.

We prepare executive summaries and presentation-ready materials tailored for City Council, staff briefings, and public communication. Our team facilitates structured presentations and work sessions with City leadership and the governing body to review findings, refine recommendations, and confirm alignment with strategic objectives. The final master plan serves as a practical, working guide for daily staff reference while also functioning as a persuasive, professionally formatted document that supports grant applications, bond initiatives, and other funding pursuits for the City of Clarkston.

Innovative Approaches

Studio RNB applies a data-driven, implementation-focused methodology that integrates facility assessments, operational workflow analysis, and capital planning into a unified strategy. We combine BIM-based modeling, stakeholder engagement, and phased cost analysis to transform

long-term vision into structured, actionable infrastructure solutions aligned with the City's fiscal and community priorities.

- **Multilingual and Culturally Responsive Planning**

Given Clarkston's extraordinary diversity, we ensure that stakeholder engagement strategies account for language access and cultural context. Facility recommendations consider universal design principles that serve the broadest possible population, including signage and wayfinding strategies that transcend language barriers.

We integrate inclusive planning principles into every phase of engagement. Our team conducts structured stakeholder interviews, department workshops, and community touchpoints designed to capture diverse perspectives. We evaluate public-facing spaces using universal design standards, ADA compliance benchmarks, and best practices in intuitive way finding. We also assess how signage, layout, and circulation patterns support multilingual accessibility.

This approach ensures municipal facilities reflect Clarkston's demographic reality, promote equitable access to services, and foster community trust. The outcome is a master plan that strengthens civic engagement and improves user experience for residents across language and cultural backgrounds.

Benefits to the City of Clarkston

- **Community-Responsive Planning** grounded in Clarkston's demographic realities
- **Operationally Driven Space Strategies** aligned with service delivery needs
- **Defensible Capital Prioritization** supported by cost modelling
- **Clear Visual Tools** for Council and public communication
- **Implementation-Ready 20-Year Roadmap** aligned with budget capacity

- **Technology-Forward Facility Programming**

Our assessment evaluates how technology reduces the physical footprint needed for City operations, such as remote work infrastructure, digital permitting counters, and self-service kiosks. This ensures the 20-year plan accounts for how government delivery is evolving, not just how it operates today.

We analyze operational workflows and service delivery patterns to identify opportunities for spatial efficiency. Through departmental interviews, space utilization studies, and benchmarking against comparable municipalities, we assess how digital service platforms, remote work capabilities, and flexible workstations influence space demand. We incorporate these findings into programming recommendations and future space projections.

This method prevents overbuilding and aligns facility investments with evolving government operations. The city benefits from optimized square footage, reduced long-term capital costs, and facilities designed to adapt as service delivery models continue to evolve.

- **Integrated Rendering and Visualization**

Studio RNB maintains in-house architectural visualization capabilities, allowing us to iterate on City Hall design concepts quickly and produce presentation-quality renderings without the cost and schedule delays of third-party visualization consultants.

We develop BIM-based digital models to test layout alternatives, evaluate massing, and analyze site constraints. Using in-house visualization platforms, we translate conceptual designs into presentation-quality renderings, including perspective views, plans, and elevations. Our iterative modeling process allows rapid refinement based on City feedback.

This capability accelerates decision-making, improves transparency with leadership and residents, and reduces cost and schedule impacts associated with external visualization services. The City gains clear visual tools that support informed policy decisions and effective public communication.

5 Tab 6 – Additional Documents

5.1 (DBE/MBE/WBE) Participation

Studio RNB fully supports the City’s commitment to participation by Disadvantaged, Minority-Owned, and Women-Owned Business Enterprises (DBE/MBE/WBE) and understands that this criterion represents 10% of the proposal evaluation. We are firmly committed to equitable contracting practices and to fostering inclusive economic participation in the performance of this contract.

Studio RNB is a minority-owned firm, and our formal MBE certification is currently in progress. As a minority-led organization, diversity and equitable opportunity are embedded within our ownership structure, leadership team, and operational practices. Our firm actively promotes inclusive hiring, supplier engagement, and partnership development consistent with the City’s DBE/MBE/WBE objectives.

For this engagement, Studio RNB is serving as Prime Consultant and will self-perform the required services. While we are not proposing sub-consultants for this contract, our status as a minority-owned business directly contributes to the City’s participation goals. Upon certification approval, we will promptly provide documentation to the City for verification.

Studio RNB strictly adheres to all non-discrimination requirements and will not discriminate based on race, religion, color, national origin, age, disability, or sex in the performance of this contract. We remain committed to advancing equitable participation and delivering professional services that align with the City’s inclusion and compliance standards.

5.2 Certificate of Insurance (COI)

Studio RNB has included the current Certificate of Insurance (COI) as part of this proposal submission. The COI has been uploaded to the procurement portal under the “Additional (Misc.) Bid Documents” tab in accordance with submission instructions. For ease of reference and completeness of the proposal package, the same Certificate of Insurance is also included herein under Tab 6 “Additional Documents”



PROFESSIONAL SERVICES AGREEMENT

for

City-Wide Facilities Master Plan

RFP No. 2026-01

Between

City of Clarkston, Georgia

and

Studio RNB LLC

2076 Holtz Lane, Atlanta, Georgia 30318
studiornb.com | 800.640.8762



AGREEMENT

This Professional Services Agreement ("Agreement") is entered into as of the date last signed below, by and between:

CLIENT	CONSULTANT
City of Clarkston A municipal corporation organized under the laws of the State of Georgia Attn: City Manager	Studio RNB LLC A Georgia limited liability company 2076 Holtz Lane, Atlanta, GA 30318

WHEREAS, the City of Clarkston ("City") issued RFP No. 2026-01 for professional consulting services to develop a City-Wide Facilities Master Plan; and

WHEREAS, Studio RNB LLC ("Consultant") submitted a technical proposal and cost proposal dated March 4, 2026, and was selected as the most responsive and responsible firm; and

WHEREAS, both parties desire to enter into this Agreement to define the terms and conditions under which the Consultant will perform the Services;

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1 — SERVICES

1.1 Scope of Services. The Consultant shall perform the professional services ("Services") described in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference. The Services encompass five goals: (1) Existing and Projected Community Data; (2) Existing Conditions and Space Utilization; (3) Improvement Identification; (4) Prioritization of Needs; and (5) City-Wide Facilities Master Plan.

1.2 Standard of Care. The Consultant shall perform the Services in accordance with the professional standard of care ordinarily exercised by qualified professionals performing the same or similar services under the same or similar circumstances at the same time and in the same locality. No other warranty, express or implied, is made or intended by this Agreement.

1.3 Point of Contact. Jeremiah Bridges shall serve as the sole designated point of contact for all project communications, deliverables, and progress updates on behalf of the Consultant. Any change in the designated point of contact requires prior written notice to the City.

1.4 Staffing. The Consultant shall provide the key personnel identified in Exhibit B, Project Team and Labor Rates. The Consultant shall notify the City immediately of any significant personnel changes and shall not substitute key personnel without prior written approval from the City.



1.5 Local Presence. All client-facing meetings, facility walkthroughs, stakeholder sessions, and formal City presentations shall be conducted by the Consultant's Atlanta-based team members. The Consultant agrees to maintain the local project management presence committed to during the selection process.

1.6 Additional Services. Any services beyond those described in Exhibit A shall require a written Amendment to this Agreement executed by both parties prior to the performance of such additional services. The Consultant shall not perform, and shall not be compensated for, additional services without prior written authorization.

ARTICLE 2 — TERM

2.1 Commencement. This Agreement shall commence upon full execution by both parties ("Effective Date"). The City shall issue a written Notice to Proceed within fourteen (14) calendar days of the Effective Date.

2.2 Duration. The Consultant anticipates a project duration of seven (7) months from the date of the Notice to Proceed. A detailed project schedule shall be established in coordination with City staff at the kickoff meeting and shall be incorporated into this Agreement by reference upon mutual written approval. In any event, this Agreement shall terminate without further obligation on the part of the City on December 31, 2026.

2.3 Completion. All final deliverables shall be submitted no later than the date mutually agreed upon in the project schedule. The Consultant shall notify the City in writing as soon as practicable if it reasonably appears that the schedule may not be met, including the reasons for the delay and a proposed recovery plan.

2.4 Extensions. The City may grant written extensions of time. Delays caused by the City's failure to provide timely decisions, information, or access as required under Article 5, or delays caused by third parties or force majeure events as defined in Article 13, shall not constitute a breach by the Consultant and shall entitle the Consultant to an equitable extension of the project schedule. All extensions of the Term of this Agreement shall be made in a written amendment signed by authorized representatives of both parties.

ARTICLE 3 — COMPENSATION

3.1 Not-to-Exceed Amount. The City agrees to compensate the Consultant for the Services on a not-to-exceed basis of Eighty-Four Thousand Eight Hundred Eighty Dollars (\$84,880.00) for labor, plus reimbursable expenses as described in Section 3.3 (collectively, the "Contract Sum"). The Consultant shall not exceed the labor not-to-exceed amount of \$84,880.00 without prior written authorization from the City. Reimbursable expenses under Section 3.3 shall not, in the aggregate, exceed Three Thousand Dollars (\$3,000.00) without prior written authorization from the City.

3.2 Hourly Rates. Labor shall be billed at the fully burdened rates set forth in Exhibit B. All rates are inclusive of overhead, profit, insurance, and all indirect costs. The Consultant may reallocate hours among labor categories and tasks provided the total labor amount does not exceed the not-to-exceed amount without written City approval.



3.3 Reimbursable Expenses. Direct project expenses, including mileage at the current IRS standard rate, large-format printing and reproduction, and presentation materials, shall be billed



at actual cost plus a ten percent (10%) administrative markup. All reimbursable expenses shall be itemized and supported by receipts or other reasonable documentation on each invoice.

3.4 Invoicing and Progress Billing. The Consultant shall submit monthly invoices to the City based on the percentage of Services completed for each goal during the billing period. Each invoice shall identify: (a) the billing period; (b) labor hours by personnel classification and task; (c) percentage of completion for each goal; (d) cumulative labor billed to date versus the not-to-exceed amount; and (e) reimbursable expenses with supporting documentation. Invoices shall also be supported by a written progress report and/or narrative describing all Service performed during the billing period, cumulative progress to date, schedule status and updates, and other pertinent information necessary to objectively substantiate the payment request. Invoices shall be submitted to the City's designated representative by the fifth (5th) business day of the following month.

3.5 Payment. The City shall pay undisputed invoices within thirty (30) calendar days of receipt. If the City disputes any portion of an invoice, it shall notify the Consultant in writing within seven (7) calendar days of receipt, identifying the disputed amount and the basis for the dispute. The undisputed portion of any invoice shall be paid on schedule regardless of any pending dispute.

3.6 Late Payment. The Consultant reserves the right to suspend Services upon thirty (30) days written notice if any undisputed invoice remains unpaid for more than forty-five (45) calendar days after the invoice date.

3.7 Taxes. The Consultant is responsible for all applicable federal, state, and local taxes on compensation received under this Agreement.

3.8 Appropriation of Funds. The City's obligation to make payments under this Agreement is subject to the appropriation of funds by the City Council. In the event funds are not appropriated, the City shall notify the Consultant promptly, and this Agreement shall terminate without penalty to either party. The Consultant shall be compensated for all Services properly performed and expenses incurred through the date of such termination.

ARTICLE 4 — DELIVERABLES

4.1 Deliverable Schedule. The Consultant shall provide the following deliverables as part of the completed scope of work:

- **Goal 1:** Data Summary and Findings Report;
- **Goal 2:** Existing Facilities Inventory, Condition Assessment Summary, and Space Utilization Analysis;
- **Goal 3:** Improvement Options Matrix with cost estimates; conceptual architectural renderings for up to three (3) potential new City Hall site alternatives (perspective, plan, and elevation views); illustrative site plans;
- **Goal 4:** Prioritized Facilities Needs List with rationale and recommended implementation timelines; and



- **Goal 5:** Draft and Final City-Wide Facilities Master Plan; Executive Summary; Presentation Materials; Phased Implementation Plan.

4.2 Format. All final deliverables shall be provided in PDF format. Digital deliverables including 3D models, Revit files, BIM documentation, and supporting digital data files reasonably necessary for the City's continued use of the Instruments of Service, shall be provided in native formats and shall be delivered to the City as licensed digital planning assets upon final payment, subject to the intellectual property provisions of Article 6.

4.3 Presentations. The scope includes up to four (4) stakeholder and staff coordination meetings, which may be conducted in person or virtually at the City's discretion, and two (2) formal in-person presentations to City leadership or the governing body. The four (4) coordination meetings are working sessions with City staff and designated stakeholders and do not include separately noticed public hearings. Additional meetings, public hearings, or presentations beyond these quantities may be provided as additional services pursuant to Section 1.6.

4.4 Review Cycles. The Consultant shall provide up to three (3) rounds of City review and comment for the draft Facilities Master Plan. The City shall provide consolidated written comments within fourteen (14) business days following receipt of each draft submission. If the City does not provide comments within this period, the deliverable shall be deemed accepted as submitted, and the Consultant shall proceed to the next phase. Additional review cycles beyond three rounds shall be addressed by written scope amendment in accordance with Section 1.6. The three (3) review cycles are anticipated at the following milestones: (i) Existing Conditions and Space Utilization Summary at the conclusion of Goal 2; (ii) Draft Prioritized Needs List and preliminary Master Plan framework at the conclusion of Goal 4; and (iii) Draft City-Wide Facilities Master Plan at the conclusion of Goal 5, prior to final issuance.

4.5 Renderings. Conceptual architectural renderings for a potential new City Hall are included for up to three (3) site alternatives and shall include perspective views, plan views, and elevation drawings.

4.6 Acceptance. The City shall review each deliverable and provide written acceptance, comments, or rejection within fourteen (14) business days of receipt. If no written response is received within this period, the deliverable shall be deemed accepted. Rejection of any deliverable must include specific and reasonable written objections, and the Consultant shall be given a reasonable opportunity to address such objections.

ARTICLE 5 — CITY RESPONSIBILITIES

5.1 Access. The City shall provide the Consultant with reasonable access to all City-owned and City-operated facilities identified in the RFP, including seven (7) existing facilities identified in the RFP and confirmed in the City's Notice to Proceed, for the purpose of conducting field surveys, condition assessments, and documentation. The City shall coordinate facility access with building occupants and provide escort where necessary.

5.2 Information. The City shall provide in a timely manner all existing plans, policies, budgets, studies, as-built drawings, and other information reasonably requested by the Consultant. The Consultant shall be entitled to rely on the accuracy of information provided by the City.



5.3 City Representatives. The City shall designate authorized representatives for review, approval, and communication purposes. The City assigns the City Manager and the Director of Planning & Economic Development, or their designated successors, to coordinate closely with the Consultant throughout the engagement. Any change in the City's designated representatives shall be communicated to the Consultant in writing.



5.4 Decisions. The City shall provide timely decisions and approvals necessary for the Consultant to perform its services on schedule. If the City fails to provide a required decision or approval within fourteen (14) business days of a written request by the Consultant, the Consultant's schedule shall be extended by the number of days of delay, and any resulting increase in the Consultant's costs shall be addressed by written amendment.

ARTICLE 6 — INTELLECTUAL PROPERTY AND OWNERSHIP

6.1 Instruments of Service. All drawings, specifications, reports, renderings, BIM models, data summaries, presentations, and other documents prepared by the Consultant under this Agreement ("Instruments of Service") are instruments of professional service. The Consultant retains all copyright, patent, and other intellectual property rights in the Instruments of Service.

6.2 License. Upon full payment of all amounts due under this Agreement, the City shall receive a perpetual, non-exclusive, royalty-free license to use, reproduce, reuse, and distribute the Instruments of Service, in whole or in part, for any purpose, including on other projects, without additional compensation to the Consultant. Any reuse for a purpose other than operating, maintaining, renovating, expanding, and implementing the facilities strategies and recommendations contained in the Facilities Master Plan shall be at the City's sole risk and Consultant shall have no responsibility or liability for such reuse.

6.3 Digital Assets. Revit models and BIM data produced under this Agreement shall be delivered to the City upon final payment as licensed digital planning assets, subject to the copyright and license provisions of Sections 6.1 and 6.2. Delivery of digital files does not constitute a transfer of copyright ownership.

ARTICLE 7 — INSURANCE

7.1 Required Coverage. The Consultant shall maintain, at its own expense, the following minimum insurance coverages throughout the term of this Agreement:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Professional Liability (Errors and Omissions): \$1,000,000 per claim / \$2,000,000 aggregate
- Workers' Compensation: Statutory limits, or confirmation of exempt status where applicable under Georgia law
- Automobile Liability: \$1,000,000 combined single limit

All policies shall be written by insurers licensed to do business in the State of Georgia and acceptable to the City.

7.2 Additional Insured. The City of Clarkston shall be named as an additional insured on the Commercial General Liability policy. The Consultant shall provide a Certificate of Insurance upon execution of this Agreement and upon request.

7.3 Tail Coverage. The Consultant shall maintain Professional Liability insurance coverage for a minimum period of two (2) years following the final acceptance of all deliverables under this Agreement.



7.4 Policy Continuity. The Consultant shall maintain all required insurance coverages in continuous effect through the completion of all Services. If any policy expiration occurs during the project term, the Consultant shall provide updated Certificates of Insurance to the City within fourteen (14) days of renewal.

ARTICLE 8 — INDEMNIFICATION AND LIABILITY

8.1 By Consultant. To the extent caused by the Consultant's negligent acts, errors, or omissions in the performance of professional services under this Agreement, the Consultant shall indemnify and hold harmless the City of Clarkston, its officers, employees, and agents from and against claims, damages, losses, and expenses, including reasonable attorneys' fees.

8.2 Limitation of Liability. To the fullest extent permitted by law, the total aggregate liability of the Consultant to the City for any and all claims, damages, losses, and expenses arising out of or related to this Agreement shall be limited to the proceeds actually recovered under the Consultant's Professional Liability (Errors and Omissions) insurance maintained pursuant to Article 7. This limitation shall not apply to liability arising from the Consultant's willful misconduct or fraud.

8.3 Mutual Waiver of Consequential Damages. Neither party shall be liable to the other for any consequential, indirect, incidental, special, or punitive damages arising out of or related to this Agreement, including but not limited to loss of use, loss of profits, loss of revenue, loss of data, business interruption, or cost of substitute facilities or services, regardless of whether such damages are foreseeable and whether either party has been advised of the possibility of such damages. This mutual waiver is applicable without limitation to all consequential damages due to either party's termination of this Agreement.

8.4 Proportionate Liability. Nothing herein shall be construed to require the Consultant to indemnify the City for the City's own negligence. The Consultant's indemnification obligation is limited to claims and damages to the extent caused by the Consultant's negligent acts, errors, or omissions, and shall not extend to claims arising from the City's negligence or the acts of third parties.

ARTICLE 9 — NONDISCRIMINATION

The Consultant and any sub-consultants engaged in connection with this Agreement shall comply with all applicable federal and state nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the City's

Title VI Nondiscrimination Policy. The Consultant shall not discriminate against any person or business on the basis of race, religion, color, national origin, age, disability, or sex in the performance of this Agreement.

Studio RNB LLC is a minority-owned firm. The Consultant's minority ownership directly contributes to the City's DBE/MBE/WBE participation goal of ten percent (10%) for this project.

ARTICLE 10 — TERMINATION



10.1 For Convenience. The City may terminate this Agreement for its convenience upon fourteen (14) days written notice to the Consultant. In the event of termination for convenience, the City shall pay the Consultant for: (a) all Services properly performed through the effective date of termination; (b) reimbursable expenses incurred through the effective date; and (c) reasonable demobilization costs (which shall include, by way of example, documented cancellation or rescheduling fees from sub-consultants, reasonable wind-down labor required to organize and deliver in-progress work product, and project file archiving). The Consultant shall not be entitled to anticipated profits on Services not performed.

10.2 For Cause. Either party may terminate this Agreement for cause upon written notice if the other party materially breaches this Agreement and fails to cure such breach within fourteen (14) days after receipt of written notice describing the breach in reasonable detail.

10.3 Suspension. The City may suspend the Services by written notice. Upon suspension, the Consultant shall be compensated for all Services performed and expenses incurred through the date of suspension. If the suspension extends beyond forty-five (45) calendar days, the Consultant may treat the suspension as a termination for convenience under Section 10.1. Upon resumption of Services following any suspension, the Consultant shall be entitled to an equitable adjustment of the project schedule and compensation for reasonable re-mobilization costs (which shall include, by way of example, re-engagement of sub-consultants, team re-orientation labor, and schedule re-baselining), to be documented by written amendment.

10.4 Delivery Upon Termination. Upon termination or expiration of this Agreement for any reason, the Consultant shall deliver to the City all completed and in-progress deliverables, work product, and data collected to date, subject to payment for all Services performed through the date of termination. The license granted in Section 6.2 shall apply to all delivered materials upon payment.

ARTICLE 11 — DISPUTE RESOLUTION

11.1 Negotiation. The parties shall first attempt to resolve any dispute arising under this Agreement through good-faith negotiations between senior representatives of each party.

11.2 Mediation. If the dispute is not resolved within thirty (30) days of written notice of dispute, either party may submit the dispute to non-binding mediation before a mutually agreed mediator in DeKalb County, Georgia. The costs of mediation shall be shared equally by the parties. Nothing in this provision shall impair, waive, or limit any party's right to pursue litigation in lieu of mediation or if the dispute is not resolved through mediation.

11.3 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. Any litigation arising from this Agreement shall be brought exclusively in the courts of DeKalb County, Georgia.

11.4 Continuation of Services. Unless otherwise agreed in writing, the Consultant shall continue to perform Services during the pendency of any dispute, and the City shall continue to make undisputed payments in accordance with Article 3.



ARTICLE 12 — GENERAL PROVISIONS

12.1 Entire Agreement and Order of Precedence. This Agreement, together with all Exhibits, constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements relating to its subject matter. The following documents are incorporated by reference, and in the event of conflict, shall be interpreted in the following order of precedence: (1) this Agreement; (2) Exhibit A and Exhibit B; (3) City of Clarkston RFP No. 2026-01; (4) Studio RNB LLC Technical Proposal and Cost Proposal dated March 4, 2026.

12.2 Amendment. This Agreement may be amended only by written instrument signed by authorized representatives of both parties.

12.3 Notices. All notices under this Agreement, including notices of termination, shall be in writing and delivered by email with confirmation of receipt, or by certified mail, return receipt requested, to the addresses set forth below. Notices shall be effective upon confirmed receipt.

City of Clarkston:

c/o ChaQuias Miller-Thornton, City Manager
736 Park North Boulevard, Suite 120
Clarkston, GA 30021
cmthornton@cityofclarkston.com

With a copy to:

Richard Edwards, Director of Planning & Economic Development
736 Park North Boulevard, Suite 120
Clarkston, GA 30021
redwards@cityofclarkston.com

Consultant:

Studio RNB LLC
Attn: Jeremiah Bridges, Project Executive
2076 Holtz Lane
Atlanta, GA 30318
jeremiah@studiornb.com
With a copy to: rourke@studiornb.com

12.4 Severability. If any provision of this Agreement is found to be unenforceable, the remaining provisions shall continue in full force and effect.

12.5 Waiver. Failure to enforce any provision of this Agreement shall not constitute a waiver of the right to enforce such provision in the future.

12.6 No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties and their respective permitted successors and assigns. Nothing herein shall create any rights in any third party.

12.7 Assignment. Neither party may assign this Agreement or any interest herein without the prior written consent of the other party. Any attempted assignment without consent shall be void.

12.8 Independent Contractor. The Consultant is an independent contractor and is not an employee, agent, partner, or joint venturer of the City. Nothing in this Agreement shall be construed to create an employment, agency, partnership, or joint venture relationship between



the parties.

12.9 Counterparts and Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original. Electronic signatures shall be deemed valid and binding.

12.10 Authority. Each party represents that it has full authority to enter into this Agreement and that the individual executing this Agreement is duly authorized to do so.

12.11 Public Records. The Consultant acknowledges that this Agreement and related documents may be subject to the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.). The Consultant shall cooperate with the City in responding to any open records requests related to this Agreement.



ARTICLE 13 — FORCE MAJEURE

Neither party shall be liable for any delay or failure to perform its obligations under this Agreement to the extent such delay or failure is caused by circumstances beyond the reasonable control of the affected party, including but not limited to acts of God, natural disasters, fire, flood, epidemic or pandemic, war, terrorism, civil unrest, government orders or restrictions, labor disputes, or utility failures ("Force Majeure Event"). The affected party shall notify the other party promptly of the Force Majeure Event and shall use reasonable efforts to mitigate the impact. If a Force Majeure Event continues for more than sixty (60) days, either party may terminate this Agreement without penalty upon written notice.

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement as of the date last written below.

CITY OF CLARKSTON

City of Clarkston, Georgia

STUDIO RNB LLC

Consultant

Authorized Signature

Printed Name & Title

Date

Authorized Signature

Rourke Brakeville, Co-Founder, Principal
Printed Name & Title

Date

Approved as to form:

Stephen Quinn

Stephen G. Quinn
City Attorney

**EXHIBIT A — SCOPE OF SERVICES**

The following Scope of Services, organized by the five goals established in the City's RFP No. 2026-01, defines the deliverables to be provided by the Consultant. The Consultant may recommend additional tasks that enhance the quality or effectiveness of the final product, subject to written approval by the City pursuant to Section 1.6.

Item	Description	Labor Category	Rate	Hours	Cost
GOAL 1: Existing and Projected Community Data					
1.1	City plan, policy, and budget review; stakeholder meetings; demographic and growth analysis	Principal	\$175	24	\$4,200
1.2	Operating and capital budget analysis; service delivery and staffing trend review	Project Executive	\$150	16	\$2,400
1.3	Data collection, document review, meeting coordination, findings report preparation	Project Manager	\$90	36	\$3,240
	Goal 1 Subtotal (76 hours)				\$9,840
GOAL 2: Existing Conditions and Space Utilization					
2.1	Facility site visits and walkthroughs, condition assessment direction, space utilization review	Principal	\$175	20	\$3,500
2.2	Building systems evaluation coordination, deferred maintenance and code compliance review	Project Executive	\$150	16	\$2,400
2.3	Field visit scheduling, facility inventory data management, assessment report coordination	Project Manager	\$90	32	\$2,880
2.4	As-built field surveys and measurement of all seven facilities, condition documentation drawings	Sr. Arch. Designer	\$105	68	\$7,140
2.5	Existing facility Revit modeling, floor plan documentation, digital inventory production	BIM Manager	\$85	60	\$5,100
2.6	Structural walkthroughs of older facilities, building systems and structural condition evaluation	Structural Engineer	\$105	16	\$1,680
	Goal 2 Subtotal (212 hours)				\$22,700
GOAL 3: Improvement Identification					
3.1	New City Hall site evaluation, design direction, alternative	Principal	\$175	32	\$5,600



	scenario development, cost estimating oversight				
3.2	Improvement options analysis, sustainability and efficiency strategies, scenario comparison	Project Executive	\$150	20	\$3,000
3.3	Improvement options matrix, meeting coordination, cost estimate documentation	Project Manager	\$90	24	\$2,160
3.4	Conceptual City Hall design for three (3) site alternatives; architectural renderings (perspective, plan, elevation views); illustrative site plans	Sr. Arch. Designer	\$105	64	\$6,720
3.5	City Hall BIM modeling, rendering production, design alternative modeling, presentation graphics	BIM Manager	\$85	60	\$5,100
3.6	Structural feasibility input for renovation vs. replacement scenarios; new City Hall structural concept	Structural Engineer	\$105	16	\$1,680
	Goal 3 Subtotal (216 hours)				\$24,260
GOAL 4: Prioritization of Needs					
4.1	Prioritization framework development with City staff, criteria weighting, fiscal impact analysis	Principal	\$175	20	\$3,500
4.2	Facility needs ranking, implementation timeline development, funding feasibility assessment	Project Executive	\$150	16	\$2,400
4.3	Prioritized needs documentation, rationale write-up, timeline and deliverable formatting	Project Manager	\$90	24	\$2,160
4.4	Supporting graphics, diagrams, and visual aids for prioritization deliverable	Sr. Arch. Designer	\$105	12	\$1,260
	Goal 4 Subtotal (72 hours)				\$9,320
GOAL 5: City-Wide Facilities Master Plan					
5.1	Final plan oversight, executive summary authorship, City Council and governing body presentations	Principal	\$175	28	\$4,900
5.2	Phased implementation plan, funding source research and recommendations, policy recommendations	Project Executive	\$150	28	\$4,200



5.3	Draft and final document assembly, maps and graphics coordination, presentation materials production	Project Manager	\$90	36	\$3,240
5.4	Final plan graphics, illustrative drawings, executive summary visuals, map production	Sr. Arch. Designer	\$105	32	\$3,360
5.5	Final renderings, plan view and elevation drawings, digital deliverable production and formatting	BIM Manager	\$85	36	\$3,060
Goal 5 Subtotal (160 hours)					\$18,760
TOTAL LABOR (736 hours)					\$84,880
<i>Reimbursable Expenses (mileage, printing, presentation materials: billed at actual cost + 10% markup)</i>					<i>As Incurred</i>
GRAND TOTAL (Not-to-Exceed)					\$84,880 + Reimb.

Assumptions and Clarifications

- Hourly rates are fully burdened and inclusive of overhead, profit, insurance, and all indirect costs.
- Hours are estimated based on the RFP scope. Actual hours may vary by task; the total labor not-to-exceed amount of \$84,880 applies to the labor portion. The Consultant may reallocate hours among labor categories and tasks provided the total does not exceed the not-to-exceed amount.
- The scope assumes seven (7) existing City-owned or City-operated facilities as identified in the RFP.
- Goal 2 field documentation assumes baseline floor plan surveys and condition assessments for all seven facilities. The level of digital BIM modeling will vary by facility based on available existing documentation, building complexity, and relevance to the master plan recommendations. Not all facilities require full scan-to-BIM modeling.
- Up to four (4) stakeholder and staff coordination meetings and two (2) formal presentations to City leadership or the governing body are included in the labor hours.
- Up to three (3) rounds of City staff review and comment are included for the draft Facilities Master Plan. Additional review cycles require a scope amendment.
- Conceptual architectural renderings for the new City Hall include perspective views, plan views, and elevations for up to three (3) site alternatives.
- Goal 5 funding research includes identification and recommendation of applicable funding sources (grants, bonds, SPLOST, USDA Rural Development, CDBG, etc.) and



policy direction. It does not include grant writing or funding application preparation, which may be provided as additional services.

- Geotechnical investigation, boundary survey, environmental assessment, Phase I ESA, and specialized testing services are excluded and may be provided as additional services if needed.
- The project schedule will be established in coordination with City staff at the kickoff meeting. Studio RNB anticipates a project duration of seven (7) months from Notice to Proceed.



EXHIBIT B — PROJECT TEAM AND LABOR RATES

The following personnel are designated as key team members for this engagement. All rates are fully burdened.

Labor Category	Personnel	Hourly Rate	Total Hours
Principal-in-Charge	Rourke Brakeville, RA, NCARB	\$175	124
Project Executive	Jeremiah Bridges, MSE, PMP	\$150	96
Project Manager	Emma Fernandez	\$90	152
Senior Architectural Designer	Young Yoon	\$105	176
BIM Manager	John Gil Corzo	\$85	156
Structural Engineer	Daniel Mundie, PE, SE	\$105	32
TOTAL			736

Key Personnel Roles

Principal-in-Charge (Rourke Brakeville, RA, NCARB): Overall project oversight, design direction, executive summary authorship, governing body presentations, and quality assurance.

Project Executive / Point of Contact (Jeremiah Bridges, MSE, PMP): Sole designated point of contact for the City. Manages deliverables, schedule, and all client communications. Atlanta-based, in-person availability.

Project Manager (Emma Fernandez): Day-to-day task coordination, document management, meeting scheduling, and report preparation.

Senior Architectural Designer (Young Yoon): Field surveys, as-built documentation, conceptual City Hall design, architectural renderings, and plan graphics.

BIM Manager (John Gil Corzo): Revit modeling of existing facilities, City Hall BIM coordination, rendering production, and digital deliverable formatting.

Structural Engineer (Daniel Mundie, PE, SE): Structural walkthroughs, building systems condition evaluation, and structural feasibility input for renovation vs. replacement scenarios.

[End of Agreement]



CITY COUNCIL

ITEM NO: XXX

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:

Regular Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

Consent/Approval

MEETING DATE: April 28, 2026

SUBJECT: To approve a resolution appointing Cynthia Hanson as City Clerk

DEPARTMENT: Administration

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO

PAGES:

PRESENTER CONTACT INFO: ChaQuias Miller Thornton
CONTACT: cmthornton@cityofclarkston.com

PURPOSE: To approve a resolution of the Mayor and City Council appointing Cynthia Hanson as City Clerk effective May 16, 2026. Ms. Hanson will continue under interim contract through May 15, 2026.

NEED/ IMPACT: The mayor and council shall appoint a city clerk, who shall be responsible for keeping and preserving the city seal and all records of the council; attending meetings of the council and keeping a journal of its proceedings at such meetings, including the names of members present and absent, the vote of each member on each question, each motion considered, and the title of each resolution or ordinance considered; preparing and certifying copies of official records in his office, for which fees may be prescribed by ordinance; and performing such other duties as may be required by the council or mayor. Salary of the city clerk and [her] term of office shall be as prescribed by the mayor and council.

Ms. Hanson has over 16 years of service as a municipal clerk and has serviced the City of Clarkston as interim clerk since March 2026.

FUNDING: Sufficient funding has been appropriated within the City's General Fund Administration Department FY2026 budget for salary and associated expenses related to the City Clerk position.

RECOMMENDATION: The Administration recommends approval of a resolution appointing Cynthia Hanson as City Clerk for the City of Clarkston effective May 16, 2026.

Please contact City Manager ChaQuias Miller-Thornton if you should have any questions or concerns regarding.

RESOLUTION NO. 2026-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA, AUTHORIZING THE APPOINTMENT OF THE CITY CLERK FOR THE CITY OF CLARKSTON.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. That the City Council hereby authorizes the appointment of Cynthia Hanson as the City Clerk who shall be responsible for keeping and preserving the City seal and all records of the Council; attending meetings of the Council and keeping a journal of its proceedings at such meetings, including the names of members present and absent, the vote of each member on each question, each motion considered, and the title of each resolution or ordinance considered; preparing and certifying copies of official records in his office, for which fees may be prescribed by ordinance; and performing such other duties as may be required by the Council or Mayor.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2026.

Beverly H. Burks, Mayor

ATTEST:

Cynthia Hanson, City Clerk

Cynthia Hanson, CMC

[REDACTED]@gmail.com

Contact



Objective

Skilled in office administration, accounts receivable, and accounts payable, as well as economic development and zoning. Proficient in meticulously handling tasks, preparing meeting agendas, and driving organizational efficiency and success.

Education

Georgia State University
(3 years in Music Education)

University of Georgia

Experience

June 2025 to Present
Planner, Consultant • Clayton County

February 2025
Interim City Planner • City of College Park

November 2024 to December 2024
Interim City Clerk • City of College Park

April 2015 to April 2024
City Clerk • City of Palmetto

July 2013 to March 2015
City Clerk/Court Clerk • City of Chattahoochee Hills

January 2008 to June 2013
City Clerk • City of Palmetto

May 2004 to December 2007
Administrative Assistant • City of Palmetto

Key Skills

Accounts receivable/payable

Human resources and payroll

Budgeting

Management

Planning and zoning

Economic development

Microsoft Office

Data entry

Property tax billing

Elections

Responsibilities:

- Managed front office by overseeing team of clerks, accounting clerks, including customer service, utility billing, accounting, and permitting, resulting in an increase in administrative efficiency
- Maintained records and fulfilled open record requests with precision and adherence to legal standards by utilizing organized filing systems and efficient retrieval processes, ensuring transparency and accountability in city operations
- Supervised human resources assuring accuracy in insurance, payroll, and retirement data
- Prepare agenda, materials, and minutes for meetings

-
- Write legal advertisements for newspaper publication in accordance with state law
 - Zoning Administrator assisting applicants with rezoning, variance, and special use permits
 - Assisted with economic development
 - Election Superintendent conducting municipal elections
 - Prepared and distributed property tax bills
-

Certification

Certified Municipal Clerk - UGA

Leadership

Successfully led a team of clerks covering utility billing, building permits, accounts payable, and customer service

References

Available upon request.



CITY OF CLARKSTON

ITEM NO: 7E

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Review/Discussion

MEETING DATE: April 28, 2026

SUBJECT: Present to City Council the GDOT LRA 26 Funding Allocation

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: YES ☒ NO
Pages: 0

INFORMATION CONTACT: Larry Kaiser, PE
PHONE NUMBER: 404-909-5619

PURPOSE: Present staff recommendation to rollover the LRA 26 GDOT funding of \$134,296.46 to the previously approved FY26/27 LMIG rollover program.

NEED/ IMPACT: LRA 26 requires no local matching funds.

PROJECT DETAILS: As presented to City Council and Mayor earlier this year, the cost estimate for the FY 26/27 LMIG project list is \$663,693. With 2 years of LMIG funding, estimated to be \$250,000, in combination LRA 2026 funding, will reduce the SPLOST II Resurfacing Project category shortfall to approximately \$279,397 (\$663,693 - \$250,000 - \$134,296). Refer to the Retreat SPLOST II Proposed Re-Allocation presentation that outlines the resurfacing details.

Refer to the following council approved FY 26/27 LMIG Rollover project:

- Mill, Asphalt Resurface and Stripe North Indian Creek/Montreal Rd from East Ponce de Leon to the Tucker City Limits

Next Steps

Staff would ask City Council and Mayor to approve of incorporating the LRA 26 funding rollover to the LMIG 26/27 program rollover funding allocation. If approved by Mayor and Council, staff will prepare the required GDOT documentation for the Mayor's signature and then upload this documentation prior to the June 15, 2026 deadline for the LRA 26 submittal.

The estimated advertise to-bid date for this milling/resurfacing/stripping project is late 2026 with construction commencing in early 2027.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7F	Consent Item	NO

SUBJECT: Approval of a Proclamation naming May 17-23, 2026 National Public Works Week.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Public Works

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



**PROCLAMATION DESIGNATING THE MAY 17-23, 2026 AS
NATIONAL PUBLIC WORKS WEEK**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of **Clarkston, Georgia**; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the **City of Clarkston** to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association, be it now,

RESOLVED, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia do hereby designate the week of May 17–23, 2026, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the State (to be affixed),

DONE at the **Clarkston, Georgia** this _____ day of _____ 2026.

Mayor Beverly H. Burks, City of Clarkston

ATTEST:

Cynthia Hanson, City Clerk



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7G	Consent Item	NO

SUBJECT: Approval of a Proclamation establishing May 5, 2026 as Economic Development Week.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



**PROCLAMATION DESIGNATING THE WEEK OF MAY 4-8, 2026 AS
ECONOMIC DEVELOPMENT WEEK**

WHEREAS, the City of Clarkston recognizes the vital role that economic development plays in creating a vibrant and prosperous community; and

WHEREAS, economic development efforts in Clarkston lead to job creation, increased investment, and enhanced the quality of life for our residents; and

WHEREAS, the International Economic Development Council (IEDC) has designated the week of May 4-8, 2026 as Economic Development Week, a time to celebrate and recognize the contributions of economic developers; and

WHEREAS, the City of Clarkston is proud to join communities across North America in celebrating Economic Development Week.

NOW, THEREFORE, BE IT RESOLVED that the week of May 4-8, 2026, as Economic Development Week in the City of Clarkston, and encourage all residents to join us in recognizing the importance of economic development in building a stronger and more vibrant community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this 5th day of May, 2026.



CITY COUNCIL

ITEM NO: XXX

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Regular Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consent/Approval

MEETING DATE: May 5, 2026

SUBJECT: To discuss Council consent to approve a resolution to renew GIRMA Property & Liability Coverage for the period 05/01/2026 – 04/30/2027 through the GMA Property and Liability Self Insurance Program Funded through the General Fund Budget.

DEPARTMENT: Administration/Finance

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: ChaQuias Miller Thornton
PHONE NUMBER:

PURPOSE:. To ratify accepting the proposal from Georgia Interlocal Risk Management Agency (GIRMA) to renew the property and liability insurance for the term of 2026-2027 in the amount of \$226,065 with an \$8,403 loss renewal credit for a total quoted premium of \$217,662.

NEED/ IMPACT: The City of Clarkston secures property, casualty, and liability insurance to protect public assets, ensure continuity of essential services, and manage financial risks from lawsuits or disasters. These policies cover damages to city infrastructure, public injury liability, and employment-related claims, protecting taxpayer funds from potential financial losses.

Annual renewal of the City's property and liability insurance policy is set for May 1. The City's Administration Office did receive Quote Proposal for renewal of the City's policy in the amount of \$217,662. Budgeted General Fund premium allocations were budgeted at a total of \$190,650. **Premium increase for Public Safety Police functions and asset protection is \$44,951 over budget appropriations.** Renewal premium across all general fund departments is \$27,012 more than the budgeted allocation. Please see the table below:

			2026 Actual	2026 Budget	
	Admin	100-1500-10-523100	37,120	40,000	2,880
	Bldgs/Grounds	100-1565-15-523100	16,309	28,750	12,441
	Police	100-3200-30-523100	155,351	110,400	-44,951
	Public Works	100-4000-40-523100	8,882	11,500	2,618
			217,662	190,650	
				27,012 *	

*Overall General Fund budget appropriations are \$27,012 less than the actual proposal

In accordance with **Sec. 4.02.(3) [Budget] Amendments after adoption**, (d) *Transfer of appropriations* at any time during the fiscal year the city manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency. The City Manager Miller-Thornton will therefore present the following administrative budget amendment to the Finance Department for General Ledger posting.

GENERAL FUND		Debit (+)	Credit (-)		
Police Salaries	100-3200-30-511100		33,614	(Jan/Feb Vacant)	
Police Group Ins	100-3200-30-512100		3,520		
Police FICA	100-3200-30-512200		2,084		
Police Medicare			487		
Police Retirement	100-3200-30-523100		5,246		
Police Liability Ins	100-3200-30-523100	44,951			
		44,951	44,951		
			-		

The above administrative budget amendment provides for the following:

1. Increased budget appropriation within the Public Safety (Police) Department for the amount of liability insurance premium quoted over the appropriated amount for police related assets and functions covered by the policy.
2. Retains all department appropriated funds at the amount approved during 2026 budget adoption. No change in total general fund appropriations is necessary. (The amendment causes no increase in departmental expenditures, and no increase in overall general fund expenditures.)

RECOMMENDATION: During the Work Session meeting of Mayor and Council on 04/28/2026, the Administration will ask the consent of Council to approve the Quote Proposal as presented, with full ratification of approval to be performed by formal vote of Council during the Regular Meeting session on 05/05/2026. Ratification of approval will serve as supplemental documentation for the Administrative Budget Amendment shown above.

Please contact City Manager ChaQuias Miller-Thornton if you should have any questions or concerns regarding.

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF CLARKSTON

RLFC# CL1

INVOICE NUMBER	373706
EFFECTIVE DATE	05/01/2026
INVOICE AMOUNT	\$217,662
PROPOSAL NUMBER	RCL1-PR2026-3

PAYMENT TERMS:

- OPTION 1: Full Amount Due on Binding
- OPTION 2: 50% Down – Balance due in 30 days
- OPTION 3: 25% Down – Balance due in 4 monthly installments. The entire contribution must be paid within 6 months of the effective date.

Checks should be made payable to **GIRMA**. Please sign and return with your check to:

Georgia Interlocal Risk Management Agency
P.O. Box 105377
Atlanta, Georgia 30348

Please sign and date on the lines below that you have read and accept the limits and deductibles outlined in the renewal terms. Please return the signed invoice with your initial payment to the GIRMA address above.

Authorized Signature

Date

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF CLARKSTON

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$15,724
Law Enforcement Liability – Before Credit	\$49,677
<i>Law Enforcement Initiative Credit Amount</i>	\$0
Law Enforcement Liability – After Credit	\$49,677
Public Officials Liability	\$20,764
Automobile Liability	\$98,764
Automobile Physical Damage	\$22,705
Property – Buildings & Contents	\$14,929
Mobile Equipment	\$910
Police Animal Mortality	\$0
Crime / Fidelity	\$980
Boiler & Machinery	\$1,100
Uninsured Motorist	\$512
Sub Total	\$226,065
Less Renewal Credit	\$8,403
Total	\$217,662

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
City of Clarkston (CL1)	Effective Date	05/01/2026
GENERAL LIABILITY		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$15,724	
PARK ACREAGE	\$0	
HOUSING AUTHORITIES - UNITS	\$0	
PUBLIC UTILITIES - CABLE / TELECOM	\$0	
PUBLIC UTILITIES - ELECTRIC	\$0	
PUBLIC UTILITIES - GAS	\$0	
PUBLIC UTILITIES - SEWER	\$0	
PUBLIC UTILITIES - WATER	\$0	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
GENERAL LIABILITY TOTALS		\$15,724

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE		Contribution Breakdown	Contribution Total
AUTOMOBILE LIABILITY	Number of Vehicles	Contrib Per Vehicle	Total Contribution
Trucks - Van, Pickups, Light Trucks	12	\$378.54	\$4,542.48
Trucks - Medium Weight	1	\$504.72	\$504.72
Trucks - Heavy Weight	1	\$630.89	\$630.89
Trucks - Extra Heavy Weight	1	\$630.89	\$630.89
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00
Trucks - Garbage	0	\$0.00	\$0.00
Trucks - Fire Trucks	0	\$0.00	\$0.00
Private Passenger - Fire Cars	0	\$0.00	\$0.00
Private Passenger - Police Cars	27	\$3,410.24	\$92,076.48
Private Passenger - All Other Type Cars	1	\$378.54	\$378.54
Trailers - Semi Trailers	0	\$0.00	\$0.00
Trailers - Trailers	0	\$0.00	\$0.00
Buses - Public Transit Buses	0	\$0.00	\$0.00
Buses - School Buses	0	\$0.00	\$0.00
Motorcycles	0	\$0.00	\$0.00
AUTO LIABILITY TOTALS	43		\$98,764

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE PHYSICAL DAMAGE	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	12	\$194.38	\$2,332.56	
Trucks - Medium Weight	1	\$194.38	\$194.38	
Trucks - Heavy Weight	1	\$194.38	\$194.38	
Trucks - Extra Heavy Weight	1	\$194.38	\$194.38	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	27	\$725.73	\$19,594.71	
Private Passenger - All Other Type Cars	1	\$194.38	\$194.38	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	0	\$0.00	\$0.00	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
PHYSICAL DAMAGE TOTALS	43			\$22,705

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
UNINSURED MOTORIST LIABILITY		\$512
LAW ENFORCEMENT LIABILITY	\$2,365.57 per officer	\$49,677
PUBLIC OFFICIALS LIABILITY		\$20,764
PROPERTY (including Mobile Equipment and Boiler & Machinery)	Values / Rates	\$16,939
Total Insured Value	\$6,980,087	
Rate per \$100 of Value	\$0.2427	
POLICE ANIMALS	\$0	\$0
CRIME	\$20.42 per employee	\$980
TOTAL CONTRIBUTION*		\$226,065

* Figures may be off by \$1 due to rounding



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	71	Consent Item	

SUBJECT: Approval of Beverly Burk's resignation from the Downtown Development Authority (DDA) effective 04/14/2026.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY OF CLARKSTON

WORK SESSION/ CITY COUNCIL MEETING

ITEM NO: XX

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Review/Discussion

MEETING DATE: April 28, 2026

SUBJECT: Present to City Council and Mayor for consideration the SS4A Safety Action Plan (SAP) Project Options for Bipartisan Infrastructure Law (BIL) Implementation Grant funding

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: X YES NO
Pages: 7

INFORMATION CONTACT: Larry Kaiser, PE
PHONE NUMBER: 404-909-5619

PURPOSE: Present two project options to be considered for US DOT Bipartisan Infrastructure Law (BIL) Implementation Grant funding.

NEED/ IMPACT: The City does not currently have budgeted the required federal 20% local nor non-match funding for design and/or construction on either OPTION.

PROJECT DETAILS: The following projects identified in each of the 2 staff recommended OPTIONS are currently identified in the draft Safety Action Plan (SAP). Either OPTION would be viable candidates for BIL grant application with submittal deadline of May 26, 2026:

OPTION #1

Project Type	Funding Category Requested	Description	Total Funding Required	BIL Funding Requested	Local Match
Road Diet	Engineering (PE) Phase	Reconstruct 3 mile North Indian Creek/Montreal Road Corridor from Memorial Dr. to Hwy 78 overpass to improve pedestrian and vehicular Safety – median divided roadway with one lane each direction, left turn bays at intersections, reduce lane width, bus pull-off's, boarding islands at bus stops, 13 ft. wide shared-use path on west side and 6 ft. sidewalk on east side, larger pedestrian staging areas at transit stops various enhanced crosswalks, street trees, street and pedestrian lighting, lighting at bus stops	\$14.375 M	\$11.5 M (80%)	\$2.875 M (20%); 50% County - \$1.44 M 50% City - \$1.44 M

OPTION #2

(any combination of the top 5 countermeasures)

Project Type	BIL Funding Category Requested	Description	Total Funding Required	BIL Funding Requested	Local Match & Non-Match
Various Safety Countermeasures	Construction Phase	Project #1: Pedestrian lighting on PATH Trail from Mauck St/Church St to North Decatur Road ; 12,000 linear feet with spacing of approx. 65 feet (185 poles), 1.0 foot-candle uniform illumination; same pole design as the streetscape lighting; anti-graffiti and breakaway design - \$8000 per pole includes engineering plans, photometric study, electrical, construction and all labor and materials.	\$1.8 M (const.)	\$1,440,000	100% Local Engineering – \$342,000 20% Local Match Construction - \$360,000 TOTAL LOCAL \$702,000
		Project #2: Market St Pedestrian and Vehicular Safety Enhancements includes new traffic signal at Market and Church St, RR signal connectivity and timing , 2 new mast arm poles, new sidewalk on east side of crossing including RR crossing gate base & arm relocation, pedestrian signal arm upgrades East Ponce at Market and at NIC at Market	\$1.3 M	\$1,040,000	100% Local Engineering - \$234,000 20% Local Match Const. - \$260,000 TOTAL LOCAL \$494,000
		Project #3: Pedestrian Improvements on Hill Street from East Ponce de Leon to NIC which includes 500 ft. of a 10 ft. path on west side and traffic calming	\$600k	\$480,000	100% Local Engineering - \$100k 20% Local Match Const. - \$120,000 TOTAL LOCAL \$220,000
		Project #4: Debelle at Jolly St South pedestrian and vehicular safety improvements to consist of a miniature roundabout and tree clearing to improve visibility	\$725k	\$580,000	100% local engineering - \$120k 20% Local Match Const. - \$145,000 TOTAL LOCAL \$265,000

		Project #5: Various Pedestrian Enhancements on Brockett Road from Hwy 78 EB on and off ramps to East Ponce de Leon	\$950k	\$760,000	100% local engineering - \$171,000 20% Local Match Const. - \$190,000 TOTAL LOCAL \$361,000
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Attachments: Draft List of 40 Safety Counter Measures – Exhibit A

Top 5 Counter Measure Projects for BIL grant application (const. phase) – Exhibit B

North Indian Creek Cross Section for Option 1 (for PE phase) – Exhibit C

EXHIBIT A**ROADWAY SEGMENTS**

Council ID	Street	From	To
1	Market St	N Indian Creek Dr	Rogers St
2	Hill St	N Indian Creek Dr	E Ponce De Leon Ave
3	Rogers St	N Indian Creek Dr	Hill St
4	Debelle St	S Jolly Ave	N Indian Creek Dr (please confirm extent)
4	S Jolly Ave	Debelle St	(please confirm extent)
5	Erskin Rd	Church St	
6	Brockett Rd	E Ponce de Leon Ave	US-78 EB Ramps
7	Montreal Rd	N Indian Creek Dr/Montreal Rd	E Ponce De Leon Ave
8	Rowland St	S Jolly Ave	N Indian Creek Dr
9	Smith St	Jolly Ave	N Indian Creek Dr
10	Rogers St	Norman Rd	Market St
11	Norman Rd	Church St	Nielsen Dr
12	Vaughn St	Market St	Montreal Rd
13	E Ponce De Leon Ave	City Limits	Brockett Rd
14	E Ponce De Leon Ave	Brockett Rd	Church St
15	E Ponce De Leon Ave	Church St	Montreal Rd
16	E Ponce De Leon Ave	Montreal Rd	N Indian Creek Dr
17	E Ponce De Leon Ave	N Indian Creek Dr	City Limits
18	Church St	E Ponce de Leon Ave	Erskin Rd
19	Church St	Erskin Rd	Mauck St
20	Church St	Mauck St	N Indian Creek Dr
21	Church St	N Indian Creek Dr	I-285 NB off-ramp
22	Church St	I-285 NB off-ramp	City Limits

Intersections

Council ID	Cross-Street 1	Cross-Street 2
A	Vaughn Street	Market Street
B	Brockett Road	Post Oak Drive
C	Market Street	Rogers St
D	South Jolly Avenue	Debelle Street
E	Rogers Street	Norman Road
F	Brockett Road	Gina Drive
G	South Jolly Avenue	Rowland Street
H	Rogers Street	College Avenue

Current Project Recommendations

PATH Trail Pedestrian Scale Lighting

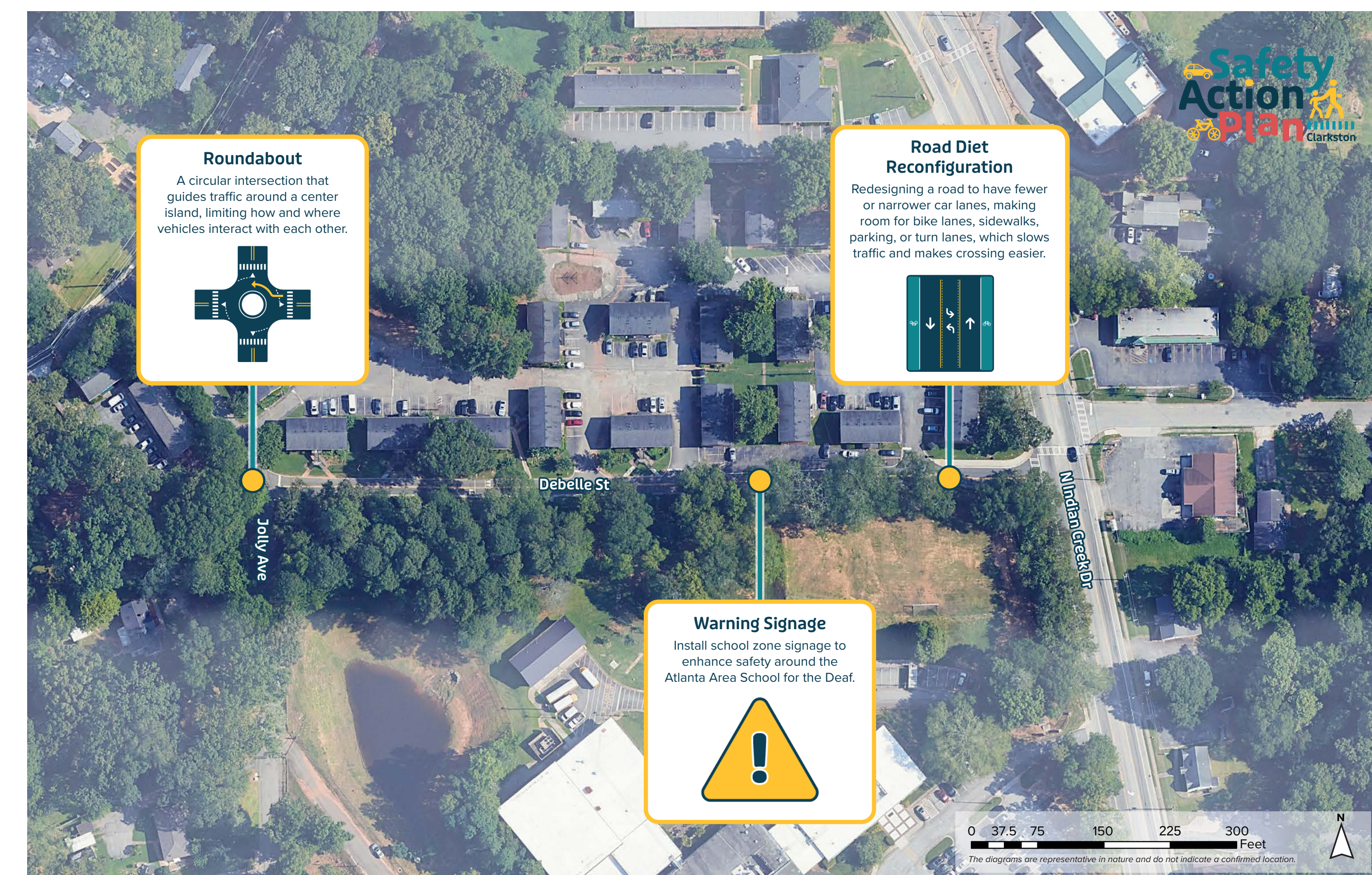


Mauck Street @ Church St to North Decatur Road - 2.3 miles
(approx. 185 poles)

Hill St from N Indian Creek Dr to E Ponce de Leon Ave



Debelle St from Jolly Ave S to N Indian Creek Dr

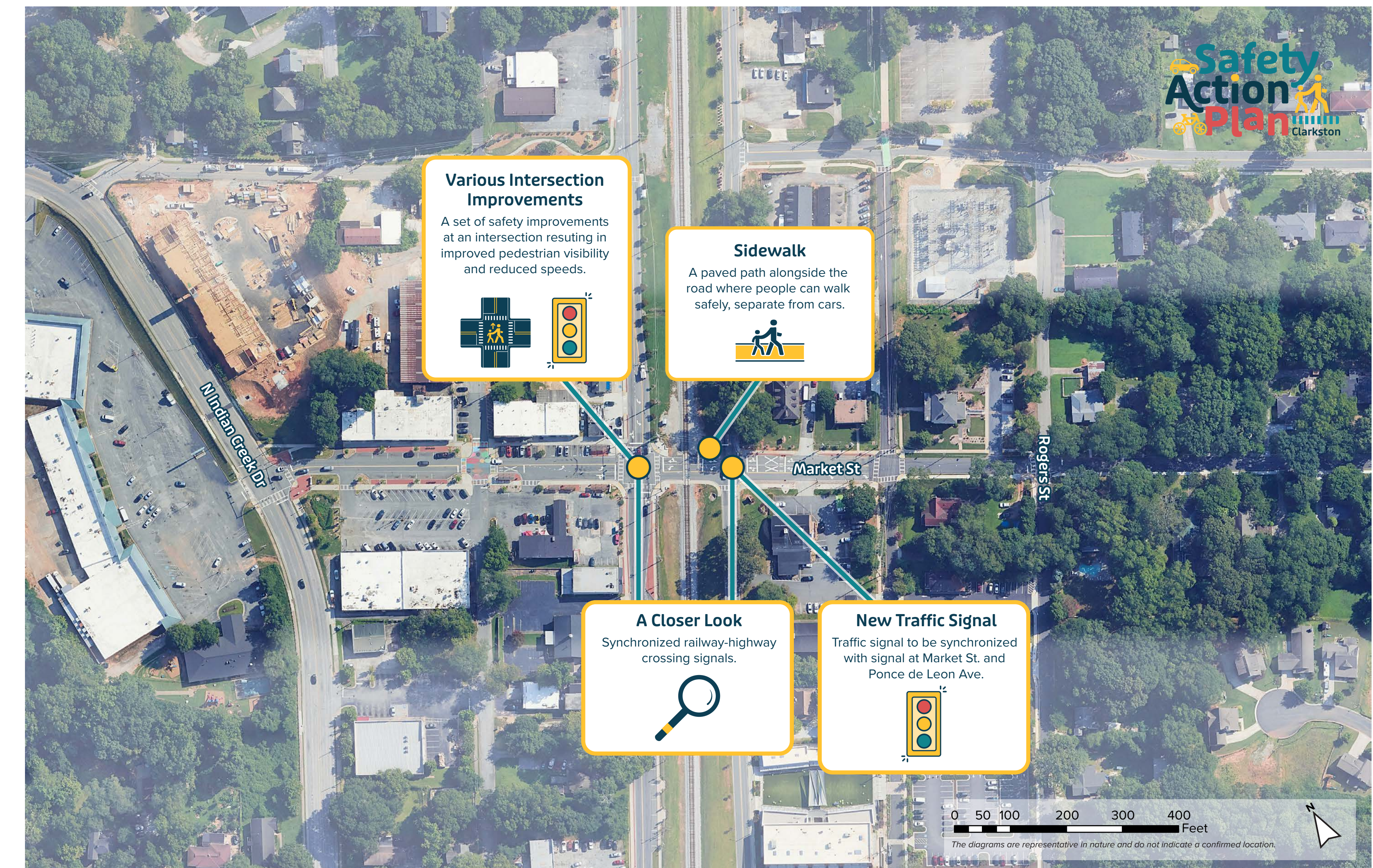


Current Project Recommendations

Brockett Rd from E Ponce de Leon Ave to US 78



Market St from N Indian Creek Dr to Roger St



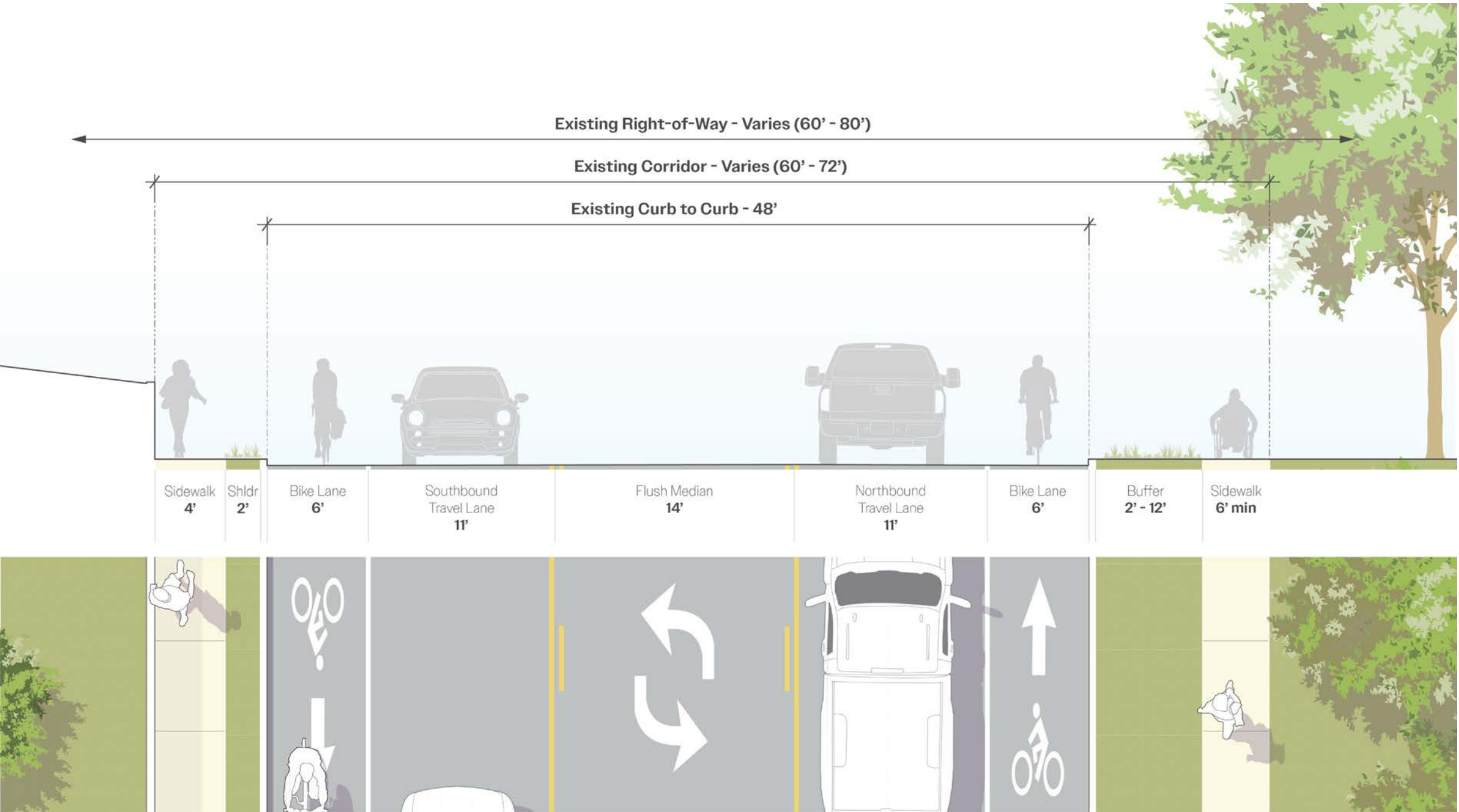
North Indian Creek Drive / Montreal Road:

SHARED USE PATH

EXHIBIT C

Existing

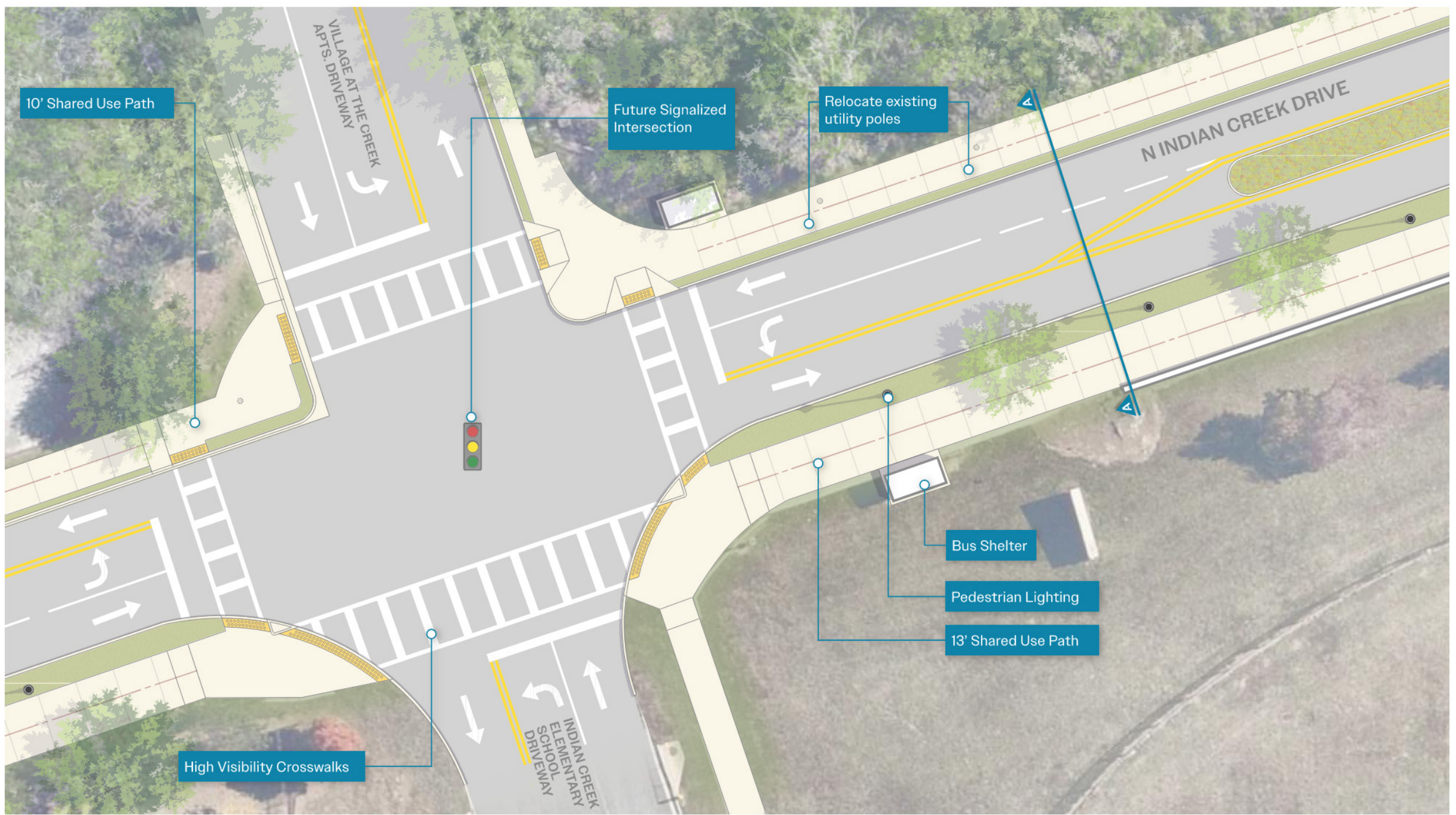
The existing cross section varies between Memorial Drive and the Tucker City limits, but much of the corridor includes an existing travel lane in each direction with unprotected bicycle lanes and 6-foot sidewalks and a two-way left-turn lane running down the center. As the pictures show, much of the paint striping has worn away, additional unassigned pavement exists in some locations, and buffers do not always exist between sidewalks and the road.



Existing : 6' Bike Lanes with Sidewalks (A-A)
Clarkston Safety Action Plan | North Indian Creek Drive | Typical Sections

KimleyHornalta

00 05 10 FEET



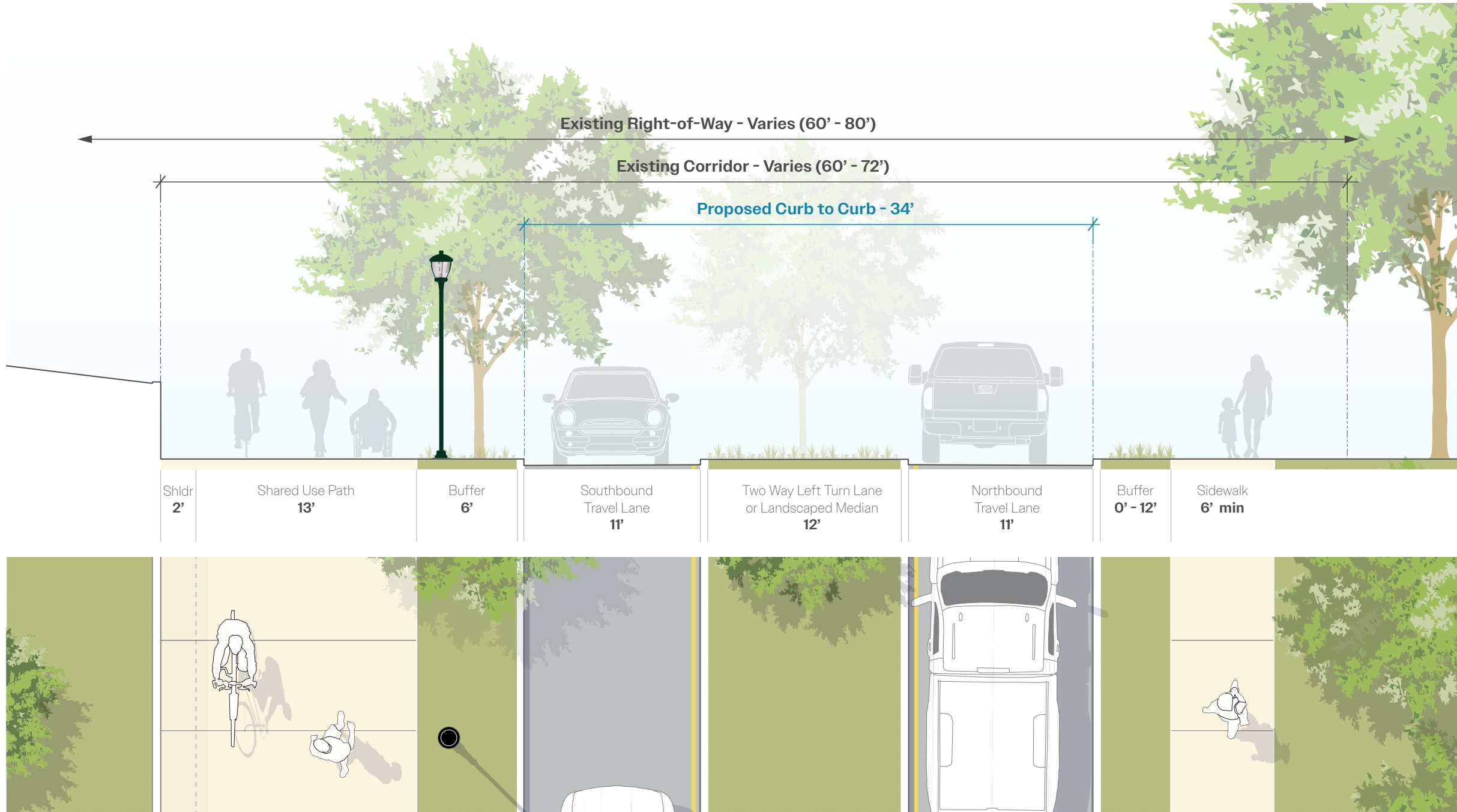
Alternative 3: Shared Use Path on Both Sides
Clarkston Safety Action Plan | North Indian Creek Drive | Concept Plan

KimleyHornalta

00 20 40 FEET

Alternative: Shared Use Path

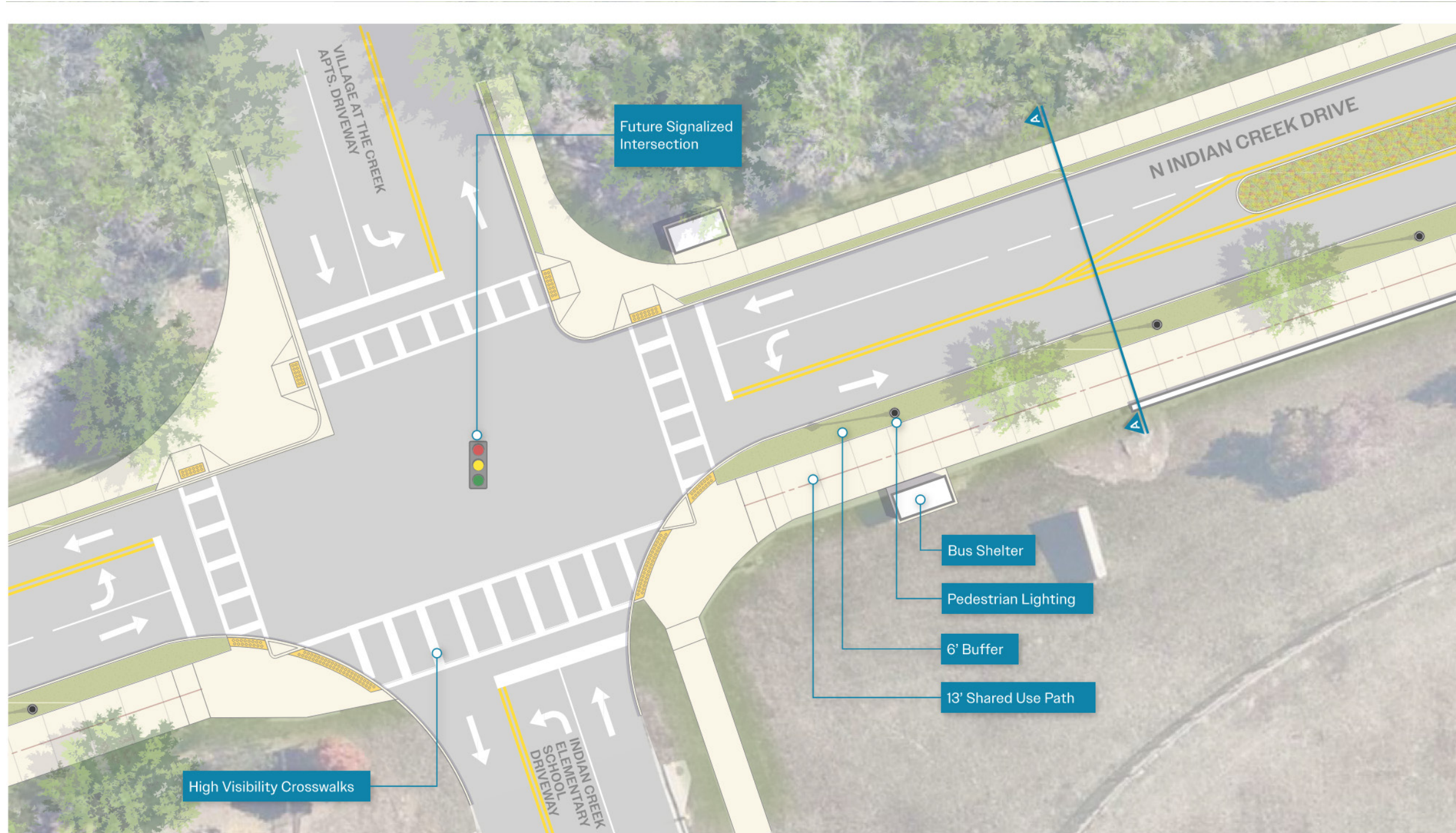
Of three alternatives considered for the corridor, the shared use path on the west side of the road was selected as the preferred alternative. This path can accommodate individuals who are walking and rolling and will connect key locations along the corridor including: **XX, XX, XX**. Targeted sidewalk improvements may be made on the east side of the corridor as well including areas such as schools, the community center, and the Masjid. Other corridor recommendations may also include signalized/controlled crosswalks for safe access across the road.



Alternative 1: 13' Shared Use Path with Landscape Buffer (A-A)
Clarkston Safety Action Plan | North Indian Creek Drive | Typical Sections

KimleyHornalta

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Alternative 1: Shared Use Path with Landscape Buffer
Clarkston Safety Action Plan | North Indian Creek Drive | Concept Plan

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\$38.0 million



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MAY 5, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8B	Action Item	

SUBJECT: Consideration of an appointment to fill a vacant position on the Downtown Development Authority (DDA).

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: