



CITY COUNCIL MEETING AGENDA
THURSDAY, NOVEMBER 6, 2025 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Yterenickia Bell
Council
Member

Jamie Carroll
Council
Member

Susan Hood
Council
Member

Mark Perkins
Council
Member

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC HEARING

- A. Public Comments on the Proposed FY 2026 Operating and Enterprise Fund Budgets.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A. Employee of the Month — October 2025
- B. Police Department Awards
- C. Business of the Month — October 2025
- D. To approve the following minutes:
1. October 7, 2025 - City Council Meeting
 2. October 28, 2025 - Special Called City Council Meeting (Budget Presentation)
 3. October 28, 2025 - City Council Work Session

5. REPORTS

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

D. Mayor's Report

6. PUBLIC COMMENTS

Any member of the public may address the Council during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

7. OLD BUSINESS

8. CONSENT AGENDA

- A.** To approve a proclamation honoring the 100th Anniversary of the Clarkston Community Center.
- B.** To approve an ordinance to add Sec. 16-16 to the City Code to establish a Fee in Lieu of Sidewalk Construction Program.
- C.** To approve the Clarkston City Agriculture Plan.
- D.** To approve the official acceptance of the resignation of John Gagne from the Downtown Development Authority.
- E.** To approve the City Council appointment of Attorney Tunde Akinyele to the position of Ethics Hearing Officer.
- F.** To approve a resolution authorizing the award of a contract to Site Engineering, Inc., the most responsive and responsible bidder, for temporary repairs to the Norman Road Dam downstream embankment slope, in the amount of \$65,000 to be funded through SPLOST II.
- G.** To approve a resolution to declare a police weapon as surplus property for the City of Clarkston.
- H.** To approve the 2026 Holiday Schedule for the City of Clarkston.

9. NEW BUSINESS

- A.** To discuss the Proposed FY 2026 Operating & Enterprise Budgets.
- B.** To consider a proclamation designating November as Native American Heritage Month.
- C.** To consider a proclamation designating October as National Code Compliance Month.
- D.** To consider a proclamation designating October as National Community Planning Month.
- E.** To consider an alcohol license application for delivery services at GB License, LLC dba goPuff located at 808 Park North Blvd., Clarkston, GA 30021.

- F. To consider a resolution authorizing an emergency contract for the 40 Oaks Structure Encapsulation Project to be funded through SPLOST II.

10. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Thursday, November 6, 2025. 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_zL0AiHoaSRK23D_w15UYJQ

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: NOVEMBER 6, 2025

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

SUBJECT: Employee of the Month — October 2025

PRESENTER CONTACT: Dr. Dwight L. Baker

PHONE NUMBER:

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: General Administration - Miscellaneous Expense - 100-01500-10-523910

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.
- Designated Parking Space in Front of City Hall
- Become eligible for nomination as the Employee of the Year.



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

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

SUBJECT: Police Department Awards

PRESENTER CONTACT: Xavier Todd

PHONE NUMBER: 404-790-7992

DEPARTMENT: Police Department

PURPOSE: To recognize and reward exceptional employees' performance, fostering a culture of appreciation and motivation

IMPACT: Celebrating achievements promotes a positive work environment.

FUNDING SOURCE: N/A

RECOMMENDATION: To award excellent work from the Police Department in the Uniform Patrol Division



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

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

SUBJECT: Business of the Month — October 2025

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: NOVEMBER 6, 2025

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

SUBJECT: To approve the following minutes:

1. October 7, 2025 - City Council Meeting
2. October 28, 2025 - Special Called City Council Meeting (Budget Presentation)
3. October 28, 2025 - City Council Work Session

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: City Clerk's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

MINUTES OF A
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, OCTOBER 7, 2025

On Tuesday, October 7, 2025 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: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell; Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller- Thornton (City Manager); Tomika R. Mitchell (City Clerk); Yolanda McGhee (Equity, Diversity, and Inclusion Officer); Christine Hudson (Police Chief); Richard Edwards (Planning and Economic Development Director; and Laura Moore (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

The meeting was called to order at 7:00 p.m.

2. ROLL CALL

All Councilmembers were present.

Councilmember Carroll made a motion to add two items to the agenda: Item E. To discuss renewing the City's general liability and excess liability insurance policies and Item F. To discuss a resolution calling a special called meeting to present the budget and establish the schedule for the budget hearings and adoption. 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 - September 2025

Dr. Dwight Baker, Director of Human Resources and Risk Management, recognized the September 2025 Employee of the Month, Jacob Bouie from the Planning and Economic Development Department, highlighting his hard work, dedication, and outstanding contributions to the City of Clarkston.

B. Business of the Month - September 2025

Economic Development Coordinator, Jacob Bouie recognized M Mart International

Grocery Market for Business of the Month for the month of September. Providing a brief overview of the local business that contributes to the vitality, growth, and community spirit of the City of Clarkston.

As the Business of the Month, M Mart International Grocery Market will receive a certificate of recognition, be highlighted on the City's website and social media platforms and be eligible for nomination as the Business of the Year.

- C.** To approve the following meeting minutes:
 - 1. 09/02/2025 - City Council Meeting
 - 2. 09/30/2025 - City Council Work Session

Councilmember Hood made a motion to approve the minutes. Councilmember Bell duly 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 provided a reconciliation report for the Administration and Public Safety Building Project located at 736 Park North Blvd., Ste. 120.

B. City Attorney's Report

City Attorney, Stephen Quinn presented a brief update on the TitleMax case, stating the case was dismissed and the ordinance may go into effect December 8, 2025.

C. City Council Reports

The Councilmembers briefly gave an overview of meetings and events they attended, and projects they are currently working on.

D. Mayor's Report

Mayor Burks gave 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.

Marth Brown provided comments to the City Council on several items.

6. OLD BUSINESS

There was no Old Business discussed.

7. CONSENT AGENDA

- A.** To approve a proclamation designating September 15th to October 15th as Hispanic Heritage Month.
- B.** To approve a proclamation designating the month of October as National Employment Disability Awareness Month.
- C.** To approve a proclamation designating the month of October as Domestic Violence and Breast Cancer Awareness month.
- D.** To adopt an ordinance to add Sec. 527(c)(6)(ii) to the Zoning Code to update standards applying to all Planned Unit Development (PUD) regarding Homeowners Associations (HOA).
- E.** To defer to the October 28 Work Session an ordinance to add Sec. 16-16 to the City Code to establish a Fee in Lieu of Sidewalk Construction Program.
- F.** To adopt the 2025 City of Clarkston Housing Summit data and recommendations as presented by the Atlanta Regional Commission.
- G.** To approve a resolution to declare a police vehicle as surplus property for the City of Clarkston.
- H.** To approve the request to purchase a 2025 Ford Expedition, including the necessary equipment to replace the Police Chief's Ford F-150 in the amount of \$47,900, to be funded from SPLOST II and the Federal Seizure Fund.
- I.** To approve the appointment of Byron Delgado to the Safe Streets for All (SS4A) Steering Committee.
- J.** To approve the appointment of Abu Talib to the Safe Streets for All (SS4A) Steering Committee.

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

8. NEW BUSINESS

- A.** To consider an ordinance to amend Sec. 205 of the Zoning Code to remove the public hearing requirement for the Planning & Zoning Board and clarify public notice requirements.

Planning and Economic Development Director, Richard Edwards provided a brief overview of this item with clarification that the City is not removing the public hearing requirement.

The Council discussed this matter pertaining to the applicant's requirement to publish

and mail three letters of notification.

Ms. Miller-Thornton recommended moving forward with this request and coming back to Council to amend the amount of letters to notify residents of the proposed change.

- B.** To consider a development proposal in the Clemsil Overlay District with a concurrent variance from Sec. 540(a) to not require a 5' sidewalk along a local street at 1212 Patricia Davis Drive (FKA 3637 Lincoln Street)(Parcel ID: 18 119 02 004).

Planning and Economic Development Director, Richard Edwards stated there were no additional updates and provided a brief overview of the item.

Vice Mayor Johnson made a motion to approve a development proposal in the Clemsil Overlay District with a concurrent variance from Sec. 540(a) to not require a 5' sidewalk along a local street at 1212 Patricia Davis Drive (FKA 3637 Lincoln Street)(Parcel ID: 18 119 02 004). Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-1). Councilmember Perkins voted "no".

- C.** To consider a Planned Unit Development (PUD) - Planned Residential Development proposal to construct 13 single-family homes at 905, 911, 917, 929, and 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, & 050).

Planning and Economic Development Director, Richard Edwards stated there was no additional information to present and provided a brief overview of the item.

The Council briefly discussed this matter.

Councilmember Perkins made a motion to approve a Planned Unit Development (PUD) — Planned Residential Development proposal to construct 13 single-family homes at 905, 911, 917, 929, and 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, & 050) with the following four conditions: (1) The development shall be substantially in compliance with the site plan dated April 10, 2025; (2) The architectural elevations shall be substantially in compliance with the Newberry plan dated November 11, 2024 and the Rosemont plan dated August 8; and (3) The development shall contain a 5' landscape strip and 5' sidewalk, as required in Sec. 540(a). Councilmember Bell duly seconded the motion.

Councilmember Carroll made a motion to amend the previous motion to add no HOA requirement. Councilmember Bell duly seconded the motion. The Mayor called for the vote and declared the motion approved (6-0).

The Mayor called for the vote for the main motion and declared the motion approved (6-0).

- D.** To consider a resolution renewing the existing contract with IKON Filmworks for public meeting video recording and related services, in the amount of

\$38,400, to be funded from the General Fund, effective October 9, 2025.

Ms. Miller-Thornton provided a brief overview of this item asking Council for approval to consider approval of an extension to the existing service agreement with IKON Filmworks for public meeting video recording and related services through December 31, 2025, in the amount of \$1,600 per month, to be funded from the General Fund, effective October 9, 2025.

Councilmember Bell made a motion to approve an extension to the existing service agreement with IKON Filmworks for public meeting video recording and related services through December 31, 2025, in the amount of \$1,600 per month, to be funded from the General Fund, effective October 9, 2025. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

Item E. To discuss renewing the City's general liability and excess liability insurance policies.

Human Resources and Risk Management Director, Dr. Baker informed the Council that the City's general liability and excess liability insurance policies were set to expire on November 7, 2025 and recommended renewal for one year.

Councilmember Bell made a motion to approve a resolution renewing the City's general liability and excess liability insurance policies for 736 Park North Blvd., Ste. 120, effective November 8, 2025 through November 8, 2026 for the amount of \$41,600. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

Item F. To discuss a resolution calling a special called meeting to present the budget and establish the schedule for the budget hearings and adoption.

City Manager, Miller-Thornton informed the Council of the revised schedule, calling a special called meeting to present the proposed budget and establish the public hearing and adoption dates. The following provides for the FY 2026 Budget schedule for consideration and adoption: October 28 - Proposed FY 2026 Budget presented to City Council at 6:00PM Special Called City Council Meeting; November 6 - 1st Public Hearing on Proposed FY 2026 Budget at 7:00PM Regular City Council Meeting; November 25 - 2nd Public Hearing on Proposed FY 2026 Budget at 7:00PM Work Session Meeting and City Council discussion of the Proposed 2026 Budget; and December 2 - Adoption of Proposed FY 2026 Budget at 7:00PM Regular City Council Meeting.

Councilmember Bell made a motion to approve a resolution calling a special called meeting to present the proposed fiscal year 2026 budget to the public and to establish the schedule for the public hearings and adoption of the fiscal year 2026 budget. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

9. ADJOURNMENT

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

The meeting adjourned at 8:01 p.m.

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

MINUTES OF A SPECIAL CALLED
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, OCTOBER 28, 2025

On Tuesday, October 28, 2025 at 6:00 PM, the City Council of Clarkston, Georgia met in a Special 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: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell; Susan Hood; and Mark Perkins. Absent: Jamie Carroll. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Tomika R. Mitchell (City Clerk); Christine Hudson (Police Chief); Michael Duncan (Parks & Recreation Manager); Dr. Dwight Baker (Director of Human Resources & Risk Management); Tomika R. Mitchell (City Clerk); 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

The Mayor called the meeting to order at 6:00 p.m.

2. ROLL CALL

Vice Mayor Johnson and Councilmember Carroll was absent during roll call.

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Presentation of the Proposed FY 2026 Operating & Enterprise Budget.

City Manager Miller-Thornton presented the Proposed FY 2026 Operating & Enterprise Budgets.

Council held a brief discussion on portions of the budget and posed a few questions to the City Manager.

Vice Mayor Johnson entered the meeting at 6:07 p.m.

4. ADJOURNMENT

Councilmember Perkins made a motion to adjourn. Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the motion

approved (5-0). Councilmember Carroll was absent.

The meeting adjourned at 6:58 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, OCTOBER 28, 2025

On Tuesday, October 28, 2025 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: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell; Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller- Thornton (City Manager); Tomika R. Mitchell (City Clerk); Yolanda McGee (Equity, Diversity, and Inclusion Officer); Christine Hudson (Police Chief); Richard Edwards (Planning and Economic Development Director); Michael Duncan (Parks & Recreation 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

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

2. ROLL CALL

All Councilmembers were present. Councilmember Carroll was virtual.

Councilmember Bell made a motion to move Item 6I to the November 25, 2025, Work Session agenda. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

3. 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.

There were no public comments.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. To discuss a proclamation designating November as Native American Heritage

Month.

Equity, Diversity, and Inclusion Director, Yolanda McGee presented a proclamation designating November as Native American Heritage month and providing background on the Native American heritage.

The Council discussed this proclamation and proclamations in general, particularly the process of deciding on what to honor and acknowledge.

City Manager, Miller-Thornton provided clarification on proclamation expectation language and programmatic approaches.

This item will be placed on the next Council meeting agenda for discussion.

- B.** To discuss a proclamation designating October as National Code Compliance Month.

Planning and Economic Development Director, Richard Edwards provided a brief description of the Code Enforcement Officer position and recognized and honored the City of Clarkston's Code Compliance team.

Mr. Edwards stated the Code Enforcement Officers were currently at a training and asked that this item be placed on the next Council agenda to be presented to the team at the next meeting.

The Council briefly discussed this matter.

This item will be placed on the next Council agenda for discussion and presentation of the proclamation.

- C.** To discuss a proclamation designating October as National Community Planning Month.

Planning and Economic Development Director, Mr. Edwards provided a brief overview on this item stating the American Planning Association endorsed this opportunity to highlight how planning is essential to every community and recognized and honored the Community Planning staff, which includes the Planning and Economic Development Department, Planning and Zoning Board, and all community partners.

Mr. Edwards informed the Council that on October 22nd the City received a national planning award for the Clarkston Greenway Plan.

This item will be placed on the next Council agenda for discussion and presentation of the award.

- D.** To discuss a proclamation honoring the 100th Anniversary of the Clarkston Community Center.

City Manager, Miller-Thornton stated the proclamation recognizes the Clarkston Community Center, which is not just a building, but the heart of social connection and cultural expression in our city—a vibrant hub where the arts, culture and community come together. The Center is celebrating its 100th anniversary and will commemorate the occasion with a gala on November 8, 2025.

This item will be placed on the next Council Consent Agenda.

E. Presentation of the Clarkston City Agricultural Plan.

Sarah Brown from Food Well Alliance and Shima Khodaghali from Atlanta Regional Commission provided a presentation to the Council on a City Agriculture Plan for the City of Clarkston along with the benefits, a plan process, a community engagement overview, a planning process overview, plan priorities, a plan structure, the Steering Committee high priority recommendations, implementation partners, and implementation funding and key recommendations.

This item was for presentation only and will be discussed under New Business.

5. OLD BUSINESS

A. To discuss an ordinance to add Sec. 16-16 to the City Code to establish a Fee in Lieu of Sidewalk Construction Program.

Planning and Economic Development Director Richard Edwards provided a brief overview of the item, noting that the Council's recommended text adjustments from the previous meeting were incorporated into Section 16-16 (a), (b), (d), and a new subsection (g) was added.

The Council briefly discussed the text amendments.

This item will be placed on the next City Council Consent Agenda.

6. NEW BUSINESS

A. To discuss and review for adoption the Clarkston City Agriculture Plan.

Planning and Economic Development Director, Richard Edwards stated he did not have any additional information to present.

Ms. Miller-Thornton inquired about the Agriculture Plan Committee and City staff and their responsibility for engagement with committee partners.

The Council briefly discussed the plan and presented questions to the representatives from Food Well Alliance and Atlanta Regional Commission.

This item will be placed on the next Council agenda under Consent Agenda.

- B.** To discuss an alcohol license application for delivery services at GB License, LLC dba goPuff located at 808 Park North Blvd., Clarkston, GA 30021.

City Clerk Tomika Mitchell provided an overview of the item, explaining that this alcohol license renewal includes a change of manager. Because the previous application listed a different manager, Council approval is required.

The Alcohol Review Committee reviewed the application and a background check was conducted, which revealed a reckless driving charge on record.

This item will be placed on the next Council agenda for discussion.

- C.** To discuss official acceptance by the City of Clarkston of the resignation of John Gagne from the Downtown Development Authority.

Planning and Economic Development Director Richard Edwards informed the Council that on October 17, 2025, Director John Gagne submitted his formal resignation from the Downtown Development Authority, stating increased business demands and personal matters. Per the bylaws, the City Council must formally accept the resignation. Once accepted, the vacant position will be posted on the City's website.

This item will be placed on the next Council agenda under the Consent Agenda.

- D.** To discuss City Council appointment of Attorney Tunde Akinyele to the position of Ethics Hearing Officer.

City Manager, Miller-Thornton, provided an overview of this item, recommending the appointment of Attorney Akinyele as the new Ethics Hearing Officer.

This item will be placed on the next Council Agenda under Consent Agenda.

- E.** To discuss a resolution authorizing an emergency contract for the 40 Oaks Structure Encapsulation Project to be funded through SPLOST II.

Public Works Interim Director, Marcus Seaton provided a brief overview of this item stating the front and back porch, along with the kitchen roof, have experienced major structural failure. To prevent further water damage and protect the original structure, staff recommends encapsulating the entire roof with a heavy-duty, FEMA-approved white vinyl tarp. Encapsulating the sides of the house is not feasible due to the asbestos in the wood lap siding, which would pose a health risk if disturbed. The tarp, which is 20 mils thick and resistant to water, fire, mildew, acid, and UV exposure, will be attached only to safe areas of the house and maintained by the contractor for one year in case of detachment.

Mr. Seaton stated he and Larry Kaiser, Engineer with Collaborative Infrastructure Services, met with two contractors, Griffin Consulting and Contracting and J.M. Lee Construction. Griffin Consulting and Contracting submitted a bid of \$36,275 and J.M. Lee Construction submitted a bid of \$26,000.

The Council briefly discussed this item.

Mr. Kaiser provided additional information and background on this item.

Michelle Miserjion provided public comments on this item.

This item will be placed on the next Council Agenda for discussion.

- F.** To discuss a resolution authorizing the award of a contract to Site Engineering, Inc., the most responsive and responsible bidder, for temporary repairs to the Norman Road Dam downstream embankment slope, in the amount of \$65,000 to be funded through SPLOST II.

Mr. Kaiser, provided a brief overview of this item stating there were three bidders who were all qualified and recommended using Site Engineering for temporary repairs to the Norman Road Dam downstream embankment slope in the amount of \$65,000.

This item will be placed on the next Council agenda under the Consent Agenda.

- G.** To discuss a resolution to declare a police weapon as surplus property for the City of Clarkston.

Assistant Police Chief Todd presented the Clarkston Police Department requests that the following weapon, Model G43 X MOS AB; Serial #CEGV790 valued at \$425.29 be designated as surplus equipment.

This item will be placed on the next Council Agenda under Consent Agenda.

- H.** To discuss and approve the 2026 Holiday Schedule for the City of Clarkston.

Human Resources and Risk Management Director, Dr. Baker stated this item was to discuss and approve the 2026 Holiday Schedule for the City of Clarkston.

The Council briefly discussed and recommended adding a half day for Election Day.

This item will be placed on the next Council Agenda under Consent Agenda.

- I.** To discuss a Letter of Support for Heavenly Culture, World Peace, Restoration of Light (HWPL) Georgia.

This item was removed by vote at the beginning of the meeting.

7. ADJOURNMENT

Mayor Burks announced the next Council Meeting would be held on Thursday, November 6, 2025, since the Election is on Tuesday, November 4, 2025.

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

The meeting adjourned at 8:35 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

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

SUBJECT: City Manager's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5B	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: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5C	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: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5D	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: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8A	Proclamation	NO

SUBJECT: To approve a proclamation honoring the 100th Anniversary of the Clarkston Community Center.

PRESENTER CONTACT: ChaQuias Miller-Thornton

PHONE NUMBER: 404-984-8186

DEPARTMENT: City Manager's Office

PURPOSE:

IMPACT:

FUNDING SOURCE: N/A

RECOMMENDATION:

Honoring the 100th Anniversary of the Clarkston Community Center

WHEREAS, the Clarkston Community Center (CCC) is not just a building, but the heart of social connection and cultural expression in our city—a vibrant hub where the arts, culture, and community come together; and

WHEREAS, since opening its doors in 1994, the Center has expanded its reach and now proudly serves more than 60,000 people each year, providing a welcoming space that brings together long-term residents and newcomers alike, fostering unity within one of the most diverse communities in America; and

WHEREAS, for three decades, the Clarkston Community Center has been a **beacon of hope and strength**, bringing together diverse voices and empowering over 60,000 individuals annually from more than 57 countries, enriching our shared experience through art, education, and collaboration; and

WHEREAS, with 53 percent of Clarkston’s population being foreign-born and more than half living in poverty, the CCC provides essential programs and services that uplift and empower individuals through access to education, art, culture, and community resources; and

WHEREAS, the Clarkston Community Center’s diverse offerings—including after-school programs, summer camps, English as a Second Language classes, Ecstatic Dance Atlanta, Tabala martial arts, Vietnamese games, and more—continue to enrich the lives of residents of all ages and backgrounds; and

WHEREAS, the CCC’s dedication to promoting health, wellness, and lifelong learning is demonstrated through its Senior Tai Chi classes, Senior Technology Courses, Monthly Art Programs, and workforce development initiatives that open doors to new opportunities for all; and

WHEREAS, in 2025, the Clarkston Community Center proudly celebrates its 100th Anniversary, marking a century of connection, creativity, and community service—honoring its past, celebrating its present, and envisioning a bright future for generations to come; and

WHEREAS, the City of Clarkston will join the CCC on **November 8, 2025**, for a milestone celebration featuring a curated exhibition in partnership with the Atlanta History Center, storytelling, and special events that reflect our shared values of inclusion, resilience, and hope;

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, on behalf of the City Council, do hereby proclaim **November 8, 2025**, as **“Clarkston Community Center Day”** in the City of Clarkston and encourage all residents to join in celebrating this remarkable institution that continues to connect, support, and inspire our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this ____ day of _____, 2025.

Beverly H. Burks

Mayor, City of Clarkston, Georgia



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

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

SUBJECT: To approve an ordinance to add Sec. 16-16 to the City Code to establish a Fee in Lieu of Sidewalk Construction Program.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: The purpose of this ordinance is to amend Chapter 16, Article I of the City of Clarkston Code to establish a Fee in Lieu of Sidewalk Construction Program. This program provides an alternative compliance method for developers when immediate sidewalk construction is infeasible, by allowing them to contribute financially instead. The ordinance sets clear evaluation criteria, outlines fee calculation procedures, and provides an appeals process to ensure transparency and fairness.

IMPACT: This ordinance enables the City of Clarkston to fund and construct pedestrian infrastructure in a more strategic, citywide manner. By allowing developers to contribute to a dedicated fund in lieu of building sidewalks under certain conditions, the City can better coordinate infrastructure improvements, address physical constraints, and allocate resources toward high-priority pedestrian connectivity projects. The process maintains accountability and ensures that sidewalk-related fees are used solely for enhancing walkability throughout the city.

FUNDING SOURCE:

RECOMMENDATION: Staff recommends approval of this text amendment.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 16, ARTICLE I OF THE CITY CODE CONCERNING STREETS, SIDEWALKS, AND OTHER PUBLIC WAYS; TO ESTABLISH A FEE IN LIEU OF SIDEWALK CONSTRUCTION PROGRAM; TO SPECIFY EVALUATION CRITERIA AND FEE CALCULATION; AND TO PROVIDE AN APPEALS PROCESS.

WHEREAS, the City of Clarkston desires to establish a fee in lieu of sidewalk construction program (the “Program”) to ensure that sidewalk and pedestrian facility projects are funded and constructed in a strategic, City-wide manner; and

WHEREAS, the Program will allow developers to request to contribute financially in lieu of constructing sidewalks immediately, particularly where immediate physical construction is infeasible, impractical, or unreasonable; and

WHEREAS, funds collected under the Program shall be used only for the purpose of constructing and installing new sidewalks or pedestrian facilities within the City; and

WHEREAS, the City Council finds it necessary to amend Chapter 16, Article I to establish the Program, to specify evaluation criteria and fee calculation, and to provide an appeals process for aggrieved applicants.

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

SECTION 1. Chapter 16, Article I, of the City of Clarkston Code of Ordinances is hereby amended by adding a new Section 16-16 to read as follows:

Sec. 16-16. - Fee in Lieu of Sidewalk Construction Program.

- (a) Any development project subject to sidewalk installation requirements pursuant to the City of Clarkston Code of Ordinances may request to satisfy such requirements through the payment of a fee in lieu of physical sidewalk construction. All such requests shall be submitted to the Planning and Economic Development Director for review by the Planning and Economic Development Director, City Engineer, and City Manager.
- (b) The following circumstances, if present, shall be considered by the city when evaluating a fee in lieu of sidewalk construction request:
 - (1) There are no existing sidewalks along the block face on the same side of the roadway, and no sidewalk improvements are planned or scheduled for the subject roadway segment.
 - (2) A stormwater drainage ditch or similar public utility facility prevents the installation of the sidewalk, and neither the sidewalk nor the facility

can be reasonably relocated to accommodate both the sidewalk and the facility.

- (3) The topography would require construction of a retaining wall more than four (4) feet in height to accommodate the sidewalk.
 - (4) There is a planned roadway or infrastructure improvement scheduled to be implemented within the next five (5) years which would require the removal or relocation of the required sidewalk.
 - (5) Other unique or exceptional circumstances exist which render the requirement for sidewalk installation unreasonable, impractical, or inconsistent with the intent of the City of Clarkston Code of Ordinances.
- (c) If any of the circumstances set forth in Section 16-16(b) exist on the property, the City Manager, or their authorized designee, shall approve the request in writing prior to the issuance of a certificate of occupancy.
 - (d) The fee in lieu of sidewalk construction shall be \$8.00 per square foot of required sidewalk. The fee shall automatically increase on January 1 of each calendar year by 2% with the first increase beginning on January 1, 2027.
 - (e) All approved fees in lieu of sidewalk construction shall be paid in full prior to the issuance of any certificate of occupancy associated with the proposed development.
 - (f) Nothing in this policy shall be construed to grant exemption from sidewalk installation requirements for any future building expansions, parking lot expansions, redevelopments, or changes in use that would otherwise trigger sidewalk installation pursuant to the standards set forth in the City of Clarkston Code of Ordinances.
 - (g) The funds collected from the fee in lieu of sidewalk construction shall be separately accounted for and may only be used to install new sidewalks, new pedestrian facilities, or to repair existing sidewalk or pedestrian facilities, but not limited to, the following:
 - a. Sidewalks or trails that fill a gap between two existing sidewalks or trail segments.
 - b. ADA compliant curb ramps.
 - c. Pedestrian crosswalk pavement markings
 - d. Pedestrian warning signs or signals
 - (h) Payments collected through fees in lieu of sidewalk construction shall be used by the city within two (2) years of collection, unless the said funds are

insufficient to cover the cost of any project identified within an approved project.

- (i) Any applicant aggrieved by a decision of the city denying a request to pay a fee in lieu of sidewalk construction may file an appeal to the City Council within seven (7) calendar days of the date of the denial notice. A formal appeal application shall be submitted to the Planning and Economic Development Director, who shall place the appeal on the next City Council regular meeting agenda.
- (j) Appeals from a final decision by the City Council regarding a request to pay a fee in lieu of sidewalk construction by an aggrieved party may be made to the Superior Court of Dekalb County pursuant to the Petition for Review process established by State general law.

SECTION 2. This ordinance shall become effective immediately upon its approval by the City Council and signature of the Mayor.

SO ORDAINED, this ____ day of _____, 2025.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

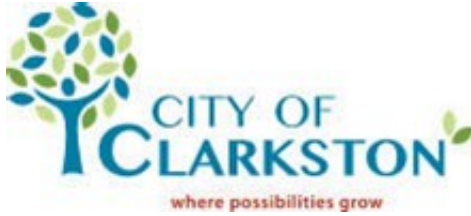
Beverly H. Burks, Mayor

ATTEST:

Tomika Mithcell, City Clerk

Approved as to Form:

Stephen G. Quinn, City Attorney



Application No.:

APPLICATION FOR PAYMENT IN LIEU OF SIDEWALK CONSTRUCTION

PROPERTY INFORMATION:

Property Address:

Sidewalk Location (street names): Tax Map ID

PROPERTY OWNER INFORMATION:

Owner Name:

Owner Address:

Phone Numbers: Email Address:

CONTRACTOR/REPRESENTATIVE INFORMATION:

Name:

Address:

Phone Numbers: Email Address:

REASON FOR REQUEST:

1	Minimum required sidewalk width		Cost (\$)
2	Length of property line(s) abutting street(s)		
3	Required sidewalk area (sq. ft)		
4	Unit Price for Sidewalk Construction		
5	Sidewalk Cost (Line 3 x Line 4)		\$ 0.00

Computed by: Date:

The property owner and developer understands and agrees that, by payment in lieu of sidewalk construction, the City of Clarkston reserves the right to install sidewalks along the streets abutting the subject property or properties at a future date. The developer also understands and agrees that this contribution in lieu of sidewalk construction is exclusively reserved for sidewalk and pedestrian facilities construction anywhere in the City of Clarkston; the city can leverage the funds received in an effort to procure additional funds for sidewalks. Further, the property owner acknowledges that this fee-in-lieu of sidewalk construction does not exempt the property from future construction requirements based on future building expansions, parking lot expansions, redevelopments, or changes that would trigger sidewalk installation pursuant to the standards set forth in the City of Clarkston Code of Ordinances.

Name of Owner or Owner's Representative

Signature

Date

APPROVED BY CITY MANAGER:

Signature

Date



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8C	New Business Items	NO

SUBJECT: To approve the Clarkston City Agriculture Plan.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss and review the Clarkston City Agriculture Plan that will work to protect and manage the city's natural and cultural resources.

IMPACT: Clarkston's plan is shaped by extensive community involvement and input from diverse stakeholders. It provides guidelines for integrating local food and agriculture into city policies, programs, and future development efforts. The Clarkston City Agriculture Plan complements existing programs and aligns with the work of local partners and organizations. It serves as a framework for collaborative actions aimed at strengthening the local food system.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval.



CLARKSTON CITY AGRICULTURE PLAN

CITY COUNCIL PRESENTATION - OCTOBER 28, 2025

WHAT IS A CITY AGRICULTURE PLAN?

A City Agriculture Plan is a set of policy and program recommendations for a city to strengthen their local food system over the next 3-5 years.

Food Well Alliance leads an inclusive community engagement phase to gather residents' input. Using that feedback, the Atlanta Regional Commission and Steering Committee develop a strategic plan to increase opportunities to access and grow local food in the city.

Food Well Alliance supports each plan with a \$75,000 grant for implementation projects. The City of Clarkston also agreed to provide a \$75,000 in-kind match in city resources to support implementation.



FWA's mission is to provide resources and support to local growers to connect and build healthier communities.



Atlanta Regional Commission

ARC's mission is to foster thriving communities for all within the Atlanta region through collaborative, data-informed planning and investments.

WHY INVEST IN PLANNING FOR YOUR LOCAL FOOD SYSTEM?

A healthy, sustainable local food system can bring social, economic, and environmental benefits to a community, but these benefits don't happen automatically. Planning brings structure and strategy to local food system growth.

VISIONARY

The process provides an opportunity for local governments to co-create a vision and actionable goals alongside community members, growers, and other partners.

PRACTICAL

Funding and committee oversight are provided for top priority, short term implementation projects that emerge from community engagement feedback.





WHAT ARE THE BENEFITS OF A CITY AGRICULTURE PLAN?

Primary outcomes of the process are:

- Community Food System Assessment
- City-approved City Agriculture Plan
- \$75,000 Implementation Grant from Food Well Alliance

The process also yields:

- Increased community connectivity
- Engagement with city officials around local food system issues
- Networking with cities developing similar plans and initiatives





WHERE HAS THIS BEEN DONE BEFORE?

In metro Atlanta the following cities have adopted City Agriculture Plans:

- City of East Point (2021)
- City of Alpharetta (2022)
- City of Jonesboro (2023)
- City of Austell (2024)

This work is a part of a **growing national trend** to plan for equitable and sustainable local food systems:

- 18 states have developed state level food system plans with another 11 states had plans in development
- 550 regional and local food systems plans active nationally
- 320 active Food Policy Councils working across the country with coalitions of government officials, non-profits, and growers advocating for food and agriculture policy change.



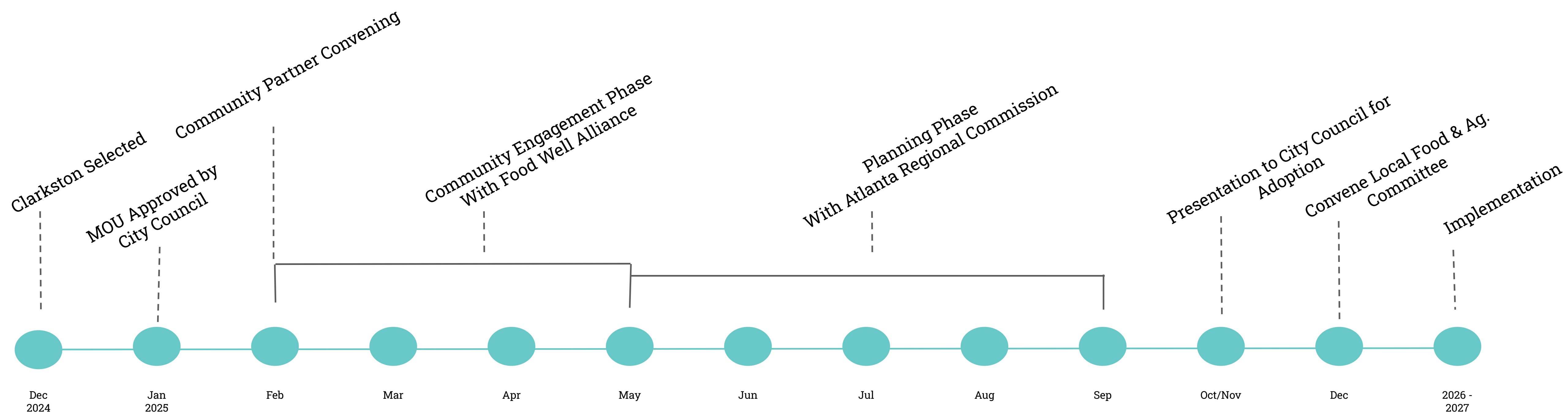
WHY THE CITY OF CLARKSTON?

Clarkston is the metro Atlanta region's fifth city to develop a City Agriculture Plan, cementing their leadership in regional local food and agriculture initiatives. Clarkston is the first city in DeKalb County to develop a plan, one that is uniquely tailored to the cultural diversity of the city.

Clarkston has numerous active organizations wholly or partially focused on food and agriculture issues that brought their strengths and experience to drive the City Agriculture Planning process by focusing on:

- Increasing access to fresh food for all residents
- Increasing local entrepreneurship opportunities
- Reducing health disparities through inclusive policy and programming
- Prioritizing sustainability and conservation
- Honoring diverse practices and growing culturally appropriate foods

CLARKSTON CITY AGRICULTURE PLAN PROCESS



COMMUNITY ENGAGEMENT OVERVIEW



Community Conversations & Interviews 113 Participants

- March 14** ● Global Growers Interview
- March 19** ● Clarkston Women’s Center Conversation
- March 26** ● Refuge Coffee Conversation
- April 12** ● Clarkston Women’s Center Conversation
- April 18** ● Clarkston High School Conversation
- April 26** ● Refuge Coffee Market Festival
**Alternate engagement activity*

Survey Distribution Events 134 Participants (7 languages)

- February 14** ● Community Survey Opens
**Survey designed with input from community partners*
- March 8** ● Clarkston International Garden
Registration Day with Global Growers
- April 9** ● Fresh Harvest Share the Harvest Market
at Clarkston Oaks Apartments
- April 10** ● Pop-up Survey Event at Jolly Ave
Community Garden
- April 11** ● Fresh Harvest Share the Harvest Market
at Willow Branch Apartments

PLANNING PROCESS OVERVIEW



Steering Committee Members

- ChaQuias Miller - Thornton**
City of Clarkston,
City Manager
- Richard Edwards**
City of Clarkston,
Planning and Economic Development Director
- Jacob Bouie**
City of Clarkston,
Economic Development Coordinator
- Michael Duncan**
City of Clarkston,
Director of Parks and Recreation
- Rajesh Gupta**
Former Friends of Refugees,
Clarkston resident
- Ash Dawson**
IRC, New Roots Program Manager

- Hadil Adam**
IRC,
New Roots High School Intern
- Leela Basnet**
Global Growers,
Network Coordinator
- Leon Shombana**
Refuge Coffee,
Staff Member
- Omega McKenzie**
Clarkston Community Center Garden,
Former Manager
- Fred Conrad**
Food Well Alliance,
Senior Manager of Community Gardens

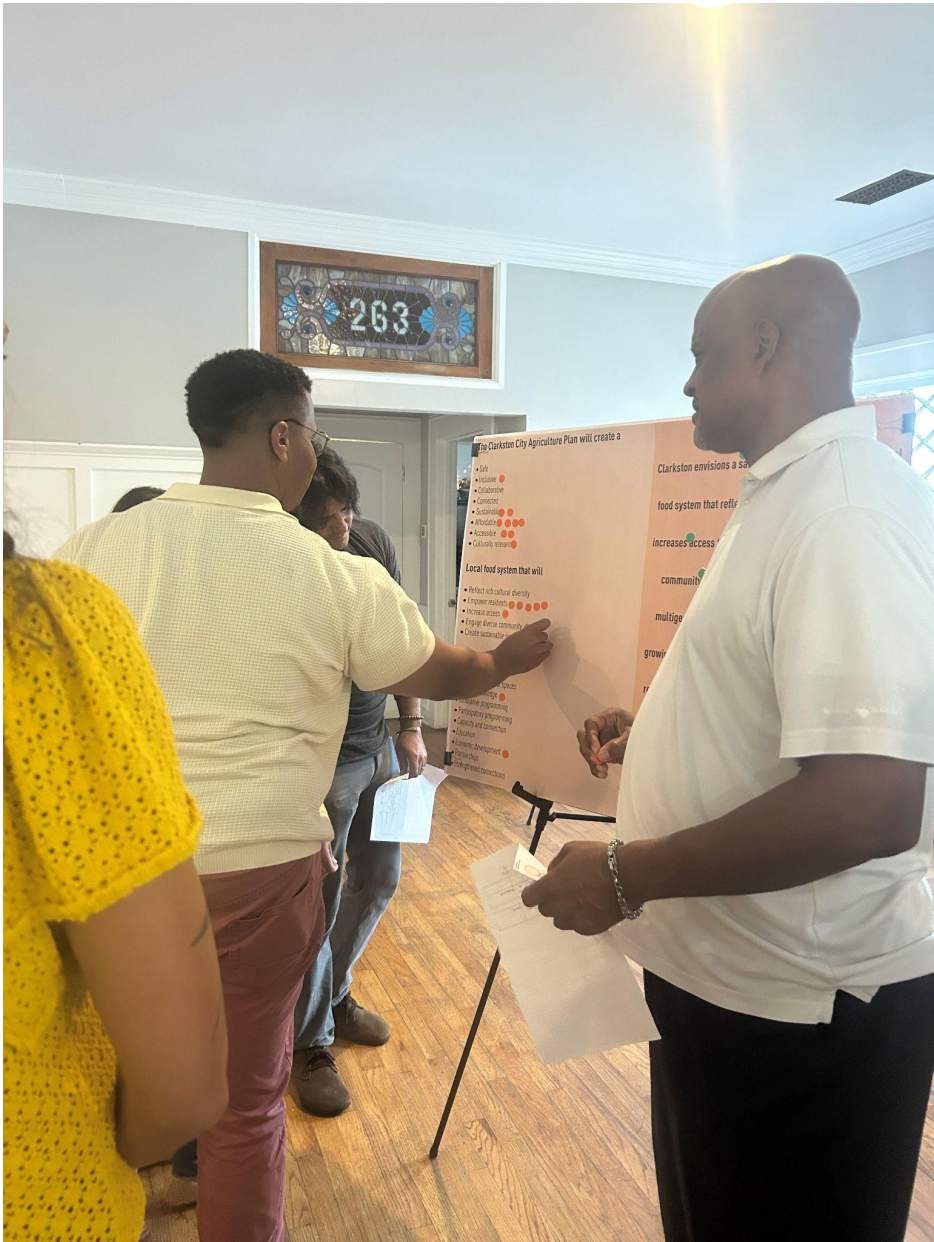


PLANNING PROCESS OVERVIEW



Steering Committee Meetings

- May** Local Food System Planning Overview and Review of Community Engagement Feedback Analysis
- June** Local Food Access, Grower Support
- July** Defining Plan Priorities
- August** Prioritizing Plan Recommendations and Identifying Lead Implementation Partners
- September** Draft Plan Review and Discussion





CLARKSTON CITY AGRICULTURE PLAN PRIORITIES

PRIORITY A

Sustainable Policies
& Practices for
Healthier Food
Systems

PRIORITY B

Cultivate a
Resourceful
Community for
Growers

PRIORITY C

Increase Access to
Fresh, Local Food

PRIORITY D

Strengthen
Community
Outreach &
Communication

CLARKSTON CITY AGRICULTURE PLAN STRUCTURE



PRIORITY AREA A

Sustainable Policies & Practices for Healthier Food Systems

Recommendation A-1

Form a Local Food and Agriculture Committee to guide implementation

Recommendation A-2

Launch a food waste reduction program at Clarkston High School

Recommendation A-3

Reevaluate City zoning ordinances to expand market opportunities for locally grown food

Recommendation A-4

Incorporate food and agriculture programming and infrastructure into ongoing City planning

Recommendation A-5

Pilot a community compost program

PRIORITY AREA B

Cultivate a Resourceful Community for Growers

Recommendation B-1

Launch a home and community growers network to increase connections and share resources

Recommendation B-2

Improve water access at community gardens

Recommendation B-3

Increase growing space at accessible locations throughout the City

PRIORITY AREA C

Increase Access to Fresh, Local Food

Recommendation C-1

Increase mobile market opportunities in residential and community spaces

Recommendation C-2

Offer educational programming on nutrition, cooking, and preserving foods

Recommendation C-3

Manage a sustainable weekly Farmers Market

PRIORITY AREA D

Strengthen Community Outreach & Communication

Recommendation D-1

Increase youth food and agriculture programming

Recommendation D-2

Create a centralized resource sharing plan to disseminate information about food and agricultural programming and events

Recommendation D-3

Develop and promote cultural and tourism activities that promote the unique qualities of Clarkston's local food system

Recommendation D-4

Expand workforce development opportunities focused on local food and agriculture

STEERING COMMITTEE & COMMUNITY HIGH PRIORITY RECOMMENDATIONS

For Short-Term Implementation (1-2 Years)



PRIORITY AREA A
Sustainable Policies & Practices for Healthier Food Systems

- RECOMMENDATION A-1**
Form a Local Food and Agriculture Committee to guide implementation
- RECOMMENDATION A-2**
Launch a food waste reduction program at Clarkston High School



PRIORITY AREA B
Cultivate a Resourceful Community for Growers

- RECOMMENDATION B-1**
Launch a home and community growers network to increase connections and share resources



PRIORITY AREA C
Increase Access to Fresh, Local Food

- RECOMMENDATION C-1**
Increase mobile market opportunities in residential and community spaces
- RECOMMENDATION C-2:**
Offer educational programming on nutrition, cooking, and preserving foods

Priority Bucket Name	Potential Strategic Recommendations	High Priority Medium Priority Low Priority Not a Priority
	Improve water access at community gardens	●●●●●
	Increase educational resources on growing topics such as soil testing, permaculture, seed starting, cover cropping and alternative lawns, pollinator plantings	●●●●●
	Increase gardening space at apartment complexes, schools, local places of worship and/or community hubs	●●●●●
	Increase year-round growing opportunities	●●●●●
	Launch a home / community gardeners network to increase opportunities for growers to connect with each other	●●●●●
	Explore community partnerships to pilot a farm/garden CSA program	●●●●●
	Provide resources to support gardeners including free seeds/seedlings, shared gardening tools	●●●●●
	Create resources for keeping chickens including City zoning considerations	●●●●●
	Explore opportunities for shared agriculture infrastructure to promote entrepreneurial activity ie. wash stations, coolers, incubator kitchen, space for value added processing, etc.	●●●●●

PRIORITY AREA D
Strengthen Community Outreach & Communication

- RECOMMENDATION D-1**
Increase youth food and agriculture programming
- RECOMMENDATION D-2**
Create a centralized resource sharing plan to disseminate information about food and agricultural programming and events



IDENTIFIED IMPLEMENTATION PARTNERS

For Short-Term, High Priority Implementation (1-2 Years)





WHAT IS THE CITY'S ROLE?

- **Memorandum of Understanding**
 - Approved by City Council on January 7, 2025
 - Commits City to \$75,000 of in-kind support for Plan implementation
- **In-Kind Match Valuation**
 - City staff time including Communications, Parks and Recreation, Economic Development for program implementation support
 - Use of city-owned spaces and available resources for events and activities for ongoing community engagement support and integration into Parks & Recreation Master Plan
 - Strategic marketing services including program promotion on City networks

****Note:** an exact accounting of match value is not required*





IMPLEMENTATION FUNDING & KEY RECOMMENDATIONS

FUNDING

- **\$75,000 Food Well Alliance Implementation Grant**
 - *Unrestricted funds, guaranteed upon Plan adoption*
- **\$75,000 In-Kind Match from the City of Clarkston**

To best ensure the success of the Plan's implementation, it is recommended that the City:

- Provide representation on the Local Food & Agriculture Committee
- Work with LFAC to distribute grant funds directly to identified implementation partners by June 2026
- Participate in applying for additional funding opportunities for implementation projects including local and national foundations and state and federal grants



CITY

AGRICULTURE

PLAN

GROWN *IN* CITIES



100% COMMUNITY

QUESTIONS?

CLARKSTON
CITY
AGRICULTURE
PLAN

SPECIAL THANKS TO:

The Mayor and City Council of Clarkston

The Steering Committee:

Ash Dawson, IRC, New Roots Program Manager

ChaQuias Miller-Thornton, City of Clarkston, City Manager

Fred Conrad, Food Well Alliance, Senior Manager of Community Gardens

Hadil Adam, IRC, New Roots High School Intern

Jacob Bouie, City of Clarkston, Economic Development Coordinator

Leela Basnet, Global Growers, Network Coordinator

Leon Shombana, Refuge Coffee, Staff Member

Michael Duncan, City of Clarkston, Director of Parks and Recreation

Omega McKenzie, Clarkston Community Center Garden, Former Garden Manager

Rajesh Gupta, Former Friends of Refugees, Clarkston resident

Richard Edwards, City of Clarkston, Planning and Economic Development Director

ARC PROJECT TEAM:

Shima Khodagholi, Planner

Kristin Allin, Senior Planner

Keri Stevens, Program Manager

Samyukth Shenbaga, Project Advisor

FOOD WELL ALLIANCE PROJECT TEAM:

Sarah Brown, Senior Manager of Policy and Planning

Emma Hugonnet, Policy and Community Engagement Manager

Adalina Merello, Policy and Planning Intern

Unless otherwise specified, all photos are provided by the project team or courtesy of City of Clarkston.

PREPARED FOR:

PREPARED BY:



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41	PRIORITY C: Increase Access to Fresh, Local Food
47	PRIORITY D: Strengthen Community Outreach and Communication
53	Next Steps



Community Engagement Partner

MISSION

Food Well Alliance provides resources and support to local growers to connect and build healthier communities.

VISION

"Locally Grown, Community Connected."

WHY CITY AGRICULTURE PLANNING?

Food Well Alliance's vision is to bring local governments together with growers and their communities to ensure that cities incorporate local food and agriculture into their plans for development. When municipal leaders and diverse food system stakeholders plan together for inclusive policies and projects, growers can provide greater access to locally grown food across the city, leading to healthier people, environments, and communities.

The City Agriculture Plan initiative was made possible through funding from the James M. Cox Foundation.





Planning Partner

MISSION

The Atlanta Regional Commission advances the national and international standing of the region by leveraging the uniqueness of its evolving communities, anticipating and responding to current realities, and leading a data-driven planning process that provides a high quality of life, balancing social, economic, and environmental needs of all our communities.

VISION

The Atlanta Regional Commission employs shared foresight, expert staff, the ability to convene diverse communities and its reputation as a regional and national leader in order to support local governments, enhancing the lives of all our citizens by providing world-class infrastructure, building a competitive economy, and shaping a regional ecosystem comprised of healthy and livable communities.

WHY CITY AGRICULTURE PLANNING?

In its role as the regional planning agency, ARC develops and updates the Regional Development Plan, a long-range blueprint that documents the region's assets and challenges, goals, and investments needed to ensure metro Atlanta's future success and improve the region's quality of life.

As a part of this long-range plan, ARC develops a Regional Resource Plan to protect and manage metro Atlanta's natural and cultural resources. City Agriculture Planning aligns with two key policies outlined in the adopted Regional Resource Plan. Creating and protecting space for urban farms, gardens, and orchards fulfills the plan's objectives to preserve passive greenspaces as well as to preserve areas for local food production activities.



INTRODUCTION

INTRODUCTION

The City Agriculture Plan program was launched in 2018 to address the major findings of Atlanta's Local Food Baseline Report developed by Food Well Alliance (FWA). This comprehensive review of the metro Atlanta regional food system revealed a need for growers and community members to have more meaningful participation in the development and implementation of policies and programs affecting local food and agriculture. FWA and the Atlanta Regional Commission (ARC) partnered in 2019 to develop the region's first City Agriculture Plan for the City of East Point, Georgia. After finalizing East Point's Plan in 2021, the program expanded to the Cities of Alpharetta, Jonesboro,

and Austell. In 2024, after considering applications from cities across FWA's five-county service area, ARC and FWA selected the City of Clarkston to develop the region's fifth City Agriculture Plan.

Clarkston's plan is shaped by extensive community involvement and input from diverse stakeholders. It provides guidelines for integrating local food and agriculture into city policies, programs, and future development efforts. The Clarkston City Agriculture Plan complements existing programs and aligns with the work of local partners and organizations. It serves as a framework for collaborative actions aimed at strengthening the local food system.

What Is A City Agriculture Plan?

A City Agriculture Plan is a set of city policy and community program recommendations to strengthen a city's local food system over the next 3-5 years. A local food system refers to the place-based relationships between producers, processors, distributors, consumers, and post-consumer waste disposal of food. A thriving local food system can support healthy communities, strengthen resilient local economies, and cultivate sustainable practices.

Planning brings structure and strategy to local food system growth. The process provides an opportunity for local governments to co-create a vision and actionable goals alongside community members, growers, and other partners.

Designing a plan that connects communities and strengthens local food systems takes time, collaboration, and investment. The City Agriculture Plan initiative involves a community engagement phase led by Food Well Alliance and a planning phase led by ARC, all supported by committed city staff and enthusiastic community leaders. The plan outlines strategies for achieving community priorities including initial steps and recommended partners for implementation. A City Agriculture Plan is not meant to be just a stand-alone document, but is meant to identify ways in which local food and agriculture can be integrated into city plans and programs.

Why Clarkston?

In the fall of 2024, Food Well Alliance and ARC solicited applications to develop the next City Agriculture Plan from the 5-county metro Atlanta region. Multiple cities across the five county metro Atlanta region applied, but Clarkston's application was selected due to a number of factors:

- » Clarkston has numerous active organizations wholly or partially focused on food that have a demonstrated commitment to Clarkston's residents and local food system through previous work in the Clarkston Food Initiative.
- » Clarkston's City Agriculture Plan is an opportunity to build upon previous research and initiatives conducted by the city and local organizations to better build an integrated and responsive food system plan.
- » The diversity and uniqueness of the City of Clarkston is an opportunity to plan for a local food system in a way that is sustainable and culturally relevant for all residents.



How Can Clarkston Benefit from a City Agriculture Plan?

Clarkston can greatly benefit from the coordinated framework of a City Agriculture Plan. Despite having a strong foundation of community gardens, home growers, and food-focused nonprofits, the city's food system remains somewhat disconnected and difficult to navigate, especially for its diverse population where over 60% of residents are first-generation refugees, immigrants, or asylum seekers. A clear plan outlining community priorities can help unify efforts across municipal, nonprofit, and residential sectors to expand local food system opportunities, while addressing barriers and inequities that currently limit access to healthy, culturally relevant foods. The City Agriculture Plan builds off of the work of many

dedicated community organizations including a 2017 Clarkston Food Needs Assessment conducted by Global Growers. This assessment gathered feedback. This grant was able to fund the Clarkston Food Needs Assessment which gathered feedback from community members to better understand the food needs and preferences of the greater Clarkston community in order to guide local food access priorities and resource allocation. The City Agriculture Plan builds upon this data and knowledge to reinvigorate partnerships with active food organizations, with committed City support, to implement and address community food system needs.





CLARKSTON CITY AGRICULTURE PLAN VISION STATEMENT

The Clarkston City Agriculture Plan will cultivate an inclusive and affordable local food system that empowers residents and builds sustainable infrastructure by creating vibrant agricultural spaces, emphasizing shared knowledge, and fostering education.

Process

The Clarkston City Agriculture Plan includes three phases:

1. Community Engagement Phase
2. Planning Phase
3. Implementation Phase

The City Agriculture Plan was developed using a community-driven process that brings together growers, food system advocates, residents, and city officials to identify community priorities. The primary goal for this engagement was to create accessible opportunities for diverse residents to contribute their thoughts on Clarkston's local food system.

The community engagement process included community asset mapping to identify existing local food and agriculture assets, along with focus groups, a community survey, dot voting exercises, presence at community events, and stakeholder interviews to collect feedback.

To lead the planning phase, diverse stakeholders were selected to form a steering committee, facilitated by ARC and Food Well Alliance, which met monthly from May to September 2025 using community priorities to build strategies for the plan. Steering committee members represented multiple city departments, community members, garden advocates, and local non-profit organizations.

This document serves as an outcome of the first two phases and will guide the City of Clarkston in the implementation phase once the plan is adopted by the Clarkston City Council.



FOOD WELL ALLIANCE & ARC SELECT CLARKSTON

DECEMBER 2024



PHASE I: COMMUNITY ENGAGEMENT

FEBRUARY - MAY 2025



PHASE II: PLANNING

MAY - SEPTEMBER 2025



PLAN FINALIZED

OCTOBER 2025



CITY COUNCIL ADOPTION

NOVEMBER 2025



PHASE III: IMPLEMENTATION

2026 - 2027



The background image is a soft-focus photograph of a park. In the foreground, several yellow flowers with dark brown centers are in focus. The background is a blurred green lawn with a person walking in the distance, creating a bokeh effect with sunlight filtering through the trees.

COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT

Community engagement is a core tenet of the City Agriculture Plan process and provides the basis for the priority areas and recommendations in this document. The City Agriculture Planning process incorporates an intentional community engagement phase to ensure that residents and local food leaders can help identify ways to integrate local food into their city's existing plans and programs.

This phase was led by Food Well Alliance with close collaboration and input from local food leaders and individuals from the former Clarkston Food Initiative. Organizations included the International Rescue Committee, Global Growers, Friends of Refugees, Jolly Ave Community Garden, Clarkston Library, Clarkston Business Association, and

Refuge Coffee. This phase was designed to gather input from a diverse range of stakeholders, including community garden growers, farmers, home growers, parents, teachers, city officials, individual residents, faith-based organization members, and business owners. Engagement methods such as a community survey, community-wide focus groups, individual interviews, and informal conversations at community events are used to incorporate local knowledge and priorities into the planning process.

Over 230 residents were reached through combined engagement efforts, including individual interviews, focus groups, surveys, and tabling opportunities.



Community Conversations

From March to April 2025, Food Well Alliance organized four “Community Conversations” in Clarkston, serving as focus groups to engage residents in discussions on urban agriculture and local food systems. Events were held at accessible, public venues—including the Clarkston Women’s Club, Refuge Coffee Company, and Clarkston High

School—across three weekdays and one weekend to ensure equitable participation. Outreach efforts included multiple promotional campaigns on Facebook and Instagram, networking by local businesses and stakeholders, as well as posts on the City of Clarkston’s official social media channels and Food Well Alliance’s newsletter.



The poster features a top section with a green background showing a close-up of a plant with a bee. The text "CITY AGRICULTURE PLAN" is prominently displayed in white, with a small orange sun icon above "CITY". Below this, in smaller text, is "GROWN IN CITIES" and "100% COMMUNITY" flanking an orange leaf icon. A teal box contains the text "City of Clarkston".

COMMUNITY CONVERSATIONS

Attend a community conversation event to discuss what issues and opportunities need to be addressed in Clarkston’s City Agriculture Plan.

All city residents are invited to share their vision!

Wednesday 3.19 6 PM	CLARKSTON WOMAN'S CLUB 13913 Church Street Clarkston, GA 30021
Wednesday 3.26 11 AM	REFUGE COFFEE CO. 4170 East Ponce de Leon Ave NE Clarkston, GA 30021
Saturday 4.12 10 AM	CLARKSTON WOMAN'S CLUB 13913 Church Street Clarkston, GA 30021

Visit the link below to register or scan the QR code!
bit.ly/clarkston-community-conversations



At the bottom, there are three logos: Food Well Alliance (a green leaf icon), ARC (the letters "ARC" in a stylized orange font), and City of Clarkston (a green tree icon).

Community Survey

Food Well Alliance launched a general public survey in late February 2025 via SurveyMonkey in English, with additional translated versions made available in Nepali, Dari, Amharic, Swahili, Karen, and Burmese through in-person distribution only. To promote participation and accessibility, FWA hosted or tabled at four key events:

- » March 8th Clarkston International Garden Registration Day
- » April 9th and April 11th Fresh Harvest Share the Harvest Markets at Clarkston Oaks and Willow Branch Apartments

» April 10th pop-up survey event at Jolly Ave Community Garden.

QR code flyers were also posted at local restaurants, libraries, parks, and City Hall. The first 100 participants were offered a \$10 incentive, either in cash or via a digital gift card, to encourage engagement. The survey gained 134 total responses.

The survey was developed by FWA with feedback from the Project Management Team (PMT) and a dedicated group of community partners to ensure its relevance and value to Clarkston's local food system. This collaborative group, convened in January and February 2025, included leaders from organizations such as the International Rescue Committee, Global Growers, Friends of Refugees, Refuge Coffee, and Jolly Ave Community Garden. The community group assisted in reviewing the survey's content, distribution strategy, and complementary informal data collection methods. The close-ended survey questions aimed to build a foundational understanding of local food access, identifying gaps to be explored further in focus groups and Steering Committee meetings. For more information on the survey, please visit [Food Well Alliance website](#).



The flyer features a background image of green plants with white flowers. At the top, the text "CITY AGRICULTURE PLAN" is displayed in large, white, sans-serif capital letters. Below this, in smaller white text, are the phrases "GROWN IN CITIES" and "100% COMMUNITY" separated by a stylized orange leaf icon. A teal rectangular box contains the text "City of Clarkston" in white. Below this, the words "COMMUNITY SURVEY" are written in white capital letters on an orange background. Further down, on the orange background, is a paragraph in white text: "Participate in the City Agriculture Plan process by sharing your experience with accessing and growing local food in Clarkston through the community survey. Tell us about your vision for the future of Clarkston's local food system!". At the bottom, on a white background, is the text "Visit the link below to complete the survey" followed by the URL "www.surveymonkey.com/r/RRP36FT". To the right of the URL is a QR code. At the very bottom, there are three logos: the Food Well Alliance logo (a stylized sun/leaf icon), the ARC logo (the letters "ARC" in orange), and the City of Clarkston logo (a stylized tree icon).

CITY AGRICULTURE PLAN

GROWN IN CITIES 100% COMMUNITY

City of Clarkston

COMMUNITY SURVEY

Participate in the City Agriculture Plan process by sharing your experience with accessing and growing local food in Clarkston through the community survey. Tell us about your vision for the future of Clarkston's local food system!

Visit the link below to complete the survey
www.surveymonkey.com/r/RRP36FT

FOOD WELL ALLIANCE ARC CITY OF CLARKSTON

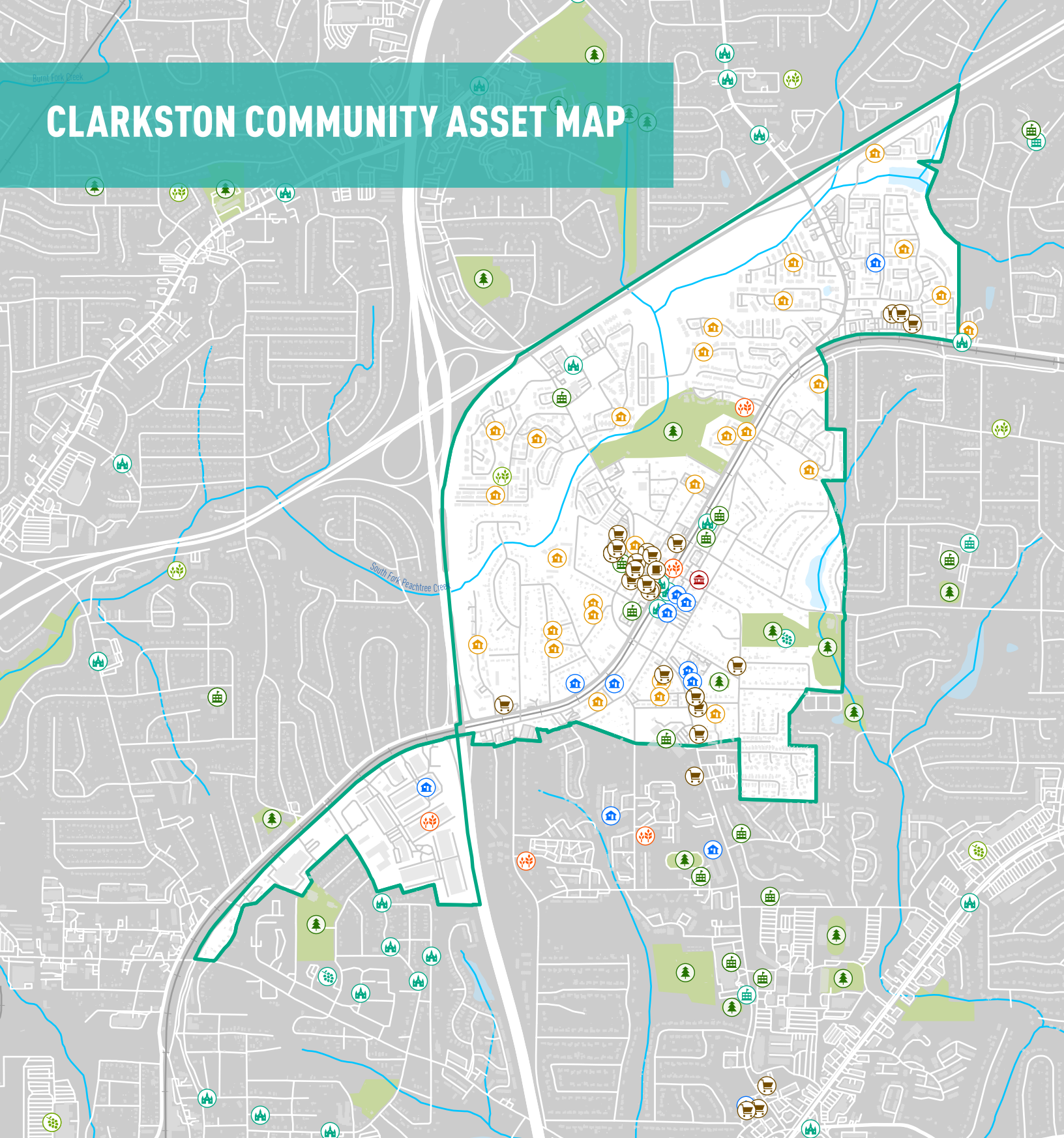
Community Asset Mapping

The Community Asset Map represents a collaborative effort between FWA and ARC, validated by the Steering Committee, to identify and map social and physical food system assets in and around the City of Clarkston. This comprehensive mapping highlights how a diverse network of local markets, community gardens, and food organizations contributes to Clarkston's vibrant local food economy and strengthens food access for residents.

An extensive list of Clarkston's assets was compiled across eight categories: local markets, food and agriculture organizations, schools and school gardens, parks and recreation, community organizations, apartment complexes, community gardens and farms, and farmers markets. Through this process, more than 50 community assets were identified within the City of Clarkston and its surrounding area. The following pages present a map of these assets, along with a categorized list that showcases the community's growing infrastructure for sustainable and equitable food systems.



CLARKSTON COMMUNITY ASSET MAP



- | | | | |
|-------------------------|------------------------------------|---------------------|----------------------|
| Clarkston City Hall | Community Gardens | School Garden | Parks and Recreation |
| Clarkston Local Markets | Food and Agriculture Organizations | Farms | Rivers and Streams |
| Refuge Coffee | Community Organizations | Places of Worship | Waterbodies |
| Farmers Markets | Schools | Apartment Complexes | Greenspace |



CLARKSTON COMMUNITY ASSET LIST

CLARKSTON LOCAL MARKETS

-  1 Stop Food Mart
-  A Dong Market
-  A1 Market
-  African Cultural and Injera Groceries
-  Al-Rahman Grocery
-  Awash International Grocery
-  Balagru Food Mart
-  Clarkston Food Market
-  Clarkston Thriftown Inc.
-  Dalmar Market Grocery
-  Deorali Grocery
-  Dollar General
-  Eyrus Food Mart
-  Family Dollar
-  Family Food Mart
-  Fatma Halal Meat & Groceries
-  Food Mart Beer & Wine
-  Grace Oriental Market
-  Gurung Bazaar Inc.
-  Happy Mart Food Store
-  MyaMakka Halal Meat
-  Nepali Bazar
-  Numsock Oriental Market
-  Stop N Save
-  Super Fresh Foods
-  Yeshi Food Mart
-  Refuge Coffee

FOOD & AG ORGANIZATIONS

-  Clarkston Food Initiative
-  Fresh Harvest
-  Friends of Refugees - Jolly Avenue Garden
-  Global Frontiers Mission Community Garden
-  Global Growers Network
-  Roots Down

PLACES OF WORSHIP

-  Clarkston First Baptist
-  Clarkston United Methodist Church
-  First Norman Grove Baptist Church
-  Swahili Evangelical Refugee Fellowship

SCHOOLS / SCHOOL GARDENS

-  Amazing World of Learning
-  Appletree Academy
-  Atlanta Area School for the Deaf
-  Avondale Elementary School
-  Brockett Elementary School
-  Clarkston First Baptist Academy
-  DeKalb Elementary School of the Arts
-  Dunaire Elementary School
-  Early Learning Scholars and Family Services
-  Georgia Piedmont Technical College
-  Georgia State University Perimeter
-  Heartwood Agile Learning Center
-  Indian Creek Elementary School
-  Oasis Daycare
-  Clarkston High School
-  Idlewood Elementary School
-  Jolly Elementary School

PARKS & RECREATION

-  Montreal Park
-  Needham Park
-  Forty Oaks Nature Preserve
-  Tobie Grant Recreation Center
-  Friendship Forest
-  Milam Park
-  John's Homestead
-  Lawrenceville / J. Homestead

COMMUNITY ORGANIZATIONS

-  A Reckless Faith Transitional Society Inc.
-  Amani Women's Center
-  Burmese Rohingya Community of GA
-  Clarkston Community Center
-  Clarkston Library
-  Ethiopian Community Association of GA
-  Family Heritage Foundation
-  Friends of Refugees
-  Grace Village
-  Habesha Networks
-  International Rescue Committee (IRC)
-  New American Pathways

COMMUNITY ORGANIZATIONS

-  Refugee Career Hub
-  Refugee Sewing Society
-  Tekton Career Training

APARTMENTS

-  The Ellis Apartments
-  1086 on Montreal Apartments
-  Birch Run Apartments
-  Carriage Court Apartments
-  Carriage Oaks Apartments
-  Clarkston Station Apartments
-  Clarkston Townhomes
-  English Oaks
-  FoxTrail Townhomes
-  Highland Village Apartments
-  Indian Creek
-  Parkwood Apts (1000 Smith Street)
-  Mirador at Idlewood Apts
-  The Reserve at Twin Oaks
-  Sage Pointe Apartments
-  Springdale Glen Apartment Homes
-  Wildcreek Apartments
-  Willow Creek Apartments
-  Silver Oak Apartments
-  Twin Oak Apts
-  Peachtree Creek on Ponce Apartments
-  Townes at Clarkston Centre

COMMUNITY GARDENS / FARMS

-  Clarkston International Garden
-  Jackson Garden
-  Clyde Shepherd Nature Preserve
-  Community Center Garden
-  Convivial Landscapes
-  Tobie Grant Community Garden
-  Birch Grove Apartment Garden - Global Growers
-  Northlake Church Garden - Global Growers
-  Southern Place Apartments - Global Growers
-  Steve Millers Farm
-  Springbrook
-  Forty Oaks - Global Growers

FARMERS MARKETS

-  Nam Dea Mun Farmers Market
-  Dekalb Farmers Market
-  Sprouts Farmers Market

Steering Committee

A steering committee was convened to review the key themes and details that emerged during the community engagement phase and generate innovative ideas that would respond to challenges faced by residents in accessing and growing food. The steering committee consisted of city staff, leaders from local food and agriculture organizations, and residents who met monthly at the Clarkston Women’s Club for meetings facilitated by ARC. City staff from the City Manager’s office, Economic Development, and Parks and Recreation contributed their expertise to discussions about feasible action items that could be outlined in the plan.





PLAN STRUCTURE

PLAN STRUCTURE

PRIORITIES & STRATEGIES

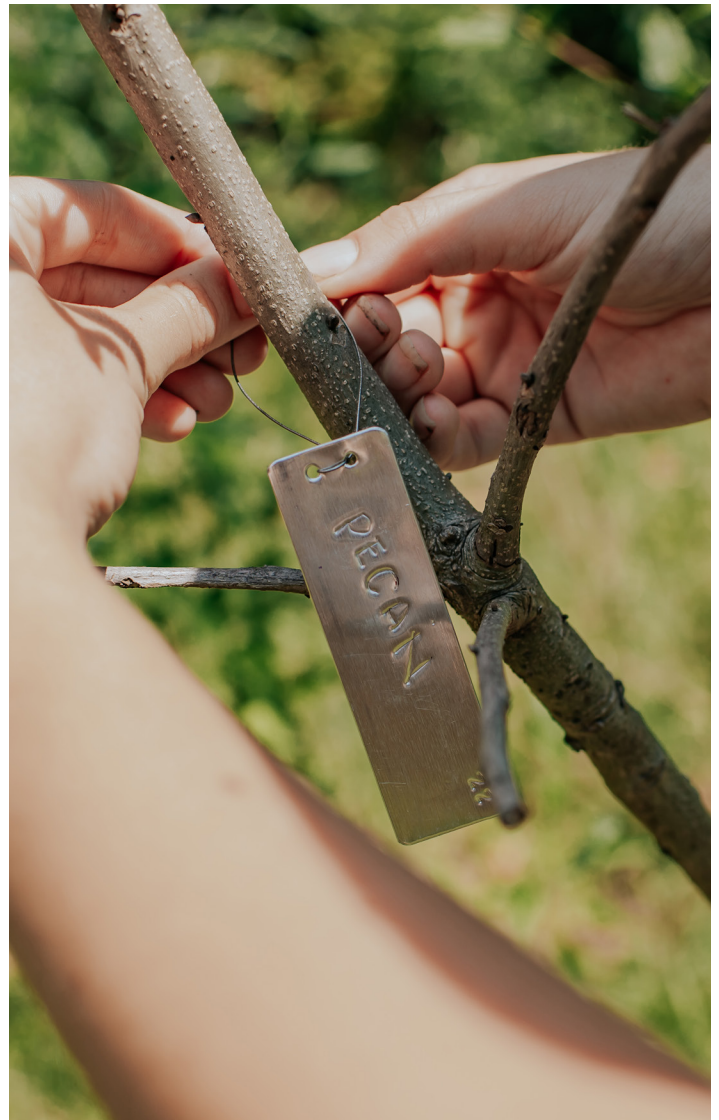
Five key themes emerged from the community engagement phase:

1. Improving Community Agriculture Infrastructure
2. Need for Supportive Zoning and Environmental Policies
3. Overcoming Cultural & Communication Barriers
4. Expanding Food Access & Economic Opportunity
5. Investing in Education & Capacity Building for Growers

These key themes were the basis for discussion at multiple steering committee meetings. Starting broadly, the steering committee members evaluated data from public outreach events and the survey, as well as their own experience in their community, to provide a range of ideas and activities that would address the needs expressed by Clarkson residents. These ideas were condensed into the plan priority areas through group discussion and interactive exercises. The four priority areas for Clarkson's City Agriculture Plan are:

- » **Priority A:** Sustainable Policies and Practices for Healthier Food Systems
- » **Priority B:** Cultivate a Resourceful Community for Growers
- » **Priority C:** Increase Access to Fresh, Local Food
- » **Priority D:** Strengthen Community Outreach and Communication

These categories are not mutually exclusive, and many recommendations address multiple priority areas. Each recommendation includes a projected time frame for implementation. Short-term items are actionable for implementation within the next one to two years following plan adoption. Long term recommendations can be pursued over the next three to five years.



Recommendations Matrix

Priority Area	Recommended Strategies		Time Frame
Priority A <i>Sustainable Policies and Practices for Healthier Food Systems</i>	A-1	Form a Local Food and Agriculture Committee to guide implementation	Short Term
	A-2	Launch a food waste reduction program at Clarkston High School	Short Term
	A-3	Reevaluate City zoning ordinances to expand market opportunities for locally grown food	Long Term
	A-4	Incorporate food and agriculture programming and infrastructure into ongoing City planning	Long Term
	A-5	Pilot a community compost program	Long Term
Priority B <i>Cultivate a Resourceful Community for Growers</i>	B-1	Launch a home and community growers network to increase connections and share resources	Short Term
	B-2	Improve water access at community gardens	Long Term
	B-3	Increase growing space at accessible locations throughout the City	Long Term
Priority C <i>Increase Access to Fresh, Local Food</i>	C-1	Increase mobile market opportunities in residential and community spaces	Short Term
	C-2	Offer educational programming on nutrition, cooking, and preserving foods	Short Term
	C-3	Manage a sustainable weekly Farmers Market	Long Term
Priority D <i>Strengthen Community Outreach and Communication</i>	D-1	Increase youth food and agriculture programming	Short Term
	D-2	Create a centralized resource sharing plan to disseminate information about food and agricultural programming and events	Short Term
	D-3	Develop and promote cultural and tourism activities that promote the unique qualities of Clarkston's local food system	Long Term
	D-4	Expand workforce development opportunities focused on local food and agriculture	Long Term



CLARKSTON IMPLEMENTATION PARTNERS

CLARKSTON IMPLEMENTATION PARTNERS

A key component of a thriving local food system is engaged partnerships between the City of Clarkston and identified organizations whose missions align with plan recommendations. Partners can extend the reach of the local government by taking on the goals and objectives of the City of Clarkston that lie beyond the expertise, capabilities, or time commitment of local officials. In 2018, Clarkston formed the Clarkston Food Initiative (CFI) as a part of a USDA National Institute of Food and Agriculture (NIFA) Community Food Projects grant through Global Growers. Under the grant, Global Growers

conducted a baseline needs assessment which identified recommendations and outcomes based on consumer practices and grower experiences. Clarkston's City Agriculture Planning process reconvened active and interested members of the 2018 Clarkston Food Initiative to assist in designing community engagement, participate in planning, and ultimately implementing the new Plan.



CLARKSTON IMPLEMENTATION PARTNERS

The Clarkston City Agriculture Plan identifies local partners who can help carry out the plan's recommendations. These partners have been identified through their experience in the industry, shared vision and values, access to area resident networks, and innovative programs that will better the environment for food education, access, and community participation. The City of Clarkston can support plan implementation partners by facilitating engagement with the partners identified in the City Agriculture Plan; establishing clear and consistent communication to ensure the city and partners' goals are aligned; and by continuing to

encourage their added value and contribution to the plan implementation. A regular schedule for meetings and feedback through the Local Food and Agriculture Committee will help keep programs and communications on track.

The following page shows some of the key organizations that FWA and ARC identified as potential implementation partners for strategies within this Plan. Suggestions for lead and support partners are included in each strategic recommendation.



Organization	Mission & Key Local Food System Work
Clarkston Community Center	The Clarkston Community Center is a vibrant hub of diversity, collaboration, and growth. Located in one of Georgia's most culturally rich communities, the organization is dedicated to offering valuable services, empowering educational opportunities, and engaging events that support individuals and families.
Clarkston Library	The Clarkston Library is a branch of DeKalb County Public Libraries. Clarkston Library enlightens and enriches the Clarkston community by providing responsive, dynamic services that meet the changing informational, educational, and recreational needs of a diverse population.
Decide DeKalb Development Authority	Decide DeKalb serves as the primary economic development driving force to attract, expand and retain businesses in DeKalb County, Georgia. Their mission is to nourish communities through opportunities and partnerships that foster growth, equity, and innovation.
Fresh Harvest / Share the Harvest	Fresh Harvest is a local food community focused on empowering local farmers through sustainable partnerships, alleviating food waste, reducing packaging and fuel usage for food distribution, expanding career opportunities for new Americans.
Friends of Refugees / Jolly Ave. Community Garden	Friends of Refugees is a faith-based nonprofit helping refugees build new lives in America, providing support in language, health, food, and employment. They provide resources to help refugees build abundant new lives in America.
Georgia Piedmont Technical College	Georgia Piedmont Technical College transforms lives through workforce development. This transformation is driven by high-quality certificate, diploma, and associate degrees; skills training, continuing education, and literacy services; and access to high-demand careers that increase economic mobility.
Global Growers	Global Growers is a network of 200 farmers and local food systems leaders in Georgia who grow fresh food from many agricultural traditions. The organization works to grow fresh food for families and to supply the local markets, all by working together to strengthen the local food economy.
International Rescue Committee - New Roots	The International Rescue Committee's New Roots program helps refugees become food secure and contribute to their new homes and communities. Since 2008, New Roots has helped new Americans to navigate their food resources, facilitated low-income families to enter urban agriculture, developed local food systems and community green space infrastructure, and provided a platform for youth and adults to build job and life skills.
Refuge Coffee	Refuge Coffee is a local community hub and coffee shop that provides community resources. Refuge coffee believes in using a delicious cup of coffee as a platform for job training and personal development of resettled refugees and other immigrants.



PRIORITY A SUSTAINABLE POLICIES AND PRACTICES FOR HEALTHIER FOOD SYSTEMS

SHORT TERM STRATEGIES

- » RECOMMENDATION A-1: Form a Local Food and Agriculture Committee to guide implementation
- » RECOMMENDATION A-2: Launch a food waste reduction program at Clarkston High School

LONG TERM STRATEGIES

- » RECOMMENDATION A-3: Reevaluate City zoning ordinances to expand market opportunities for locally grown food
- » RECOMMENDATION A-4: Incorporate food and agriculture programming and infrastructure into ongoing City planning
- » RECOMMENDATION A-5: Pilot a community compost program

RECOMMENDATION A-1:

Form a Local Food and Agriculture Committee to guide implementation

Cultivating and acting upon policies and practices within Clarkston's food system requires strategic collaboration between city officials, growers, community organizations, residents, and other community members. Convening a dedicated multi-stakeholder group will achieve long-term sustainability in Clarkston's City Agriculture Plan implementation while continuing to center community input. Dubbed the "Local Food and Agriculture Committee," this initiative has had proven success in other cities within the Atlanta Metropolitan region. A dedicated group of individuals will be able to guide the Plan's implementation and take ownership of specific initiatives identified by both the Steering Committee and the wider Clarkston community.

In Clarkston, this group will be responsible for:

- » Allocating, approving, and finalizing grant funds to identified implementation partners.
- » Driving implementation projects to be achieved within the two-year grant timeline
- » Provide informal feedback to the proposed integration of food & agriculture initiatives into existing and ongoing planning and developments around the city.
- » Coordinating city and local partner communications and collaborations to promote and amplify local food & agriculture resources and events
- » Ensuring long-term support of local food and agriculture organizations and city-led initiatives through identifying sustainable funding sources and policy development.

Clarkston's Local Food & Agriculture committee should comprise 6-8 members. Prospective members will be asked to apply by submitting their involvement in the local food system and rationale for being a part of the committee. This group does not need to be an official city committee, however City representation and involvement will be crucial to maintain transparency and communication throughout the implementation phase. Members of the group may be eligible to receive a stipend of about \$50 per meeting for their involvement. Once formed, the group will meet bi-monthly to address goals, challenges, and ensure sustainable progress on the Plan.



POTENTIAL LEAD PARTNERS

- » Clarkston Steering Committee
- » City of Clarkston

KEY INITIAL STEPS

- » Identify and contact potential stakeholder groups and community partners that need representation on the community including city officials, education partners, business partners, garden leaders, and residents.
- » Confirm a quorum of committee members and set a regular meeting schedule including booking a space for in-person meetings or setting virtual meeting.
- » Align on and elect leadership roles to provide structure around meeting agendas, note keeping, promotion, and partner outreach.



RECOMMENDATION A-2:

Launch a food waste reduction program at Clarkston High School

During the community engagement phase, Food Well Alliance held a targeted focus group with students at Clarkston High School. Since the Clarkston community has a large number of home growers, critical feedback from diverse age groups was crucial in understanding the diverse needs of the community from a generational perspective.

Clarkston High School currently participates in the International Rescue Committee (IRC) New Roots Youth Food Justice program. The program seeks to engage students as leaders to address food related issues in their community. The program uses a strengths-based approach to be culturally responsive, developmentally appropriate, service-oriented, and focused on skill building. Students in the program participate in the cultivation and care of the school garden. Many of the students in the program expressed dissatisfaction with the level of

food waste at the school and quality of food in the cafeteria. To address this, Clarkston High School should consider launching a food waste reduction program to minimize food waste and build upon the curriculum of the New Roots programming.

A potential program that could be integrated into Clarkston High School is Compost Connectors. Compost Connectors is an innovative grant funded program by Food Well Alliance that provides students K-12, the opportunity to learn about composting practices. This is with the goal to use compost as the connector to engage students and teachers in urban agriculture. The general structure is that a site leader guides students in collecting and composting food scraps typically through clubs, lesson plans, or year-long Project-Based Learning.



The Compost Connectors program is well situated to address the food waste at the high school, as well as connect students who are not formally involved with the New Roots program to the local food system and urban agriculture movement. Clarkston High School leadership should collaborate with staff to identify interest and capacity leading the program at the school.

Alternatively, Clarkston High School could participate in an internal food waste audit. A food waste audit identifies the quantity and types of waste to better plan for waste management systems. The food waste audit could be designed, conducted, and led by students already participating in the New Roots program. From there, students could present recommendations for waste reduction via composting or share table programs. Students involved in this initiative could prepare materials and next steps to replicate food waste management in Freedom Middle School, Jolly Avenue Elementary, and Indian Creek Elementary School.



POTENTIAL LEAD PARTNERS

- » Clarkston High School
- » IRC New Roots

POTENTIAL SUPPORT PARTNERS

- » Food Well Alliance
- » Freedom Middle School
- » Indian Creek Elementary

KEY INITIAL STEPS

- » Convene school leadership and IRC New Roots to meet with Food Well Alliance to discuss feasibility and capacity to manage an external program.
- » Explore considerations for on-site composting, including management, type of composting, and uses for finished compost.
- » Form a student leadership team to manage and implement a food waste audit using best practices from US Environmental Protection Agency's Guide to Conducting Student Food Waste Audits.
- » Conduct outreach to Freedom Middle School, Jolly Avenue Elementary, & Indian Creek Elementary leadership to coordinate a food waste reduction pipeline within the school system

RECOMMENDATION A-3:

Reevaluate City zoning ordinances to expand market opportunities for locally grown food

By developing a City Agriculture Plan, the City has demonstrated their commitment to expanding opportunities for residents to access and grow local food. This progressive vision for a resilient and sustainable community can be further formalized with a review of the City's zoning ordinances to encourage amended language that is supportive of local food and agriculture activity.

Including definitions of common food and agriculture terms within the code of ordinances can add structure and shared understanding to how these practices are regulated. Such terms could include, but would not be limited to: "apiary," "community garden," "farm stand," "farmers market," "market garden," and "urban farm." In addition, activity allowed in front and side yards, accessory structures used in connection with gardening, composting, and points of sale

for local food products should be evaluated to support growers while balancing other community concerns such as nuisance.

Innovative programming that promotes economic activity and is often grounded in City ordinance allowances. One example from neighboring City of Decatur is their Mobile Food Facility (aka food cart) permitting program for non-motorized, non-self propelled vehicles commercially designed to handle food preparation and service. Permitting these food carts creates opportunities to support local businesses in ways that do not require significant start-up costs. The City of Clarkston, with limited commercial real estate space available, should consider allowances for programs such as this to create a pipeline for local food entrepreneurs, encourage creative use of public spaces, and expand food options for residents and tourists.



RECOMMENDATION A-4:

Incorporate food and agriculture programming and infrastructure into ongoing City planning

Many recommendations within this City Agriculture Plan align with the broader vision and ongoing work of the City of Clarkston. To best implement this plan, the City should continue to focus on integration of local food and agriculture programming and infrastructure into current and future city initiatives.

The latest 2021 update of the Clarkston Comprehensive Plan outlines a community vision with top priorities that mirror the City Agriculture Plan vision statement including:

- » Creating community programming centered on family, children, and refugee needs and making community engagement more accessible to underserved groups
- » Protecting local green spaces and ecosystems

Many of the identified opportunities for growth and community investment that can be advanced through the City Agriculture Plan recommendations including:

- » Promoting entrepreneurship and tourism opportunities by celebrating the diversity of food traditions
- » Expanding programming in existing Lake and Milam Park and Friendship Forest
- » Community nature and education programs focused on ecosystems and conservation
- » Promote more pop-ups, food trucks, and mobile market opportunities

Other ongoing planning initiatives at the City include the Parks and Recreation Master Plan, the Stone Mountain PATH plan, and the Clarkston Greenway project plan. All of these present opportunities to promote growing opportunities in passive green space and integrate food and agriculture

programming into other planned community uses. The City should consult the map of current and potential growing spaces populated by residents and the Steering Committee when considering an expansion of community gardens, orchards, and other edible plantings.

POTENTIAL PARTNERS

- » City of Clarkston



RECOMMENDATION A-5:

Pilot a community compost program

Currently, the City of Clarkston does not have community gardens with active composting operations. During community engagement, residents referenced small-scale composting efforts based on word of mouth or based out of homes, but for the wider community these methods of composting are not accessible or at the scale of the community. Despite the limited access to composting, 42.5% of survey respondents indicated that community composting was a needed program within the city. Additionally, Clarkston's most recent comprehensive plan prioritizes a reduction in the city's overall carbon footprint. To address this, the City of Clarkston can pilot a community composting program that increases access to drop-off sites, composting bins, and finished compost for gardens.

The City can partner with organizations like Friends of Refugees or Global Growers, who already have active community garden spaces, to host compost drop-off toters or active systems. Global Grower's Clarkston International Garden currently has a standing 3-bin composting system that may be utilized as a composting site for properly separated food scraps. Additionally, the City of Clarkston, or a garden partner, could collaborate with active composting organizations like CompostNow or Compost Cowboys to pilot a wider composting operation. The city can host 35 gallon toters at multiple locations within city limits. Toters would be locked with combinations only available to individuals who enroll in the program and are aligned with the perimeters of the process.

Piloting a community composting program can be tailored to the needs of the City of Clarkston and run internally, be outsourced and managed by an external partner. The City can host conversations with identified partners to identify the best course of action for implementing this programming.

POTENTIAL PARTNERS

- » Friends of Refugees
- » Global Growers
- » Compost Cowboys
- » CompostNow



A photograph of a community garden with several raised garden beds in the foreground and middle ground. In the background, a group of people is gathered under a blue canopy tent. The garden is surrounded by dense trees.

PRIORITY B

CULTIVATE A RESOURCEFUL COMMUNITY FOR GROWERS

SHORT TERM STRATEGIES

- » RECOMMENDATION B-1: Launch a home and community growers network to increase connections and share resources

LONG TERM STRATEGIES

- » RECOMMENDATION B-2: Improve water access at community gardens
- » RECOMMENDATION B-3: Increase growing space at accessible locations throughout the City

RECOMMENDATION B-1:

Launch a home and community growers network to increase connections and share resources

A repeated theme from the community engagement phase was that residents wanted more opportunities to connect with other community and home growers in the city to share knowledge and resources. 30% of survey respondents ranked this networking as a top priority. A home growers network provides an opportunity for new and existing growers to build community around local agriculture. By creating forums to share knowledge and resources, growers can feel empowered and supported as they grow food at home or at community garden locations. This network can be both a physical and a virtual space for collaboration.

Seasonal gatherings centered around distributing plant starts at the beginning of the spring and fall seasons and sharing harvests at the end of each season would create organic opportunities for networking. Jolly Avenue Community Garden, managed by Friends of Refugees, can serve as a physical hub to host gatherings and house seedlings and tools. In addition to social and educational opportunities garden locations, the network could also have a presence at the planned Clarkston farmers market and potentially partner with Share the Harvest mobile markets. The City could support this network by waving booth fees, allowing home growers a free dedicated space to distribute or sell their excess produce through the season. This would create additional outlets for fresh, hyper-local produce at the markets, allow growers to earn income from their excess harvest, and encourage community conversation around home growing.

The network could also have a physical resource and information hub at the Clarkston Library. Planned regular programming at the Clarkston Library including cookbook clubs and spice of the month

cooking demonstrations are in natural alignment with this network. Members could also create an online community that mirrors and supports the in-person knowledge sharing, making these resources available to a wider audience. This could be tied to the dedicated page on the City's website or established social media groups that could be moderated by garden leaders.

52% of community survey respondents also prioritized increased educational opportunities. Offering mini-workshops and training on topics such as container growing, vermicomposting, and getting community or home gardens market ready would be an ideal way to integrate skill building and knowledge sharing into established network gatherings.



POTENTIAL LEAD PARTNERS

- » Local Food and Agriculture Committee

POTENTIAL SUPPORT PARTNERS

- » City of Clarkston
- » Clarkston Library
- » Global Growers
- » Fresh Harvest / Share the Harvest
- » Friends of Refugees

KEY INITIAL STEPS

- » Convene a partnership team to organize and assist in marketing an inaugural event.
- » Create calendar of seasonal gatherings for home and community growers with resource distribution and workshops.
- » Establish physical hubs for information at Library and Jolly Ave. Garden. Maintain sustainable partnerships and updating schedule as needed.
- » Establish a digital communication network such as a Google Group for easy promotion and member communication.
- » Create a plan for establishing a tool lending and seed library.



RECOMMENDATION B-2:

Improve water access at community gardens

During the community engagement phase, focus group discussions frequently touched on residents' desire to increase accessibility of growing space in the city. In addition to identifying new growing spaces, this also encompassed the need to ensure current gardens were as functional as possible. Insufficient water access at certain existing gardens, such as the Clarkston International Garden at the Forty Oaks Nature Preserve, presents a barrier to success. The City should explore the option to install a permanent water source with an irrigation meter from DeKalb County Watershed Management. In the meantime, the City should consider collaborating with Global Growers and

other local partners to install a water reclamation system such as rain barrels or a more permanent cistern. Reliable and easy water access should be a key consideration for any new garden sites for development as identified on the land use asset map.

POTENTIAL PARTNERS

- » City of Clarkston
- » Global Growers



RECOMMENDATION B-3:

Increase growing space at accessible locations throughout the City

The incorporated City of Clarkston only has 1.84 square miles of land area. Due to the limited space available within city limits, growers in the community have gotten creative with their growing practices. With only two community garden spaces, home gardens and container gardens are highly popular, particularly among new American residents. Despite the creativity displayed by residents, there is a high demand for increased growing space within the city. During the community engagement phase, 37% of survey takers ranked increased growing space in their top three assets they wished to see expanded in their city. Dedicated residents have also taken the initiative to propose additional spaces, both city and county-owned, that could be dedicated growing spaces that are accessible within the city.

Clarkston currently hosts a variety of passive park and pocket park spaces that are well-positioned to serve as new growing spaces. Potential parcels of land to be allocated to growing space are indicated on the map. There is also the potential for the City to purchase privately owned land or to partner with local organizations to secure land in alignment with community need. For example, purchasing a vacant or underutilized lot, or partnering to secure growing space within the city could provide expanded space for community gardens without encroaching on land dedicated to parks or wildlife sanctuaries within the city.

In fall 2025, the City of Clarkston began the process of updating the Parks and Recreation Master Plan. The Clarkston Steering Committee can provide input on which park spaces they would like to see incorporated into the plan as potential agriculture or growing areas. The planners and the city can partner with the Steering Committee or the Local Food & Agriculture Committee to provide feedback on potential spaces, including location, size, and total number of parcels identified and understand

how these might be best activated in alignment with the City Agriculture Plan.

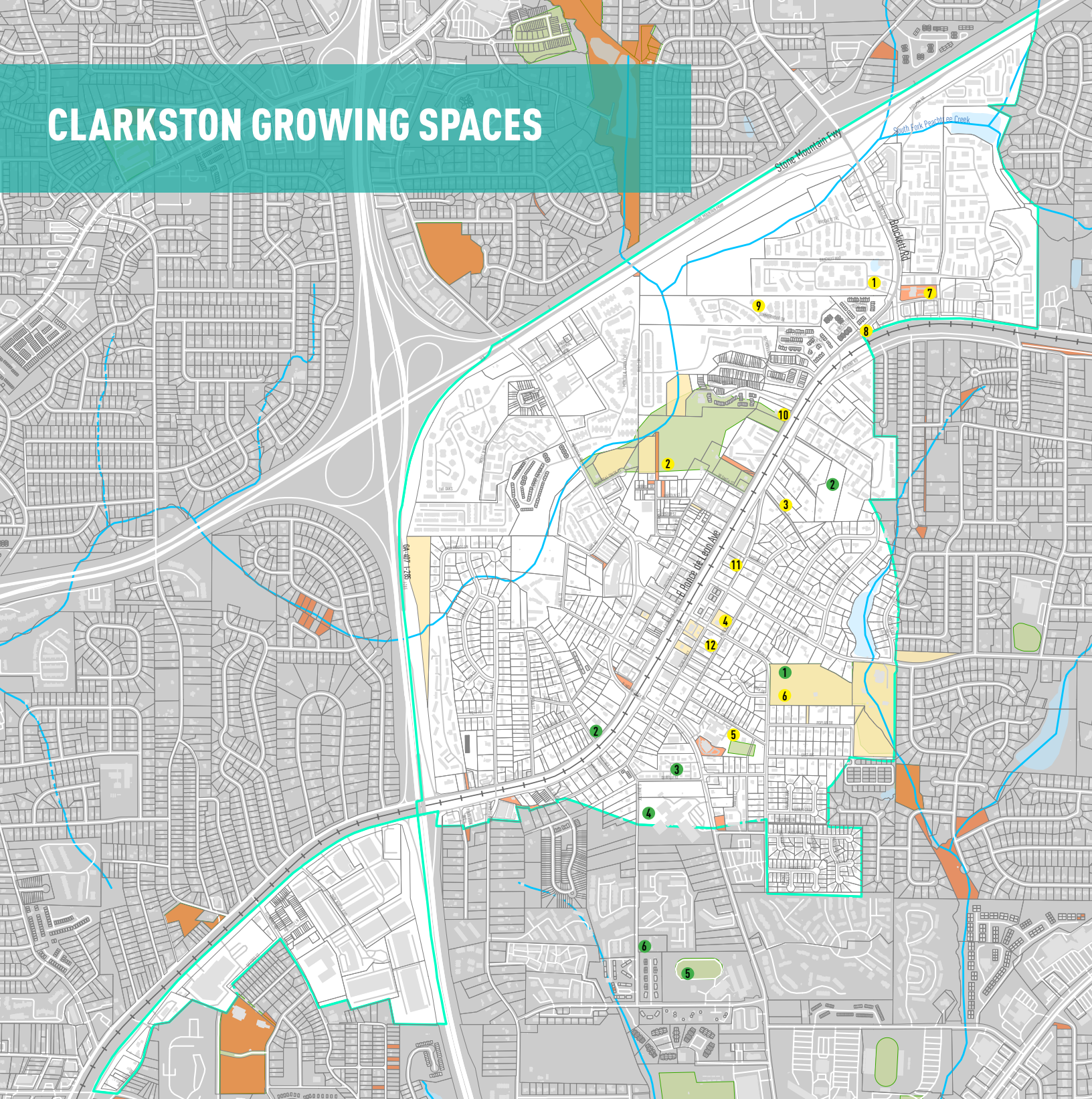
When identifying potential areas to dedicate to growing space, it's important to consider possible land stewards or managers. New garden spaces can be managed by existing organizations within the city, the city itself, or individual residents. The designated individual or organization would be responsible for registering growers, supervising construction or separation of plots, and coordinating general maintenance and upkeep. Dedicated residents have expressed interest in managing the start-up of new growing spaces and assisting with outreach to promote these opportunities.

During focus groups, participants emphasized the importance of ensuring that new growing spaces reflect the diversity of Clarkston. These spaces should be available to all interested growers. Some marketing or promotional materials may need to be translated to fairly reach all residents. The garden steward can work with the City of Clarkston's communications department to source translators for any relevant materials created to promote the new growing spaces.

POTENTIAL PARTNERS

- » City of Clarkston
- » Clarkston Steering Committee
- » Clarkston Local Food & Agriculture Committee
- » Perez Planning & Design
- » AtkinsRéalis

CLARKSTON GROWING SPACES



Potential Growing Spaces

1. Brockett Rd Park
2. Friendship Forest - Space on the South
3. Property for Sale - 4071 Church St
4. Green Space - Old City Hall Annex
5. Space behind the Community Center
6. Forty Oak Nature Preserve
7. Fire Department Potential Garden
8. Potential Garden
9. Summerwood Dr Apartments
10. Global Acres Farm
11. Potential Garden
12. Market Site - Potential Garden



Existing Growing Spaces

1. Forty Oak Nature Preserve
2. Clarkston Oaks - Unofficial
3. Existing Growing Area
4. Atlanta Area School for Deaf
5. Jolly Avenue Garden
6. Indian Creek Elementary School



City-Owned Land



County-Owned Land



Green Space





PRIORITY C

INCREASE ACCESS TO FRESH, LOCAL FOOD

SHORT TERM STRATEGIES

- » RECOMMENDATION C-1: Increase mobile market opportunities in residential and community spaces
- » RECOMMENDATION C-2: Offer educational programming on nutrition, cooking, and preserving foods

LONG TERM STRATEGIES

- » RECOMMENDATION C-3: Manage a sustainable weekly Farmers Market

RECOMMENDATION C-1:

Increase mobile market opportunities in residential and community spaces

49% of Community Survey respondents wanted increased mobile market options at residential locations around the city. Markets offering subsidized groceries that are geographically dispersed around the city would help remove economic and transportation barriers to food access.

Share the Harvest is a non-profit born out of Fresh Harvest's mission to connect communities through food. Every week, they host three neighborhood markets at apartment complexes that provide organic produce to over 100 refugee families in Clarkston that lack access to fresh, local food.

These markets are hosted at the same locations and times each week to offer consistent access to produce, especially for families that lack reliable transportation. In 2023 alone, Share the Harvest distributed over \$145,000 worth of organic produce and other groceries to Clarkston residents. Goods are sold at about 50% of their market value, with small grants and donations making up the balance. Share the Harvest is working on securing approval to accept EBT at market sites and could also partner with Wholesome Wave Georgia to administer their Fresh for Less program that matches EBT dollars spent to increase shoppers' purchasing power.



Currently about 70% of patrons at each market come from the host apartment complex, with 30% travelling to reach the market. Share the Harvest is looking to expand locations for their weekly markets to identify other areas of interest and low food access within Clarkston. Potential expansion sites include English Oaks Apartments, Parc 1000 Apartments, and other locations on Brockett Road.

These hyper local markets offer a centralized location for other community services such as public health screenings and workshops on preparing and preserving food. These markets not only offer expanded food distribution, they provide an opportunity to track their success and program reach as well. They can also serve as hubs for the proposed home growers network within Clarkston, hosting opportunities for connection and distribution of resources such as seedlings and tools. The markets require staff support on a weekly basis and are also an opportunity to connect with youth interns from organizations such as IRC New Roots and Friends of Refugees for opportunities to build skills around community engagement, sales and marketing, and program facilitation.

POTENTIAL LEAD PARTNERS

- » Fresh Harvest / Share the Harvest

POTENTIAL SUPPORT PARTNERS

- » IRC New Roots
- » Friends of Refugees
- » Wholesome Wave Georgia

KEY INITIAL STEPS

- » Identify available funds for expansion of subsidized markets under Share the Harvest
- » Identify priority expansion locations at additional apartment complexes geographically dispersed throughout the city
- » Establish evaluation framework for program success and data tracking to drive future expansion and inform additional funding opportunities
- » Incorporate public health and education partners on a regular basis to expand resources available at markets
- » Secure approval to process EBT benefits at Share the Harvest markets and partner with Wholesome Wave Georgia to match EBT dollars spent



RECOMMENDATION C-2:

Offer educational programming on nutrition, cooking, and preserving foods

An equitable, sustainable, and thriving food system requires strong partnerships and holistic approaches to food access, production, preparation, and consumption. To accomplish the vision of an inclusive and affordable food system, the City of Clarkston can build upon existing programming and leverage new partnerships with local organizations to focus on culturally responsive, accessible, and affordable nutrition and cooking programming.

The Clarkston Library currently hosts a “Spice of the Month” program through the Dekalb Library Foundation. Each month, the library provides a kit that contains a new spice or spice blend, its history, and cookbooks or sample recipes that

utilize the spice. This program can be bolstered by partnering with local restaurants or chefs who can host cooking demonstrations utilizing the spice. Additionally, “Spice of the Month” spices could be featured in recipes, and participants may be given fresh ingredients to complete recipes on their own. Fresh Harvest and Share the Harvest markets could host on-site cooking demonstrations in partnership with the Library. Participants could pay a low fee to receive a bag of ingredients to remake the demonstrated dish at home. By sourcing local chefs, the programming can ensure it remains culturally responsive to the needs of Clarkston residents and inclusive to the wider community.



Cooking demonstrations at the Share the Harvest mobile markets could be scheduled on a quarterly basis, with 4 total demonstrations per year focusing on seasonal ingredients. Clarkston Library staff can assist in facilitating and sourcing leaders for cooking demonstrations and bolstering programming outside of the mobile markets. Share the Harvest can increase programming at its markets by including programming on nutrition, portion control, and healthy eating.

The City of Clarkston can pursue partnerships with commercial kitchen spaces around the city to host classes on preserving and cooking foods. Multiple organizations and institutions based in Clarkston currently host cooking and nutrition programming and have access to commercial kitchen spaces. Send Relief has a modern commercial kitchen space well situated for classes or demonstrations. Additionally, Georgia Piedmont Technical College (GPTC) currently has multiple programs in nutrition and healthy food. The Local Food & Agriculture Committee can assist the city in facilitating partnerships with GPTC and commercial kitchen spaces to source educators for a series of cooking classes or additional demonstrations.

POTENTIAL LEAD PARTNERS

- » Clarkston Library
- » Fresh Harvest

POTENTIAL SUPPORT PARTNERS

- » Friends of Refugees
- » City of Clarkston
- » Send Relief
- » Georgia Piedmont Technical College

KEY INITIAL STEPS

- » Clarkston's Local Food & Agriculture Committee can facilitate connections between Clarkston Library and Share the Harvest.
- » Align on a programming schedule for mobile markets and pilot a series of four cooking demonstrations with the Spice of the Month club for the first year.
- » Clarkston Local Food & Agriculture Committee can explore outreach and partnership agreements with commercial kitchen spaces and Georgia Piedmont Technical College to expand programming.



RECOMMENDATION C-3:

Manage a sustainable weekly Farmers Market

61% of community survey respondents prioritized a weekly, open-air farmers market as a key solution to increasing fresh food access in Clarkston. The market could also serve as a hub for the home growers network and an opportunity for sale of excess produce from home and community gardeners.

Clarkston has several pop-up markets that include local produce in addition to crafts and other small business products each year. These are hosted by various organizations including Refuge Coffee's Spring and Holiday markets. In September of 2025, the City of Clarkston is partnering with Event HelperZ to launch the inaugural Clarkston Farmers Market. The market will feature 20–40 vendors offering fresh produce, artisan foods, handmade goods, and wellness-focused products. This market opportunity intends to support small business development and encourage healthy lifestyles. In addition to vendors, it will also include community resource booths, nutrition education, and local nonprofit partners committed to creating a healthier, more connected Clarkston. The market will be held monthly on Saturday mornings at the Clarkston Woman's Club.

The City should focus on gathering data around vendor participation and community attendance and engagement at the inaugural and first several markets through brief surveys. This data would drive decisions on whether to increase the frequency of the market, modify date/time offering of the market, expand certain vendor categories, and independently manage vendor curation and event logistics. Once a regular market has been established, the City should also prioritize accepting SNAP/EBT and eventually partnering with Wholesome Wave Georgia's Fresh for Less program to match EBT dollars spent at the market to increase community purchasing power for produce and seedlings.



POTENTIAL LEAD PARTNERS

- » City of Clarkston
- » Event HelperZ
- » Fresh Harvest
- » Wholesome Wave Georgia



PRIORITY D

STRENGTHEN COMMUNITY OUTREACH AND COMMUNICATION

SHORT TERM STRATEGIES

- » RECOMMENDATION D-1: Increase youth food and agriculture programming
- » RECOMMENDATION D-2: Create a centralized resource sharing plan to disseminate information about food and agricultural programming and events

LONG TERM STRATEGIES

- » RECOMMENDATION D-3: Develop and promote cultural and tourism activities that promote the unique qualities of Clarkston's local food system
- » RECOMMENDATION D-4: Expand workforce development opportunities focused on local food and agriculture

RECOMMENDATION D-1:

Increase youth food and agriculture programming

Clarkston is a younger city with a median age of 27, and around half the population is under 18 years of age. Census data attributes this to the city being a popular destination for resettlement and new Americans. During community engagement, youth were often present at surveying events, either accompanied by their parents or attending with peers. As a response to the demographics of the City, Food Well Alliance hosted a targeted focus group at Clarkston High School with students who are a part of the New Roots program. The program allows students to serve as leaders to address food-related issues in their community.

The existing programming at Clarkston High School offers a strong opportunity to expand youth-focused garden, nutrition, and agriculture activities. With school leadership already supportive of bringing the garden into classrooms, New Roots can build on this momentum by assessing the feasibility and timeline for replacing aging garden beds, purchasing new tools for student use, and incorporating accessible or standing beds to increase participation. If the school pursues Recommendation A-2, launching a food waste reduction program, New Roots can also explore installing an enclosed composting system to support both classroom learning and hands-on waste reduction.

The New Roots Youth Food Justice program is already open to all youth in Clarkston, not just those enrolled at the high school. To broaden reach, New Roots can strengthen partnerships with Freedom Middle School, Friends of Refugees, and Global Growers to recruit students and market the program across the community. Expanding the program could include additional workshops, lessons, and nutrition education, as well as

internships and entrepreneurial opportunities that connect youth to agriculture and food careers.

Friends of Refugees in particular presents a strong partner opportunity. They currently host a year-round middle school program (after school twice per week and evenings once per week) that emphasizes long-term, project-based work. This year, the program is focusing on neighborhood violence reduction and peacemaking through the garden space, which is especially relevant given frequent violence and vandalism activity in the neighborhood and within the garden itself. Friends of Refugees also employs four paid high school interns (~10 hours/week) who support both garden and operations work. While this program once functioned as a pipeline into the Growing Leaders program, that connection has weakened and could be revitalized through stronger integration with New Roots' internship opportunities. Aligning these programs would create a clearer pathway for students from middle school through high school, with opportunities to grow into leadership and paid work experiences.



One specific opportunity is to partner with the Share the Harvest Market to launch a seedling pipeline program. Youth enrolled in the New Roots program could grow seedlings at Clarkston High School and sell them at Share the Harvest markets in the spring and fall. Students participating in this effort would earn a stipend, providing a mini-agrobusiness internship experience. To support the program, New Roots can explore funding for seed-starting infrastructure if it is not already available at the school, with Food Well Alliance positioned to provide grant writing support to secure these resources.

Additionally, Clarkston High School can partner with Decide Dekalb Development Authority, the leading economic development authority in the county, to introduce new career-focused programming. Currently, Decide Dekalb has a program that connects partners from diverse STEM career pathways to expose students to new career options. Decide Dekalb can connect Clarkston High School to Georgia Piedmont Technical College, which has nutrition and culinary certifications and programming. GPTC can partner with Decide Dekalb and Clarkston High School to discuss the feasibility of introducing nutrition education/culinary arts programming into the high school curriculum. Alternatively, in conjunction with Recommendation C-2, cooking & nutrition classes hosted in the city can be open to older students aged 16 and up to promote exposure to new concepts and careers.

POTENTIAL LEAD PARTNERS

- » IRC New Roots
- » Clarkston High School
- » Fresh Harvest / Share the Harvest

POTENTIAL SUPPORT PARTNERS

- » Friends of Refugees
- » Decide DeKalb Development Authority

KEY INITIAL STEPS

- » Convene, strengthen and expand partnerships with Freedom Middle School, Friends of Refugees, and Global Growers to recruit students and expand outreach for the New Roots program.
- » Initiate conversations with Decide Dekalb and GPTC to explore opportunities for nutrition, culinary, and food systems education within the high school curriculum or through city-based programs for older youth.
- » Map opportunities for additional workshops, nutrition education, internships, and entrepreneurial training



RECOMMENDATION D-2:

Create a centralized resource sharing plan to disseminate information about food and agricultural programming and events

Residents and community members reported that it was difficult to find out about new events or programming, or that they found out about them too late and were not able to participate. To prevent this, the city can dedicate a page on the city website to a calendar of food & agriculture-related events. 36.6% of survey respondents reported getting their information through online resources, while another 28.4% of participants reported getting information from local business bulletins or in-person flyers. The calendar can be updated quarterly by the Local Food & Agriculture Committee. The calendar can also be printed and distributed to central locations around the city, including the Clarkston Library, Clarkston Community Center, and Refuge Coffee. The city can work with the Downtown Business Association to source other locations to host flyers.

With over 60 different languages spoken in the city and differing literacy levels, community engagement feedback highlighted the need for centralized and accessible communication for all community members. 50.7% of survey respondents reported getting their information primarily through word of mouth. Engaging community members as ambassadors for City Agriculture Plan programming will also be key. Information hosted on the central website can also be distributed at outreach activities including mobile markets, the Farmers Market, and other events.



KEY INITIAL STEPS

- » Clarkston Local Food & Agriculture Committee can compile a list of upcoming food and agriculture-related events in and around the city.
- » The compiled list can be shared with the City of Clarkston communications department to be uploaded to the city website.
- » The compiled list can be formatted into a flyer to be printed by city staff and distributed to prominent businesses in the community quarterly.

POTENTIAL LEAD PARTNERS

- » City of Clarkston
- » Clarkston Local Food & Agriculture Committee

POTENTIAL SUPPORT PARTNERS

- » Refuge Coffee, Clarkston Library
- » Clarkston Community Center
- » Downtown Business Association

RECOMMENDATION D-3:

Develop and promote cultural and tourism activities that promote the unique qualities of Clarkston's local food system

Clarkston's cultural and culinary diversity is a unique asset held by the community. Leveraging this diversity into an external attraction can increase travel to Clarkston while highlighting the unique qualities of the community. The City of Clarkston can partner with ongoing festivals like Refuge Coffee's semi-annual markets and the new Clarkston Maker's Market to strengthen festival offerings, increase turnout, and assist in marketing efforts. Yearly or bi-yearly events can bring together collaborative partners across the food system, including growers, restaurateurs, food processors, composters, youth groups, health and wellness organizations, and more. The event can be hosted at Send Relief's green space, Refuge Coffee, or city-owned land such as the old City Hall annex. All three locations are accessible, central, and visible. The event can serve as a showcase for local food and recipes from prominent cultural groups, offer agriculture education workshops, host a mini-farmers market, and offer an open house/tabling area for local organizations. The Clarkston Local Food & Agriculture Committee can facilitate partnership coordination and scheduling events with city input.

Additionally, smaller scale programming can be developed through partnerships with non-profit and community organizations. Developing culturally relevant and focused activities is well situated to form longer-term partnerships between Clarkston Library and local organizations. The Library can explore the feasibility of launching a "Clarkston Food System Passport" program. This would be structured similar to a scavenger hunt. Participants who visit or participate in different aspects of the food system (e.g. attend an event, visit or volunteer at a community garden, purchase produce from a local vendor) are eligible for a prize upon completion. Friends of Refugees can provide demonstration garden space as one of the destinations on the "passport" and launch a "New American Trail" which highlights the diversity of the Clarkston Community. This program could work to engage youth and families interested in learning about the local food system.

POTENTIAL PARTNERS

- » Refuge Coffee
- » Edwin Jarvis
- » Send Relief
- » City of Clarkston
- » Clarkston Library
- » Clarkston Local Food & Agriculture Committee
- » Friends of Refugees



RECOMMENDATION D-4:

Expand workforce development opportunities focused on local food and agriculture

Expanding food and agricultural programming and infrastructure includes supporting opportunities for local entrepreneurs and growers. There are several organizations working in and around Clarkston with experience and resources to support workforce development programs. Increasing collaboration amongst these partners and increasing direct support with centralized resources could help job seekers interested in food and agriculture find local opportunities.

Potential partners include Georgia Piedmont Technical College who can facilitate their Hospitality and Kitchen Fundamentals program and adapt it for a culinary skills focus. Decide DeKalb is an experienced workforce development partner with strong ties to county academic and industry partners. They are looking to expand their project-based Career, Technical, and Agricultural Education partnership with DeKalb County schools to support new clusters of schools creating pipelines to agricultural careers through STEAM curriculum. Send Relief in downtown Clarkston has a modern commercial kitchen available to serve their vision of culinary education and local food business incubation. Additional local organizations such as Fresh Harvest and Global Growers focus on hyper local hiring, especially within the local refugee community. Refugees make up over 75% of Fresh Harvest team, with many progressing into leadership or managerial roles. Global Growers connects over 200 growers with access to land at 7 sites, including many who are starting their own agribusinesses.

POTENTIAL PARTNERS

- » Georgia Piedmont Technical College
- » Decide DeKalb Development Authority
- » Send Relief
- » Fresh Harvest
- » Global Growers



A photograph of a garden bed. In the foreground, a wooden sign with the word 'Herbs' written in green cursive is stuck in the soil. The sign is made of two pieces of wood. To the right of the sign, there are several green herb plants, some with white labels. In the background, there are more plants and a wooden fence. The text 'NEXT STEPS' is overlaid in white capital letters on a semi-transparent dark band across the middle of the image.

NEXT STEPS

NEXT STEPS

This plan will be submitted to the City of Clarkston's City Council for their review, approval, and adoption. Upon adoption of the City Agriculture Plan, the implementation phase will begin. FWA will award a \$75,000 implementation grant to fund the process, while the City is providing matching in-kind support. FWA will remain a partner during the implementation phase, as the steering committee and relevant City departments confirm prioritized projects and take key initial steps towards the recommendations in this plan.

This plan's recommendations are categorized within each priority area by their status as a short-term or long-term prospect for implementation. At the end of the planning process, the steering committee indicated their priorities for initial funding or action below.

The recommendations for implementation range from expansion of current food and agriculture work to substantial new projects serving the community. New programmatic activity will require additional administrative capacity. Key considerations for furthering implementation include:

- » Formation of the Local Food and Agriculture Committee to direct implementation project activity
- » Coordination of implementation partners to allocate implementation grant budget and track impact metrics across projects
- » Leveraging the full in-kind commitment of the City including resources such as land for growing space, staff time, and communications support

Top Identified Short-Term Recommendations *In order of Steering Committee priority*

Recommendation

- A-1 Form a Local Food and Agriculture Committee to guide implementation
- A-2 Launch a food waste reduction program at Clarkston High School
- B-1 Launch a home and community growers network to increase connections and share resources
- C-1 Increase mobile market opportunities in residential and community spaces
- C-2 Offer educational programming on nutrition, cooking, and preserving foods
- D-1 Increase youth food and agriculture programming
- D-2 Create a centralized resource sharing plan to disseminate information about food and agricultural programming and events

» TO LEARN MORE

For more information on the planning process in Clarkston, including the resources below, please visit [Food Well Alliance website](#).

- » Community Food and Agriculture Asset Map and List
- » Community Survey
- » Community Engagement Analysis Report

CLARKSTON
CITY
AGRICULTURE
PLAN



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8D	New Business Items	NO

SUBJECT: To approve the official acceptance of the resignation of John Gagne from the Downtown Development Authority.

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To discuss official acceptance by the City Council of the resignation of Mr. John Gagne (board member) from Clarkston Downtown Development Authority.

IMPACT: On Friday, October 17, 2025, Director John Gagne submitted his formal resignation from the Downtown Development Authority.

In accordance with Article II, Section 4 of the DDA Bylaws, this notice is being provided in writing to both the Chair of the DDA and the City Council. As stated in the bylaws, such resignations take effect as specified in the resignation letter and become official upon acceptance by the City Council.

FUNDING SOURCE: N/A

RECOMMENDATION: For City Council to officially accept Mr. John Gagne's resignation from the Downtown Development Authority.

NEXT STEPS:

After official acceptance by City Council, Planning and Economic Development staff will cause advertisement of the open DDA seat to be published. The seat is to be filled through appointment by the City Council.

October 17, 2025

Jacob Bouie
Economic Development Coordinator
City of Clarkston
736 Park North Blvd
Clarkston, GA 30021

Dear Jacob,

Please accept this letter as formal notification that I am resigning from my position as Director with the Clarkston Downtown Development Authority effective 10/17/2025. Significant personal events in my life along with the rigors of maintaining my business are consuming most of my available time. I am unable to give full attention to the needs of the Clarkston DDA. It is my hope that there will be understanding with this difficult decision.

I am grateful for the opportunity to be a part of the Clarkston DDA, the professional growth that I have experienced during my time with the authority, and the support I have received from all. I have faith the Clarkston DDA will continue to be an integral part of the community and will forever be committed to the growth and success of the city of Clarkston.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. G. Gagne', with a long horizontal stroke extending to the right.

John G Gagne

CC: Richard Edwards



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8E	New Business Items	NO

SUBJECT: To approve the City Council appointment of Attorney Tunde Akinyele to the position of Ethics Hearing Officer.

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To discuss City Council appointment Attorney Tunde Akinyele for the ethics officer position. Attorney Akinyele is experienced and very well respected in the legal community. He has served as an ethics officer for other local governments and has also served with distinction as a personnel hearing officer for the City of Clarkston. of an Ethics Hearing Officer.

IMPACT: Chapter 2 – ADMINISTRATION, DIVISION 2. - ETHICS PROCEDURE, Sec. 2-60. - Hearing officer of the City of Clarkston Code of Ordinances provides:

“Initial review of ethics complaints, investigations and hearings pursuant to this article shall be conducted by a neutral hearing officer. Such hearing officer shall be a member in good standing of the State Bar of Georgia for at least the most recent five (5) years. **The ethics hearing officer shall be nominated by the city manager and approved by the city council.** Such hearing officer shall be engaged by the city pursuant to an annual contract for services and shall be compensated for said services

at a reasonable hourly rate to be determined by such contract. The ethics hearing officer shall not reside in nor have a business license with the city, nor shall the hearing officer have any personal or business relationship with any city elected official or the city manager. If such a prohibited relationship arises during the term of the hearing officer he shall immediately inform the city manager and resign his position. The hearing officer shall be prohibited from engaging in city election political activities and from making campaign contributions to candidates in city elections during his term as ethics hearing officer and for six (6) months prior to his appointment and shall not have any other contract or business with the city.

Attorney Akinyele is experienced and very well respected in the legal community. He has served as an ethics officer for other local governments and has also served with distinction as a personnel hearing officer for the City of Clarkston.

FUNDING SOURCE: Expected value of contract is less than \$25,000 and is therefore under the spending authority of the City Manager.

RECOMMENDATION: The City Manager's office recommends that the City Council accept the City Manager's nomination of Attorney Tunde Akimyele as Ethics Hearing Officer.

NEXT STEPS:

With the assistance of Attorney Quinn, the City Manager's Office will work to engage the Ethics Hearing Officer pursuant to an annual contract for services. The expected value of the contract is less than \$25,000 and is therefore under the spending authority of the City Manager.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8F	New Business Items	NO

SUBJECT: To approve a resolution authorizing the award of a contract to Site Engineering, Inc., the most responsive and responsible bidder, for temporary repairs to the Norman Road Dam downstream embankment slope, in the amount of \$65,000 to be funded through SPLOST II.

PRESENTER CONTACT: City Engineer, Larry Kaiser

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE: To procure the services of a contractor to construct temporary repairs to the Norman Road Dam as a result of damage to the downstream embankment slope from Hurricane Helene.

IMPACT: Staff prepared a scope of work and specifications for temporary repairs to the downstream slope embankment for the Norman Road dam. Refer to Exhibit B for images of the downstream slope existing conditions and repair scope of work.

Under the new state procurement law for public works projects (written quotes if project cost is under \$250,000), the city could have solicited written quotes without officially advertising to-bid. To receive the greatest contractor exposure, the city chose to advertise. The project was advertised for 3 weeks and 3 bids were received from the following contractors. Refer to Exhibit A – Bid Tabulation:

- Site Engineering, Inc. – \$65,000
- Construction 57, Inc. - \$96,750
- Multiplex - \$97,850

FUNDING SOURCE: The funding source for this project would be SPLOST II. Project Category is Transportation (Norman Road Dam)

Bid scope requires completion within 90 days of NTP issuance and \$250/day liquidated damages.

The City Engineer's estimate of construction cost was \$75,000.

RECOMMENDATION: Staff has evaluated the low bidder – Site Engineering, including their references, qualifications, and an on-site meeting to ensure a complete understanding of the scope, and thus recommend that they be awarded a contract in the amount of \$65,000.

NEXT STEPS: (1) Contingent on council approval, prepare a contract for signature at the November 6 council meeting, (2) If approved in November, obtain all bonding and issue a NTP in November

Attachments: Exhibit A – Bid Tabulation
Exhibit B – Project Image

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA AWARING A CONTRACT TO SITE ENGINEERING, INC. FOR TEMPORARY REPAIRS TO THE NORMAN ROAD DAM DOWNSTREAM EMBANKMENT SLOPE.

* * * * *

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

Section 1. That the City Council awarding a contract to Site Engineering, Inc. for the temporary repairs to the Norman Road Dam downstream embankment slope in the amount of \$65,000 to be funded out of SPLOST II. A copy of said contract is attached to this resolution as "Exhibit A" and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2025.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A



EXHIBIT A

NORMAN ROAD DAM
“DOWNSTREAM EMBANKMENT SLOPE REPAIRS”

SPILOST II

BID OPENING: September 30th, 2025; 3:00 PM

BIDDER	COMPLETED AND SIGNED INVITATION TO BID	BID PROPOSAL & ADDENDA ACKNOW. (0 Response to Questions-addendum)	BID BOND	QUALIFICATION SIGNATURE AND CERTIFICATION & CORPORATE CERTIFICATION	LIST OF SUBCONTRACTORS & PRIME CONTRACTOR PERFORMANCE OF WORK	CONTRACTOR AFFIDAVIT & AGREEMENT E-VERIFY (yes/no)	MINORITY ENTERPRISE AND CODE OF ETHICS FORMS	DISCLOSURE FORM	PROJECT WORK SCOPE AND SPECIFICATIONS	VENDOR QUESTIONNAIRE & CLIENT REFERENCE SHEET	TOTAL BID AMOUNT
Construction 57	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes/Yes	96,750.00
Motipk	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes/Yes	97,850.00
Sata Engineering	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes/Yes	65,000.00

BIDS RECEIVED BY: [Signature] Kaiser 9/30/25 [Signature] Michael Doonan
City-Manager-Miller-Thornton DATE: 9/30/25

NOTE: Bids not official until bid schedule is verified and all required submittals are submitted in accordance with the project bid documents and/or specifications



Norman Road

Temporarily remove fence in work zone & Re-install when work is completed

Remove all loose soil and vegetation within the failed area boundary and backfill with clean fine graded soil as outlined in the project specifications

Soil backfill - hand tamping - cellular cell confinement (geocells) with cells filled with soil and vegetative blanket (approximate cross hatched area)

Type 3 grouted rip rap (24 inches thick)

REMOVE COLLAPSED STONE WALL

CONSTRUCTION CONTRACT

NORMAN ROAD DAM DOWNSTREAM EMBANKMENT SLOPE REPAIRS

This **CONSTRUCTION CONTRACT** (“Contract”) made and entered into the date last signed below by and between the City of Clarkston (hereinafter called the “CITY”), and Site Engineering Inc. (hereinafter called the “Contractor”). (CITY and Contractor hereinafter sometimes referred to individually as “Party” or collectively as “Parties”).

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

1. TERM:

The Work to be performed under this Contract shall commence upon the date stated in the Notice to Proceed Letter and be completed within 90 calendar days from the date stated in the Notice to Proceed Letter. The “Term” of this Contract extends from the Notice to Proceed through such time as the Parties’ obligations herein have been satisfied.

2. ATTACHMENT(S):

The attached Exhibits A and B are incorporated herein by reference and specifically included in this Contract and are included when this Contract makes reference to the “Contract Documents”:

Exhibit A: General Conditions

Exhibit B: Submitted Bid Documents

3. PERFORMANCE:

Contractor agrees to furnish all skill and labor of every description necessary to carry and perform the services in accordance with the Contract Documents (the “Work”).

4. PRICE:

The CITY agrees to pay the Contractor, following receipt of a detailed invoice reflecting the actual Work satisfactorily performed by the Contractor, provided, however Contractor guarantees that the maximum price for materials, labor, and expenses, shall be the amount reflected in Bid Schedule; as included in Exhibit B.

5. INDEMNIFICATION AND HOLD HARMLESS:

Contractor further agrees to protect, defend, indemnify, and hold harmless the CITY, its council members, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontractor of the Contractor, as allowed under the law.

6. TERMINATION FOR CAUSE:

The CITY may terminate this Contract for cause upon ten (10) days prior written notice to the Contractor of the Contractor's default in the performance of any term of this Contract. Such termination shall be without prejudice to any CITY's rights or remedies provide by law.

7. TERMINATION FOR CONVENIENCE:

The CITY may terminate this Contract for its convenience at any time upon 30 days' written notice to the Contractor. In the event of the CITY's termination of this Contract for convenience, the Contractor will be paid for those services actually satisfactorily performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Contractor which shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The CITY may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Contractor. In the event of the CITY termination of this Contract for fund appropriation, the Contractor will be paid for those services actually satisfactorily performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Contractor which shall itemize each element of performance.

9. CONTRACTOR NOT TO DISCRIMINATE:

During the performance of this Contract, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Contractor will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subcontractor for standard commercial supplies of raw materials.

10. {RESERVED}

11. ASSIGNMENT:

The Contractor shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the CITY in writing.

12. WAIVER:

A waiver by either Party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

13. SEVERABILITY:

The Parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

14. GOVERNING LAW:

The Parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed and will be performed in DeKalb County, Georgia.

15. MERGER CLAUSE:

The Parties agree that the terms of this Contract include the entire contract between the Parties, and as such, shall exclusively bind the Parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

Signatures on the following page.

CITY OF CLARKSTON, GEORGIA

By: _____
Beverly H. Burks
Mayor

ATTEST: _____
Tomika Mitchell, City Clerk

Date: _____

Approved as to form:

Stephen Quinn
Stephen G. Quinn, City Attorney

CONTRACTOR: SITE ENGINEERING INC

Signature _____

Print Name _____

Print Title _____

ATTEST:

Date _____

Signature

Print Name _____

Print Title _____

EXHIBIT A

GENERAL CONDITIONS

1. SCOPE OF WORK

The Contract will be to provide services to the CITY in accordance with the Contract Documents. All Work shall be performed in accordance with the Work Scope and Project Specifications developed by the CITY and included in Exhibit B attached hereto.

2. REGULATIONS

- 2.1 The Contractor shall comply with all applicable federal, state and local laws, ordinances, rules and regulations pertaining to the performance of the Work specified herein.
- 2.2 The Contractor shall obtain all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by Federal, State, and local laws, ordinance, rules and regulations, for the proper execution of the Work specified herein.
- 2.3 During the performance of this Contract, the Contractor shall keep current and, if requested by the CITY, provide copies of any and all licenses, registrations or permits required by applicable governing agencies, The Contractor shall keep a copy of any and all licenses, registrations and permits on the job site while performing the Contract Work.

3. WORK HOURS

- 3.1 The Contractor shall normally perform on-site work during Standard Work Hours which are between 7:00 a.m. and 5:00 p.m., Monday through Friday, excluding observed holidays. The Contractor shall perform no work during City of Clarkston observed holidays without the prior written permission of the CITY.
- 3.2 In the event an emergency condition is declared by the CITY, the Project Manager or his designee, Contractor will perform Work during such hours as requested by the CITY.
- 3.3 The CITY may order the Contractor to suspend, delay, or interrupt all or any part of the Work on for such a period of time as he may determine appropriate for the convenience of the CITY. The time for completion of the Work shall be extended by the number of days they work is suspended. The CITY shall not be responsible for any claims, damages or costs stemming from any delay of the Work.

4. CONTRACTOR'S PERSONNEL

- 4.1 The Contractor will abide by all State and Federal regulations on wages and hours of an employee dealing with the employment relationship between the Contractor and its subsidiaries or related parties and its employees, including but not limited to the

GENERAL CONDITIONS, continued

- Federal National Labor Relations Act, the Federal Fair Labor Standards Act, the Federal Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act.
- 4.2 The Contractor shall require all prospective employees to show proof of citizenship, or proof from the United States Immigration and Naturalization Service of valid entry permits and/or work permits for legal aliens and proof that such legal aliens are eligible to be employed in the United States. This includes any requirement for participation in the DHS e-Verify or SAVE program.
- 4.3 Should the Contractor engage employees who are illiterate in English, it will be the Contractor's responsibility and obligation to train such employees to be able to identify and understand all signs and notices in and /or around the areas that relate to them or the services being performed by them pursuant to this Contract. In addition, the Contractor will have someone in attendance at all times who can communicate instructions to said employee.
- 4.4 The Contractor shall maintain a drug-free workplace within the meaning of the Georgia Drug-free Workplace Act. No employee shall be hired by a Contractor for work on the CITY of Clarkston right-of-way prior to such employee having tested negative for drugs. In addition, existing employees have tested negative for drugs. In addition, existing employees of the Contractor must be subject to drug testing by the Contractor upon reasonable suspicion of drug use. Results of all such drug tests are to be retained by the Contractor. Copies shall be provided to the CITY if requested.
- 4.5 The Contractor shall transfer promptly from the project any employee or employees that the CITY advises are not satisfactory and replace such personnel with employees satisfactory to the CITY; but in no event shall the CITY be responsible for monitoring or assessing the suitability of any employee or agent of the Contractor.
- 4.6 The Contractor's employees shall be instructed that no gratuities shall be solicited or accepted for any reason whatsoever from the tenants, customers or other persons at the CITY.
- 4.7 A valid driver's license (Commercial Driver's License, if applicable) will be required of all personnel operating motor vehicles or motorized equipment on roadways in or around the City of Clarkston.
- 4.8 While working on City of Clarkston right-of-way, all Contractor's employees shall wear neat-appearing business casual attire or uniforms with the company name and/or logo and footwear of a style that complies with all legal and safety requirements, including and without limitation, the requirements of OSHA.
- 4.9 Designation of Supervisor- the Contractor shall designate an experienced Supervisor ("Supervisor") acceptable to the CITY for all purposes related to the work. The Supervisor on this project shall be Carter Hewitt. The Contractor shall provide the resume of the Supervisor proposed for the project and an interview with the CITY may be required.
- 4.9.1 The Supervisor shall be fully responsible for the Contractor meeting all of its obligations under this Contract. The Supervisor shall provide the CITY with an appropriate status report on the progress of the Work on a bi-weekly basis. This can be undertaken via a text or an email to the CITY Engineer.
- 4.9.2 The Supervisor shall be available, as reasonably required, to be on-site during necessary times. Such times shall be discussed between the Supervisor and the CITY, but the final required times will be the CITY discretion.

GENERAL CONDITIONS, continued

- 4.9.3 In the event that the designated Supervisor terminates employment with the Contractor or is requested by the CITY to be removed from the role of Supervisor (as provided in Section 4.5), the position shall be assumed by an individual with equivalent qualifications, experience, and knowledge. Such replacement shall require the CITY prior approval.
- 4.10 If Contractor replaces a proposed team member, the Contractor shall replace that team member with a person of similar experience. The CITY reserves the right to accept or reject any proposed or replacement team member, with or without cause, at any time during the duration of the Work.

5. TOOLS AND EQUIPMENT

It shall be the sole responsibility of the Contractor to provide for all tools, parts, and equipment necessary to perform Work under this Contract.

6. PERFORMANCE REQUIREMENTS

- 6.1 The Contractor shall perform all of its obligations and functions under the Contract in accordance with the Contract specifications and industry standards. The Contractor shall adjust and coordinate its activities to the needs and requirements of the CITY and perform its activities so as not to annoy, disturb, endanger, unreasonably interfere with or delay the operations or activities of the CITY.
- 6.2 The Contractor's personnel shall perform work in compliance with all Federal, State, and CITY of Clarkston regulations.
- 6.3 Dates for commencement and completion of Work shall be coordinated with the City Engineer.
- 6.4 Any work required beyond that which is specified herein shall be reported in advance to the CITY. At no time shall work beyond the scope be performed without prior written authorization from the CITY.
- 6.5 The Contractor shall utilize maximum safety procedures. Tools and equipment will be in a good state of repair, safe to use, and be used in the manner which they were intended. The Contractor is required to inform all workers and concerned persons of the Material Safety Data on all products being utilized on this project. No materials or equipment will be left unattended at any time.
- 6.6 Liquidated damages in the amount of \$250 per work day will be assessed in the event that work is not completed within the Term of the contract; ninety (90) calendar days; unless there exists quantifiable events that are outside the control of the Contractor. If such events exist, the Contractor will document and provide to the CITY an explanation and the CITY will subsequently determine if such event (s) are excluded from the liquidated damages clause

7. CONFIDENTIAL INFORMATION

- 7.1 In the course of performing the Work, the Contractor may gain access to security-sensitive and other sensitive information of the CITY.
- 7.2 The Contractor agrees to hold all CITY data and information in confidence and to make such information known only to its employees and subcontractor who

GENERAL CONDITIONS, continued

have a legitimate need to know such information and only after advising such persons of the Contractor's non-disclosure obligations.

- 7.3 The Contractor shall seek the CITY prior written consent before using for any purpose other than the fulfillment of the Contractor's obligations hereunder, or before releasing, disclosing, or otherwise making such information available to any other person.
- 7.4 The Contractor shall employ such practices and take such actions to protect the CITY's information from unauthorized use or disclosure as the Contractor employs and takes to protect its own information, but in no event shall the Contractor use less than reasonable efforts to protect the CITY's information.
- 7.5 The provisions of this Section shall survive the expiration or earlier termination of the Contract.

8. WORK SITE

During the progress of the Work specified herein, the Contractor shall keep the area of and surrounding the Work Site free from accumulation of waste materials, and other debris resulting from, Work, as well as tools, equipment, machinery and surplus material, and leave the Work Site clean and ready for public use of the CITY right-of-way.

9. SAFETY AND PROTECTION

The Contractor shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the worksite and other persons including, but not limited to, the general public who may be affected thereby.

10. COMPENSATION – INVOICE AND PAYMENT FOR SERVICES

- 10.1 The CITY shall pay the Contractor, subject to any authorized deductions, the applicable prices set forth for each service authorized by the CITY, and actually delivered or performed, as the case may be, by the Contractor to the satisfaction and acceptance, as appropriate, of the CITY. The timing of such payments shall be as set forth below in this Section.
- 10.2 The Contractor shall invoice with such supporting documentation and other backup material as the CITY may reasonably require. The Contractor shall provide the Proof of Payment attached as an Exhibit hereto, indicating all subcontractors, if applicable, have been paid, and documented in each invoice.
- 10.3 The CITY will withhold ten (10%) as retainage on all invoices with retainage released upon completing all punch list items as approved by the CITY Engineer
- 10.4 The Contractor shall deliver to the CITY approval and acceptance, and before eligible for final payment of any amounts due, all documents and material prepared by the Contractor for the CITY under this Contract.

GENERAL CONDITIONS, continued

- 10.5 The CITY shall pay the undisputed amount of the Contractor's invoice, as it may be reduced to reflect unsubstantiated or unsatisfactory service. Items in dispute shall be paid upon the resolution of the dispute. No verification or payment of any amounts invoiced shall preclude the CITY from recovering any money paid in excess of that due under the terms of this Contract.
- 10.6 The Contractor shall be obligated to pay promptly all proper charges and costs incurred by the Contractor for labor and expenses incurred for the Work performed hereunder. The CITY shall have the right, but not the obligation, to pay directly to third parties (including subcontractors) all past due amounts owed by the Contractor to third parties for labor and materials used for the Work hereunder, based on invoices submitted by such third party, and all such amounts paid by the CITY shall be applied toward, and shall reduce, amount owed to Contractor hereunder.
- 10.7 The Contractor shall submit all invoices electronically to the CITY's City Engineer; kaiser@co-infra-services.com.
- 10.8 The Contractor agrees that the compensation provided herein shall be full and final settlement of all claims arising against the CITY for work done, materials furnished, costs incurred or otherwise arising out of this Contract and shall release the CITY from any and all further claims related to the payment for services and materials furnished in connection with this Contract.

11. COMPLIANCE WITH LAWS AND REGULATIONS

- 11.1 The Contractor shall perform its obligations and functions hereunder in compliance with the applicable laws of the United States, the State of Georgia, DeKalb County, the City of Clarkston, and any applicable rules, regulations or directives of any agency thereof. OSHA rules and regulations shall be followed at all times. The CITY shall have the right (but not the obligation) to contest or challenge by any means whatsoever any law, regulation, rule or directive which in any way affects or otherwise impacts upon the Contractor's performance of its obligations and functions hereunder; the Contractor shall cooperate to the fullest extent and take whatever action (including becoming a party in any litigation) the CITY should reasonably request in connection with any such challenge or contest by the CITY.

GENERAL CONDITIONS, continued

- 11.2 The Contractor shall obtain and keep current all licenses, permits and authorizations, whether municipal, county, state or deferral, required for the performance of its obligations and functions hereunder and shall pay promptly when due all fees, therefore.
- 11.3 The Contractor shall abide by all applicable state and federal regulations pertaining to wages and hours of employees; including but not limited to the Contractor's compliance with requirements of O.C.G.A. 13-10-91 and Rule 300-104-1-02.

12. CONTRACTOR'S LIABILITY

The Contractor shall be responsible for the prompt payment of any fines imposed by the CITY by any other federal, state or local governmental agency as a result of the Contractor's, or its subcontractor's (or the officers' directors', employees' or agents' of either), failure to comply with the requirements of any law or any governmental agency rule, regulation, order or permit. The liability of the Contractor under this Section 12 is in addition to and in no way a limitation upon any other liabilities and responsibilities which may be imposed by applicable law or by the indemnification provision of Section 13 hereof, and such liability shall survive the expiration or earlier termination of this Contract.

13. INDEMNIFICATION AND INSURANCE

- 13.1 The Contractor shall, to the extent allowed under Georgia law, indemnify, defend and hold completely harmless the CITY, including and without limitation CITY elected officials, CITY employees and CITY Engineer and other CITY agents from and against any and all liabilities (including statutory liability and liability under Workers' Compensation Laws), losses, suits, claims, demands, judgments, fines, damages, costs and expenses (including all costs for investigation and defense thereof, including, but not limited to, court costs, paralegal and expert fees and reasonable attorneys' fees) which may be incurred by, charged to or recovered from any of the foregoing by (i) reason or on account of damage to or destruction or loss of any property of the CITY, or any property of, injury to or death of any person resulting from or arising out of or in connection with the performance of this Contract, or the acts or omissions of the Contractor's directors, officers, agents, employees, subcontractors, licensees or invitees, in connection with the performance of this Contract regardless of where the damage, destruction, injury or death occurred, **unless** such liability, loss, suit, claim, demand, judgment, fine, damage, cost or expense was proximately caused solely by CITY negligence, or (ii) arising out of or in connection with the failure of the Contractor to keep, observe or perform any of the covenants or agreements in this Contract which required to be kept, observed or performed by the Contractor, or (iii) arising out of or in connection with any claim, suit, assessment or judgment prohibited by Section 13.4 below by or in favor of any person described in Section 13.5 below, or (iv) arising out of or in connection with any action by Contractor or its directors, officers, agents, employees, subcontractors, licensees or invitees. The CITY agrees to give the Contractor reasonable

GENERAL CONDITIONS, continued

notice of any suit or claim for which indemnification will be sought hereunder, to allow the Contractor or its insurer to compromise and defend the same to the extent of its interest, and to reasonably cooperate with the defense of any such suit or claim. In carrying out its obligations under this section, the Contractor shall engage counsel reasonably acceptable to the CITY. In any suit, action, proceeding, claim or demand brought in respect of which the CITY may pursue indemnity, the CITY shall have the right to retain its own counsel, but the fees and expenses of such counsel shall be at the expense of the CITY **unless** (1) the Contractor and the CITY have mutually agreed to the contrary, (2) the Contractor has failed within a reasonable time to retain counsel reasonably satisfactory to the CITY, or (3) the CITY and the Contractor are both named parties in any such proceeding and, in the sole judgment of the CITY, representation of both the CITY and the Contractor by the same counsel would be inappropriate due to actual or potential differing interests between them. The indemnification provisions of this Section 13 shall survive the expiration or earlier termination of this Contract with respect to any acts or omissions occurring during the term of the Contract. Notwithstanding anything contained in the foregoing indemnity, any claim for indemnity by the CITY for claims of third parties alleging harm due to contracting services provided by Contractor, to the fullest extent permitted by law, Contractor shall indemnify the CITY from and against losses, damages, and judgments arising from such claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to have been caused by a negligent act, error or omission of Contractor or its sub-Contractors in the performance of contracting services under this Agreement.

- 13.2 The Contractor shall assume all responsibility for loss caused by neglect or violation of any state, federal, municipal or agency law, rule, regulation or order. The Contractor shall give to the proper authorities all required notices relating to its performance, obtain all official permits and licenses, and pay all proper fees and taxes. It shall promptly undertake proper monetary restitution with respect to any injury that consequence of its work. The Contractor will notify the CITY in writing of any claim made or suit instituted against the Contractor because of its activities in the performance of the Contract.
- 13.3 No recourse under or upon any obligation, covenant or agreement contained in this Contract, or any other agreement or document pertaining to the Work or services of the Contractor hereunder, as such may from time to time be altered or amended in accordance with the provisions hereof, or any judgment obtained against the CITY, or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any statute or otherwise, under or independent of this Contract, shall be had against CITY Council, or any officer, employee or agent, as such, past, present, or future of the CITY, either directly or through the CITY or otherwise for any claim arising out of or in connection with this Contract or the Work or services conducted pursuant to it, or for any sum that may be due and unpaid by the CITY. Any and all personal liability of every nature, whether at

GENERAL CONDITIONS, continued

common law or in equity, or by statute or by constitution or otherwise, of any such member, officer, employee, or agent, as such, to respond by reason of any act or omission on his or her part or otherwise for any claim arising out of or in connection with this Contract or the Work or services conducted pursuant to it, or for the payment for or to CITY, or any receiver therefore or otherwise, or any sum that may remain due and unpaid by the CITY, is expressly waived and released as a condition of and in consideration of the execution of this Contract and the promises made to the Contractor pursuant to this Contract.

13.4 In any and all claims against the CITY, or any of their officers, members, agents, servants or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation of the Contractor under this Section 13 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.

13.5 No provisions of Section 13 herein shall be construed to negate, abridge, or otherwise reduce any other right of indemnity that the CITY may have as to any party or person described therein.

13.6 (intentionally omitted)

13.7 Insurance

13.7.1 General Liability and Automobile Liability. The Contractor shall purchase and maintain in force during the Term of the Contract, at its own cost and expense, to protect the CITY, its elected officials, staff or agents, from and against any and all liabilities arising out of or in connection with the Contractor's performance of the Work:

(remainder of this page intentionally left blank)

GENERAL CONDITIONS, continued

- (1) Commercial general liability insurance with coverage of not less than ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence, and with contractual liability coverage for Contractor's covenants to and indemnification of the CITY under the Contract, and
- (2) Automobile liability insurance with policy limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence covering each motor vehicle operated on CITY property.

13.7.1.1 Self-Insured Retention. Contractor's commercial general liability insurance policies shall not be subject to a self-insured retention exceeding \$10,000, if the value of the Contract is less than \$1,000,000, and not be subject to a self-insured retention exceeding \$100,000 if the Contract is \$1,000,000 or more unless approved by the CITY. Contractor's automobile liability insurance policies shall not be subject to a self-insured retention exceeding \$10,000 unless approved by the CITY.

13.7.1.2 Additional Insured Endorsement. Contractor agrees and shall cause the CITY or CITY Council, officers, employees, and agents to be named as additional insured's under such policy or policies of commercial general and automobile liability insurance.

13.7.1.2 Workers' Compensation and Employer's Liability. If Contractor has any employee working on CITY property, Contractor shall procure and maintain in force during the term of the Contract (i) workers' compensation insurance, and (ii) employer's liability insurance. The policy limits of the Contractor's employer's liability insurance shall not be less than \$100,000 for "each employee." If the Contractor is self-insured, the Contractor shall provide proof of self-insurance and authorization to self-insure as required by applicable state laws and regulations.

13.7.3 Professional Liability Insurance. The Contractor shall purchase and maintain in force during the term of the Contract, Professional Liability insurance which will pay for damages arising out of errors or omissions in the rendering, or failure to render professional services under the Contract in the amount of at least ONE MILLION DOLLARS (\$1,000,000.00) per claim. Such insurance must contain nose and tail coverage to include work performed by the Contractor from the project's inception

GENERAL CONDITIONS, continued

date and until such time as the Statute of Limitations has run for the work done on the project.

13.7.4 Health Insurance. Not applicable.

13.7.5 Garage Liability Insurance. Not applicable.

13.7.6 Garage Keeper's Legal Liability Insurance. Not applicable.

13.7.7 Crime Coverage. Not applicable.

13.7.8 Pollution Liability Insurance. Not applicable.

13.7.9 Deductibles. The Contractor's policies of insurance required by this Section 13.7 may require the Contractor's payment of a deductible, provided the Contractor's insurer is required to pay claims from the first dollar at 110% of the claim value without any requirement that the Contractor pays the deductible prior to its insurer's payment of the claim.

13.7.10 Other Insurance Requirements. All insurance policies required by this Section 13.7 shall be provided that they are primary insurance with respect to any other valid insurance the CITY may possess and that any other insurance the CITY does possess shall be considered excess insurance only. All such insurance shall be carried with a company or companies which meet the requirements of Section 14.2 of these General Conditions and said policies shall be in a form satisfactory to the CITY. A properly completed and executed Certificate of Insurance on a form provided or approved by the CITY (such as a current ACORD certificate of insurance) evidencing the insurance coverage required by this Section shall be furnished to the CITY upon the Contractor shall provide the CITY with at least thirty

(30) days' prior written notice of any adverse material change in the Contractor's required insurance coverage except that ten (10) days' notice of cancellation for non-payment is required. For purposes of this Section 13.7.10, and "adverse material change" shall mean any reduction in the limits of the insurer's liability, any reduction, non-renewal or cancellation of any insurance coverage, or any increase in the Contractor's self-insured retention. Prior to the expiration of any such policy, the Contractor shall file with the CITY a certificate of insurance showing that such insurance coverage has been renewed. If the insurance coverage is canceled or reduced, the Contractor shall, within five (5) days after such cancellation or reduction in coverage, file with the CITY a

GENERAL CONDITIONS

certificate showing that the required insurance has been reinstated or provided through another insurance company or companies approved by the CITY. If the Contractor fails to obtain or have such insurance reinstated, the CITY may, if it so elects, and without waiving any other remedy it may have against the Contractor, immediately terminate this Contract upon written notice to the Contractor. The CITY shall have the right to alter the monetary limits or coverage herein specified from time to time during the term of this Contract, and the Contractor shall comply with all reasonable requests of the CITY with respect thereto.

14. LIABILITY INSURANCE

- 14.1 The Contractor shall be required to provide the bonds as dictated in Exhibit B.
- 14.2 Liability Insurance Companies furnishing insurance coverage required by these General Conditions shall (a) be approved to issue insurance policies in the State of Georgia, and (b) must have no less than a “B+” Financial Rating and a Financial Size Category of “Class VI” or higher according to the most current edition of A.M. Best’s Insurance Reports. If the liability insurer is rated by A.M. Best’s Insurance Reports at an “A- Financial Rating and a Financial Size Category of “Class VIII” or higher than the CITY may waive the requirement for the insurer to be approved by the State of Georgia.

15. CONTRACT ADJUSTMENTS

- 15.1 Notwithstanding any provision herein to the contrary, the CITY reserves the right to modify at any time the nature, method, scope, frequency, or timing of the Contractor’s obligations under this Contract (Contract Adjustments) in whatever manner it determines to be reasonably necessary for the proper completion of the Contractor’s work hereunder. Both Parties agree that, should any Contract Adjustments be made, the Contractor’s compensation will be adjusted accordingly, in such amount or amounts as will be mutually agreed to by means of good-faith negotiation by the CITY, the CITY and Contractor and, to the extent possible, by reference to any unit costs already established in the submitted Bid Package. Without exception, all deletion or additions to the scope of work will be set forth in a written Amendment to this Contract.
- 15.2 Notwithstanding the foregoing, the CITY shall have the right to terminate this Contract should the Contractor and the CITY fail to reach agreement on the adjusted compensation within thirty (30) days after the date of the Contract Adjustment.
- 15.3 Notwithstanding the foregoing, there shall be no upward adjustment of the compensation on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of the Contractor, its employees, agents, or its subcontractors to properly perform its obligations and functions under this Contract.

GENERAL CONDITIONS, continued

16. SUBCONTRACTORS

- 16.1 The Contractor shall perform all of its obligations and functions under this Contract by means of its own employees, or by a duly qualified subcontractor which is approved in advance by the CITY. Such subcontractor which is an affiliate, parent, or subsidiary company; or had principal owners, relative, management, or employees common to the Contractor; or any other party that has the ability to significantly influence the management or daily business operations of the subcontractor must be disclosed in writing to the CITY. Goods and services provided by subcontractors which are reimbursed by the CITY must be bona fide arm's-lengths transactions. In the event a subcontractor is employed, the Contractor shall continuously monitor the subcontractor's performance, shall remain fully responsible to ensure that the subcontractor performs as required and itself performs or remedy any obligations or functions which the subcontractor fails to perform properly.

Nothing contained herein shall be construed to prevent the Contractor from using the services of a common carrier for delivering goods to the CITY. The CITY shall approve the sub-Contractors listed in the Statement of Qualifications.

- 16.2 This Contract shall be referred to and incorporated within any contractual arrangement between the Contractor and a subcontractor and, in such contractual arrangement; the subcontractor shall give its express written consent to the provisions of this Section 16. To the extent feasible, the provisions of this Contract shall apply to any such subcontractor in the same manner as they apply to the Contractor. However, such application shall neither make any subcontractor a Party to this Contract nor make such subcontractor a third-party beneficiary hereof.
- 16.3 In the event that the Contractor employs a subcontractor, then the CITY may require that copies of invoices for all work (including invoices submitted to the Contractor for work performed by a subcontractor) shall be submitted to the CITY by the Contractor and the CITY shall pay all compensation to the Contractor. It shall be the sole responsibility of the Contractor to deal with a subcontractor with respect to the collection and submission of invoices and the payment of compensation. In no event shall the CITY have any obligation or liability hereunder to any subcontractor, including, in particular, any obligations of payment.

17. DEFAULT AND TERMINATION

- 17.1 In the event that:
- 17.1.1 the Contractor shall fail to keep, perform or observe any of the promises, covenants or agreements set forth in this Contract (provided that notice of the first failure shall have been given to the Contractor, but whether or not the Contractor shall have remedied any such failure); or
- 17.1.2 the Contractor shall fail to keep, perform or observe any promise, covenant, or agreement set forth in this Contract, and such failure shall continue for a period of more than five (5) days after delivery to the Contractor of a written notice of such breach or default; or

GENERAL CONDITIONS, continued

- 17.1.3 the Contractor's occupational or business license shall terminate, or the Contractor shall fail to provide the CITY with any bond, letter of credit, or evidence of insurance as required by the Contract Documents, for any reason; or
- 17.1.4 the Contractor fails for any reason to provide the CITY with an acceptable renewal or replacement bond or letter of credit within the time period specified by a provision for this Contract; or
- 17.1.5 the Contractor shall become insolvent, or shall take the benefit of any present or future insolvency statute, or shall make a general assignment for the benefit of creditor, or file a voluntary petition in bankruptcy or a petition or answer seeking an arrangement for its reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy laws, or under any other law or statute of the United States or any State thereof, or shall consent to the appointment of a receiver, trustee or liquidator of all or substantially all of its property; or
- 17.1.6 the Contractor shall have a petition under any part of the Federal Bankruptcy laws, or an action under any present or future insolvency laws or statute filed against it, which petition is not dismissed within thirty (30) days after the filing thereof; or
- 17.1.7 there is an assignment by the Contractor of this Contract or any of the Contractor's rights and obligations hereunder for which the CITY has not consented in writing; or
- 17.1.8 the Contractor shall default on any other agreement entered into by and between Contractor and the CITY, then, in its discretion, the CITY shall have the right to terminate this Contract for default, which termination shall be effective upon delivery of written notice of such termination to the Contractor. In the event that the CITY terminates this Contract for default, or the Contractor abandons or wrongfully terminates the Contract, the Contractor shall be paid for compensation earned to the date of termination or abandonment (but the CITY shall have the right to reduce by off-set any amounts owed to the Contractor hereunder or under any other Contract or obligation by the amount of the CITY damages and any amounts owed by the Contractor to the CITY), but the Contractor shall not be compensated for any profits earned or claimed after the receipt of the CITY notice of termination by default or after abandonment or wrongful termination. The CITY election to terminate or not to terminate this Contract in part or whole for the Contractor's default shall in no way be construed to limit the CITY right to pursue and exercise any other right or remedy available to it pursuant to the terms of the Contract or otherwise provided by law or equity.
- 17.2 Notwithstanding anything else herein contained, the CITY may terminate this Contract in whole or in part at any time for its convenience by giving the Contractor thirty (30) days written notice. In that event, the Contractor shall proceed to complete any part of the work, as directed by the CITY, and shall settle all its claims and obligations under the Contract, as directed by the CITY. The Contractor shall be compensated by the CITY in accordance with the

GENERAL CONDITIONS, continued

provisions hereof, including in particular Section 2 of these General Conditions, provided, however, that in no event shall Contractor be entitled to compensation for work not performed or for anticipatory profits. Contractor shall justify its claims, as requested by the CITY, with accurate records and data.

- 17.3 Bankruptcy and Liquidation – In the event the Contractor (1) makes an assignment for the benefit of creditors, or petition or apply to any tribunal for the appointment of a custodian, receiver, or trustee for all or a substantial part of its assets; (2) commences any proceeding under any bankruptcy, reorganization, arrangement, readjustment of debt, dissolution, or liquidation law or statute of any jurisdiction whether now or hereafter in effect; (3) has had any such petition or application filed or any such proceeding commenced against it in which an order for relief is entered or an adjudication or appointment is made, and which remains un-dismissed for a period of sixty(60) days or more; (4) takes any corporate action indicating its consent to, approval of, or acquiescence in any such petition, application, proceeding, or order for relief or the appointment of a custodian, receiver, or trustee for all or substantial part of its assets; or (5) permits any such custodianship, receivership, or trusteeship to continue undischarged for a period of sixty (60) days or more causing the Contractor or any third party, including, without limitation, a trustee in bankruptcy, to be empowered under state or federal law to reject this Contract or any agreement supplementary hereto, the CITY shall have the following rights:

(i) In the event of a rejection of this Contract or any agreement supplementary hereto, the CITY shall be permitted to retain and use any back-up or archival copies of the software licensed hereunder under this Contract for the purpose of enabling it to mitigate damages caused to the CITY because of the rejection of this Contract. The CITY shall exert reasonable efforts to mitigate such damage by use of such back-up or archival copies.

(ii) In the event of rejection of this Contract or any agreement supplementary hereto, the CITY may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in Section 365(n) of the Bankruptcy Code. Upon written request of the CITY to, as applicable, the Contractor or the bankruptcy trustee or receiver. The Contractor or such bankruptcy trustee or receiver shall not interfere with the rights of the CITY as licensee as provided in this Contract or in any agreement supplementary hereto to obtain the Source Material(s) from the bankruptcy trustee and shall, if requested, cause a copy of such Source Material (s) to be available to the CITY.

(iii) In the event of rejection of this Contract or any agreement supplementary hereto, the CITY may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in section 365(n) of the Bankruptcy Code without prejudice to any of its rights of setoff with respect to this Contract under the Bankruptcy Code or applicable non-bankruptcy law; or In the event of a rejection of this Contract or any agreement supplementary hereto,

GENERAL CONDITIONS, continued

the CITY may retain its rights under this Contract or any agreement supplementary hereto as provided in section 365(n) of the Bankruptcy Code without prejudice to any of its right under section 503(b) of the Bankruptcy Code.

18. CITY AUTHORIZED REPRESENTATIVE

During the Term of this Contract, the CITY or designee may from time to time designate an individual to serve as the CITY Representative to serve in that capacity in the absence of the CITY , who shall have such authority to act on the CITY behalf as the CITY may from time to time actually delegate to such person, but in no event shall the Representative have authority to modify or terminate this Contract, or make final decisions with respect to amendments, time extensions, assignments, cost or payment adjustments or payment disputes. The City's Representative for this Contract is the City Engineer

19. ASSIGNMENT

Neither this Contract nor any of the Contractor's rights or obligations hereunder may be assigned by the Contractor without the CITY's prior written consent, which consent may be granted or withheld at the CITY's sole discretion. Any transfer of this Contract by merger, consolidation or liquidation (unless the stock of the Contractor is traded on a national stock exchange or in a generally recognized over the counter securities market) any change in ownership of a power to vote a majority of the outstanding voting stock or ownership interests of the Contractor shall constitute an assignment of this Contract for purposes of this Section. In the event the Contractor assigns or subcontracts or attempts to assign or subcontract any right or obligation arising under this Contract without CITY prior written consent, the CITY shall be entitled to terminate this Contract pursuant to the provisions of Section 17 hereof.

20. NOTICES

20.1 Unless otherwise stated herein, all notices or other writings which the CITY is required or permitted to give to the Contractor may be hand-delivered, mailed via U.S. Certified Mail or sent next-day delivery by a nationally-recognized overnight delivery service to the Contractor's address set forth in the Proposal. Any such notice shall be deemed to have been delivered upon actual delivery, or one (1) day following submission to a nationally-recognized overnight delivery service for next day delivery to the Contractor, or three (3) days following submission to the Contractor by U.S. Certified Mail.

20.2 Unless otherwise stated herein, all notices or other writings which the Contractor is required or permitted to give to the CITY may be hand-delivered, via U.S. Certified Mail or sent next-day delivery by a nationally-recognized overnight delivery service for next day delivery to CITY or three (3) days following submission to the CITY by U.S. Certified Mail. Any such notice shall be sent to:

City of Clarkston
ATTN: ChaQuias Miller-Thornton
City Manager
736 Park North Boulevard, Suite 120
Clarkston, GA 30017

GENERAL CONDITIONS, continued

Contractor:

- 20.3 Either Party may change its notice address by written notice to the other given as provided in this section.

21. NONDISCRIMINATION

- 21.1 During the performance of this Contract, the Contractor, for itself, its assignees and successors in interest agrees as follows:

21.1.1 Compliance with Regulations. The Contractor shall comply with the Law and Regulations as they may be amended from time to time (hereafter referred to as the “Regulations”), which are herein incorporated by reference and made a part of this Contract.

21.1.2 Nondiscrimination. The Contractor, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of any subcontractor, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by the Regulations.

21.1.3 Solicitations for Subcontracts, Including Procurement of Materials and Equipment. In all solicitations either by competitive proposing or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this Contract and the Regulation relative to nondiscrimination on the grounds of race, color or national origin.

21.1.4 Information and Reports. The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources or information, and its facilities as may be determined by the CITY to be pertinent to ascertain compliance with such regulations, orders, and instructions, the Contractor shall so certify to the CITY, as appropriate, and shall set forth what efforts it has made to obtain the information.

GENERAL CONDITIONS, continued

21.1.5 Sanctions for Noncompliance. In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the CITY shall impose such Contract Sanctions as it may determine to be appropriate, including but not limited to:

(remainder of this page intentionally left blank)

GENERAL CONDITIONS

21.5.1 Withholding of payments to the Contractor under the Contract until the Contractor complies, and/or

21.5.2 Cancellation, termination or suspension of the Contract, in whole or in part.

21.1.3 Incorporation of Provisions, The Contractor shall include the provisions of subsections 21.1.1 through 21.1.5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor procurement as the CITY may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the CITY to enter into such litigation to protect the interest of the CITY and, in addition, the Contractor may request the interest of the CITY and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

21.2 The Contractor assures the CITY that it will comply with the pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin sex, age, marital status, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision shall bind the Contractor from the period beginning with the initial solicitation through the completion of the Contract.

22. COPYING DOCUMENTS

The Contractor hereby grants the CITY and its agent's permission to copy and distribute any and all materials and documents contained in, comprising, or which are otherwise submitted to the CITY with or in connection with the Contractor's Bid or which are contained in the Contract Documents (the "Submittals"). The permission granted by the Contractor shall be on behalf of the Contractor and any and all other parties who claim any rights to any of the materials or documents comprising the Submittals. Such permission specifically authorizes the CITY and its agents to make and distribute such copies of the Submittals or portions thereof as may be deemed necessary or appropriate by the CITY for its own internal purposes or for responding to requests for copies from any member of the public regardless of whether the request is specifically characterized as a public records request pursuant to Georgia Code. This provision shall survive the expiration or termination of the Contract.

23. GENERAL PROVISIONS

23.1 The Contract Documents consist of the Contract, the Proposal Forms, the Instructions to Proposers, Request for Qualifications, all Addendum(s) issued prior to execution of this Contract, these General Conditions, and Specifications. Together, these documents comprise the Contract and all the documents are fully a part of the Contract as if attached

GENERAL CONDITIONS. continued

to the Contract or repeated herein. Precedence of the Contract Documents shall be as follows: (i) addendum(s) to the Contract Documents, (ii) the Contract, (iii) the General Conditions, (iv) the Bid Submittal Documents in Exhibit B, (v) the Invitation to Bid, and (vii) the Bid Form.

- 23.2 This Contract represents the entire agreement between the Parties in relation to the subject matter hereof and supersedes all prior agreements and understandings between such Parties relating to such subject matter, and there are no contemporaneous written or oral agreements, terms or representation made by any Party other than those contained herein. No verbal or written representations shall be relied upon outside the Contract terms and amendments. Without exception, all deletions or additions to the scope of work will be set forth in a written amendment to this Contract. No amendment, modification, or waiver of this Contract, or any part thereof, shall be valid or effective unless in writing signed by the Party or Parties sought to be bound or charged therewith; and no waiver of any breach or condition of this Contract shall be deemed to be a waiver of any other subsequent breach or condition, whether of a like or different nature.
- 23.3 The Contractor shall, during the term of this Contract, repair any damage caused to real or personal property of the CITY, the CITY and/or its tenants, wherever situated, caused by the intentional, reckless, or negligent acts or omissions of the Contractor's officers, agents, or employees, and any subcontractors and their officers, agents, or employees, or, at the option of the CITY, the Contractor shall reimburse the CITY for the cost of repairs thereto and replacement thereof accomplished by or on behalf of the CITY.
- 23.4 The Contractor warrants to the CITY that no work performed or materials purchased pursuant to the Contract, whether by, from, or through the Contractor or a subcontractor, shall cause any claim, lien or encumbrance to be made against any property of the CITY, and the Contractor shall indemnify and save the CITY harmless from and against any and all losses, damages including attorneys' fees, with respect thereto. If any such claim, lien or encumbrance shall be filed, the Contractor shall, within thirty (30) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit, bond, an order of a court of competent jurisdiction or otherwise. This provision shall survive the expiration or termination of the Contract.
- 23.5 The language of this Contract shall be construed according to its fair meaning, and not strictly for or against either the CITY or the Contractor. This Contract shall be deemed to be made, construed and performed according to the laws of the State of Georgia. Any suit or proceeding initiated for the purpose of interpreting or enforcing any provision of this Contract or any matter in connection therewith shall be brought exclusively in a court of competent jurisdiction in DeKalb County, Georgia, and the Contractor waives any venue objection, including, but not limited to, any objection that a suit has been brought in an inconvenient forum. The Contractor agrees to submit to the jurisdiction of the Georgia courts and irrevocably agrees to acknowledge service of process when requested by the CITY.

GENERAL CONDITIONS, continued

- 23.6 The section headings herein are for the convenience of the CITY, the CITY and the Contractor and are not to be used to construe the intent of this Contract or any part thereof or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.
- 23.7 The use of any gender herein shall include all genders, and the use of any number shall be construed as the singular or the plural, all as the context may require.
- 23.8 The delay or failure of the CITY at any time to insist upon performance of any of the terms, conditions, and covenants herein shall not be deemed a waiver of that breach or any subsequent breach or default in the terms, conditions, or covenants of this Contract. The Contractor shall not be relieved of any obligation hereunder on account of its failure to perform by reason of any strike, lockout, or other labor disturbance.
- 23.9 If the CITY, without any fault, be made a party to any litigation commenced between the Contractor and a third party arising out of the Contractor's operations and activities at the premises, then the Contractor shall pay all costs and reasonable attorney's fees incurred by or imposed upon the CITY in connection with such litigation for all trial and appellate proceedings. The CITY shall give prompt notice to the Contractor of any claim or suit instituted against it by such third party. The provisions of this Section supplement and are not intended to be in lieu of the indemnification provisions of Section 13 hereof. The provisions of this Section shall survive the acceptance of the services and payment, therefore, and the expiration or earlier termination of this Contract.
- 23.10 The CITY shall have the right to recover from the Contractor all of the CITY costs and expenses incurred in enforcing the provisions of this Contract including, but not limited to, (1) the cost of administrative investigation and enforcement (including, without limitation, audit fees and costs, attorneys' fees) and (2) the cost of any trial, appellate or bankruptcy proceeding (including, without limitation, investigation costs, audit fees and costs, attorney's fees, court costs, paralegal fees and expert witness fees). This provision shall survive the expiration or termination of the Contract.
- 23.11 The Contractor shall not during the term of the Contract knowingly hire or employ (on either a full-time or part-time basis) any employee of the CITY.
- 23.12 The Contractor shall be required, during the Term of the Contract at no additional cost to the CITY, to take such reasonable security precaution with respect to its operations at the CITY offices in its discretion, may from time to time prescribe. The Contractor shall comply with all regulations, rules, and policies of any governmental authority, including the CITY, relating to security issues.
- 23.13 The CITY may, but shall not be obligated to, cure, at any time, upon five (5) days written notice to the Contractor (provided, however, that in any emergency situation to the CITY shall be required to give only such notice as is reasonable in light of all the circumstances), any default by the Contractor under this Contract; whenever the CITY so cures a default by the Contractor, all costs and expenses incurred by the

GENERAL CONDITIONS, continued

CITY in curing the default, including but not limited to, reasonable attorneys' fees, shall be paid by the Contractor to the CITY on demand.

- 23.14 The CITY shall, in its discretion, be entitled to deduct from the compensation to which the Contractor is otherwise entitled hereunder, an amount equal to any liabilities of the Contractor to the CITY, which is then outstanding. In the event that additional work beyond the scope of this Contract is requested by the CITY and it results in any extra charges to the CITY, the Contractor shall so advise the CITY in writing of the amount of the extra charges. The CITY is not required to pay any extra charges for additional work unless such work and the charges, therefore, have been approved in advance and have been confirmed in writing within twenty-four (24) hours by the CITY, in his or her exclusive discretion.
- 23.15 The Contractor is an Independent Contractor, and nothing contained herein shall be construed as making the Contractor an employee, agent, partner or legal representative of the CITY for any purpose whatsoever. The Contractor acknowledges that it does not have any authority to incur any obligations or responsibilities on behalf of the CITY and agrees not to hold itself out as having any such authority. Nothing contained in this Contract shall be construed to create a joint employer relationship between the CITY and the Contractor with respect to any employee of the Contractor or of its subcontractors.
- 23.16 The Contractor and its subcontractors if any, shall maintain complete and accurate books and records in accordance with generally accepted accounting principles, consistently applied, and shall be in a form reasonably acceptable to the CITY or designee. The Contractor and its subcontractors shall account for all expenses of any nature related to transactions in connection with the Contract in a manner which segregates in detail those transactions from other transactions of the Contractor and subcontractors and which support the amounts reported and /or invoiced to the CITY. At a minimum, the Contractor's and subcontractor's accounting for such expenses and transactions shall include such records in the form of electronic media compatible with or convertible to a format compatible with computers utilized by the CITY at its offices; a computer run hard copy. All such books and records and computerized accounting systems shall upon reasonable notice from the CITY be made available for inspection, examination, audit and copying by the CITY through and by its duly authorized representatives at any time for up to four (4) years after the year to which books and records pertain. Such inspection, examination, or audit may include but is not limited to a review of the general input, processing and output controls of information systems, using read-only access, for all computerized applications used to record financial transactions and information. The Contractor and subcontractor shall freely lend its own assistance in a timely manner in making such inspection, examination, audit, or copying and, if such records are maintained in electronic and other machine-readable formats, shall provide the CITY and/or its representative such assistance as may be required to allow complete access to such records. The CITY may require the Contractor and subcontractors to provide other records the CITY, in his or her sole

GENERAL CONDITIONS, continued

discretion, deems necessary to enable the CITY to perform an accurate inspection, examination or audit of expenses incurred in and transactions related to performance of this Contract. Such records shall be provided within thirty (30) days or request thereof. In the event that expenses incurred or reimbursed are found by such inspection, examination, or audit to have been overpaid, the Contractor and its subcontractors agree that such amounts shall be payable to the CITY. If, prior to the expiration of the above-state four (4) year record retention period, an audit or investigation is commenced by the CITY, or any claim is made or litigation commenced relating to this Contract by the CITY, the Contractor, or third party, the Contractor shall continue to maintain all such records, and the CITY shall continue to have the right to inspect such records in the manner stated above, until the inspection, examination, audit, claim, or litigation is finally resolved (including the determination of any and all appeals or the expiration of time for an appeal). This provision shall survive the expiration or earlier termination of this Contract. In the event of any conflict between any provision of this Contract and generally accepted accounting principles or generally accepted auditing standards, the provisions of this Contract shall control even where this Contract references such provisions or standards. In particular, without limitation, the Contractor and subcontractors shall maintain all records required under this Contract to the full extent required hereunder, even if some or all such records would not be required under such generally accepted accounting principles or auditing standards. If as a result of an inspection, examination or audit, it is established that amounts are due from the Contractor to the CITY, the Contractor shall forthwith, upon written demand from the CITY, pay the CITY such amount, together with interest on the amount due at the rate of twelve (12%) percent per annum, or if less, the maximum rate of interest allowed by law, from the date such additional amounts were overpaid by the CITY. Further, if such inspection, examination or audit establishes that the Contractor has overbilled such amounts for any Contract period by two (2%) percent or more, then the entire expense of such inspection, examination or audit shall be paid by the Contractor.

- 23.17 The Contractor and subcontractors shall prepare and provide the CITY with all detailed reports as required under the Contract on a timely basis. The CITY reserves the right to modify the reporting procedures or the form and content of any report as it deems necessary.
- 23.18 There are no third-party beneficiaries to this Contract, and nothing contained herein shall be construed to create such.
- 23.19 Time is of the essence for the performance of each of the Contractor's obligations under this Contract.
- 23.20 In computing any period of time established under this Contract, except as otherwise specified herein the word "days" when referring to a period of time is ten (10) days or less means business days, and when referring to a period of time that is more than ten (10) days means calendar days. The day of the event, from which the designated period of time begins to run shall not be included. A business day is any day other than Saturday, Sunday, or Federal, State of Georgia or CITY of Clarkston holidays.

GENERAL CONDITIONS, continued

- 23.21 The Contractor agrees to perform all acts and execute all supplementary instruments or documents which may be reasonably necessary to carry out or complete the transaction(s) contemplated by this Contract.
- 23.22 The CITY reserves the right to further develop, improve, repair and alter the facilities and all roadways, and parking areas, as it may reasonably see fit, free from any and all liability to the Contractor for loss of business or damages of any nature whatsoever to the Contractor occasioned during the making of such improvements, repairs, alterations and additions, including, but not limited to, any damages resulting from negligence of the CITY or its employees, agents or Contractors.
- 23.23 The Contractor and the CITY hereby mutually waive any claim against each other and their respective members, officials, officers, agents and employees for damages (including damages for loss of anticipated profits) caused by any suit or proceedings brought by either of them or by any third party directly or indirectly attacking the validity of this Contract or any part thereof, or any addendum or amendment hereto, or the manner in which this Contract was solicited, awarded or negotiated, or arising out of any judgment or award in any suit or proceeding declaring this Contract, or any addendum or amendment hereto, null, void or voidable or delaying the same, or any part thereof, from being carried out.
- 23.24 At the option of the Contractor, the products and/or services provided under the Contract resulting from this solicitation may be provided to other governmental agencies, including the State of Georgia, its agencies, political subdivisions, counties and cities under the same terms and conditions, including price, as such products and/or services are provided under this Contract. Each governmental agency allowed by the Contractor to purchase products and/or services in connection with this Contract shall do so independent of the CITY or any governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods and services ordered, received and accepted by it. The CITY shall have no liability to Contractor or any governmental agency resulting from the purchase by that agency of products and /or services from the Contractor in connection with this Contract.

24. GRATUITIES, REBATES, OR KICKBACKS.

24.1 GRATUITIES. It shall be unethical for any person to offer, give or agree to give any employee or official of the CITY or for any employee of the CITY to solicit, demand, accept from another person, a gratuity, rebate, loan, offer of employment or other services or property of value in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request including the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal therefore in any manner inconsistent with the State of Georgia's Department of Administrative Services Gratuity Policy or the CITY policy. Rebates normally or

GENERAL CONDITIONS, continued

routinely offered to customers in the ordinary course of business for the purchase of goods and services are acceptable and are the property of the CITY.

- 24.2 KICKBACK AND REBATES. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor to this Contract to the prime contract or higher tier subcontractor, or any person associated therewith, as an inducement for a subcontractor or order.

******* END OF GENERAL CONDITIONS*****

EXHIBIT B

REQUEST FOR QUOTES INVITATION TO-BID

The City of Clarkston, Georgia will receive sealed bids for the “Norman Road Dam Downstream Embankment Slope Repairs”, until 3:00 P.M. (local time), Tuesday, September 30, 2025, at the City of Clarkston, 736 Park North Boulevard; Suite 120, Clarkston, Georgia 30021, at which time and place all bids will be publicly opened and read aloud.

Bids are to be submitted and addressed to City Manager Miller-Thornton, sealed, dated and enclosed in an envelope appropriately marked on the outside as follows;

“Norman Road Dam Downstream Embankment Slope Repair”

Name of Bidder: Site Engineering Inc

Date of Bid Opening: 9.30.2025

Hour of Bid Opening: 3 pm

Bids are to be mailed or delivered to reach the City of Clarkston, 736 Park North Boulevard; Suite 120, Clarkston, Georgia 30021, on or before the above stipulated date and time. No bids will be accepted after the 3:00 P.M. deadline on September 30, 2025. Those received late will be returned unopened. No extension of the bidding period will be made unless specifically addressed in an addendum. The bids will be opened and publically read aloud at approximately 3:00 PM P.M. on September 30, 2025.

The complete set of Bid Documents may be obtained on-line at <http://clarkstonga.gov>, or downloaded from the Georgia Procurement Registry.

A non-mandatory pre-bid conference will be held on-site at 9:00 AM on September 23, 2025. All questions about the meaning or intent of the Bid Documents are to be submitted to City Engineer Larry Kaiser, PE, via email at kaiser@co-infra-seervices.com with City Manager copied on all email questions; cmthornton@cityofclarkston.com. The City Engineer will not respond to phone call questions. Interpretations or clarifications considered necessary by the Owner or City Engineer in response to such questions will be issued by Addenda and posted on the city web site.

Questions from bidders must be received by the City Engineer no later than 12:00 P.M. (local time); September 24, 2025. Responses to questions and/or addendum issued, as applicable, will be posted on the city web site no later than 5:00 PM, September 24, 2025.

Work must be substantially complete within **90** calendar days after the city issuance of a Notice-to-Proceed. Liquidated damages of \$250 per day will be assessed if the project is not substantially completed within 90 calendar days. Delays as a result of city actions, vendor delays due to material shortages or weather will be excluded from the 90 calendar day requirement.

Bid must be accompanied by a bid bond in an amount not less than 5% of the maximum base bid submitted. A 100% performance and payment bond (P&P) will be required.

This project is 100% funded by the City (SPLOST II). No federal or state funding is utilized on this project.

The contractor must ensure that all employees and applicants for employment are not discriminated against because of their gender, race, color, genetic information, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or gender identity and expression. The city encourages the use of the Disadvantaged Business Enterprise (DBE) Program.

The Owner reserves the right to reject any or all bids and to waive technicalities and informalities. If the contract is awarded, it will be awarded to the lowest responsive bidder whose proposal shall have met all the prescribed requirements.

Bids may be held by the City for a period not to sixty days (60) days from the date of the opening of the bids for the purpose of reviewing the bids and investigating the qualifications of the bidders, including investigating the financial stability of the bidders and their demonstrated ability to perform the project satisfactorily based on prior similar projects.

**[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]
BID FORM and ADDENDA ACKNOWLEDGEMENT**

**TO: CITY MANAGER
CITY OF CLARKSTON
736 PARK NORTH BOULEVARD
SUITE 120
CITY OF CLARKSTON, GA 30021**

Ladies and Gentlemen:

In compliance with your Invitation To Bid, the undersigned, hereinafter termed the Bidder, proposes to enter into a Contract with City of Clarkston, Georgia, to provide the necessary machinery, tools, apparatus, other means of construction, and all materials and labor specified in the Contract Documents or as necessary to complete the Work in the manner therein specified within the time specified, as therein set forth, for:

“Norman Road Dam Downstream Embankment Slope Repair”

The Bidder has carefully examined and fully understands the Contract, Specifications, and other documents hereto attached, has made a personal examination of the Site of the proposed Work, has satisfied himself as to the actual conditions and requirements of the Work, and hereby proposes and agrees that if his bid is accepted, he will contract with the City of Clarkston in full conformance with the Contract Documents.

The Bidder understands that the work to be perform generally consists of slope repair and reinforcement of the Norman Road dam downstream embankment which includes all E&SC, traffic control, mobilization and related materials in the **Work Scope and Specifications Section** of this bid package

In accordance with the foregoing, the undersigned proposes to provide all materials and labor to install, fabricate and construct the items listed in the attached Bid Schedule of Items.

The Bidder agrees that the cost of any materials furnished, services provided or expenses incurred, which are not specifically delineated in the Contract Documents but which are incidental to the scope, intent, and completion of the Contract, shall be deemed to have been included in the bid price for the various items in the Bid Schedule. The Lump Sum Cost shall also include mobilization to the site regardless of the number of trips required to perform the work.

The Bidder further proposes and agrees hereby to promptly commence the Work with adequate forces and equipment within seven (7) calendar days from receipt of Notice to Proceed.

Liquidated damages of \$250 per day will be assessed if the project is not substantially completed within 90 calendar days. Extension of time may be considered by the city if the delays are associated with city actions, vendor delays due to documented material shortages/logistical delays or weather

The City will consider the project as substantially completed when all the slope has been stabilized, fence installed and gravity retaining wall constructed. If these tasks are not completed, except as otherwise herein this bid package, then the city will assess liquidated damages.

The Contractor shall complete a Project Delay Tracker form to be included with each submitted invoice. The City will provide the form. The dates and details included in the form must be discussed with the City Inspector and all parties must concur with the dates /details before inclusion in the pay application.

A 10% retainage will be held on all pay applications.

Attached hereto is an executed Bid Bond in the amount of 5% Total Bid Amount Dollars (\$ (Five Percent of Amount Bid). **Bid Bond Amount to be for the largest bid amount submitted.**

If this bid shall be accepted by the City of Clarkston and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract, and give satisfactory Performance and Payment Bonds or furnish satisfactory proof of carriage of the insurance required within seven days from the date of Notice of Award of the Contract, then the City of Clarkston may, at its option, determine that the undersigned abandoned the Contract and there upon this bid shall be null and void, and the sum stipulated in the attached Bid Bond shall be forfeited to the City of Clarkston as liquidated damages.

Bidder acknowledges receipt of the following addenda:

Addendum No.	Date viewed
_____	_____
_____	_____
_____	_____
_____	_____

Add additional pages as necessary for the Addendum.

Bidder further declares that the full name and resident address of Bidder's Principal is as follows:

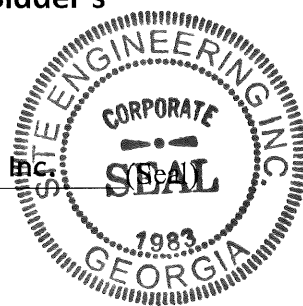
Signed, sealed, and dated this 30th day of September, 20 25

Bidder Site Engineering Inc.
Company Name

Bidder Mailing Address:

7025 Best Friend Road

Doraville, Ga., 30340



Signature: Paxton J Billingsley

Print Name: Paxton J Billingsley

Title: President

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

BID BOND
CITY OF CLARKSTON, GEORGIA

BIDDER (Name and Address):

Site Engineering, Inc., 7025 Best Friend Road, Atlanta, GA 30340

SURETY (Name and Address of Principal Place of Business):

Travelers Casualty and Surety Company of America, One Tower Square, Hartford, CT 06183

OWNER (hereinafter referred to as the "City" (Name and Address):

City of Clarkston

ATTN: CITY MANAGER

736 PARK NORTH BOULEVARD

SUITE 120

CITY OF CLARKSTON, GA 30021

BID

BID DUE DATE:

PROJECT (Brief Description Including Location):

Norman Road Dam Downstream Embankment Slope Repairs, Grading, Erosion Control, and Restoration

BOND

BOND NUMBER: **N/A**

DATE (Not later than Bid due date): **September 30, 2025**

PENAL SUM: **Five Percent of Bid Amount**

(Words)

(\$5 % of Bid Amount)

(Figures)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby to the City, subject to the terms printed below or on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent or representative.

BIDDER

Site Engineering, Inc.

Bidder's Name and Corporate Seal

By: Paxton J. Billingsley, President
Signature and Title:

Attest: Diane Belisario
Signature and Title: **Corp. Secretary**

SURETY

Travelers Casualty and Surety Company of America

Surety's Name and Corporate Seal

By: [Signature]
Signature and Title: **Attorney-in-Fact**
(Attach Power of Attorney)

Attest: Sarah Hancock
Signature and Title: **Attorney-in-Fact**

- Note:
- (1) Above addresses are to be used for giving any notice required by the terms of this Bid Bond.
 - (2) Any singular reference to Bidder, Surety, the City or any other party shall be considered plural where applicable.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to the City upon Default of Bidder the penal sum set forth on the face of this Bond.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension of that time agreed to in writing by the City) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 The City accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension of that time agreed to in writing by the City) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents; or
 - 3.2 All Bids are rejected by the City; or
 - 3.3 The City fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension of that time agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon Default by Bidder within 30 calendar days after receipt by Bidder and Surety of a written Notice of Default from the City, which Notice will be given with reasonable promptness and will identify this Bond and the Project and include a statement of the amount due.
5. Surety waives notice of, as well as any and all defenses based on or arising out of, any time extension to issue a Notice of Award agreed to in writing by the City and Bidder, provided that the total time, including extensions, for issuing a Notice of Award shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond either prior to 30 calendar days after the Notice of Default required in paragraph 4 above is received by Bidder and Surety or later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the State of Georgia.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer or proposal, as applicable under the particular circumstances.

12. The terms of this Bid Bond shall be governed by the laws of the State of Georgia.



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

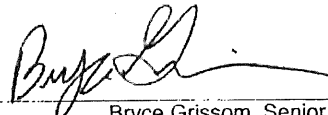
Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint **JOSEPH R WILLIAMS** of **ATLANTA**, **Georgia**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **16th** day of **February, 2024**.



State of Connecticut

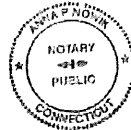
City of Hartford ss.

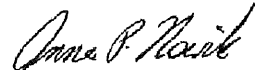
By: 
Bryce Grissom, Senior Vice President

On this the **16th** day of **February, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

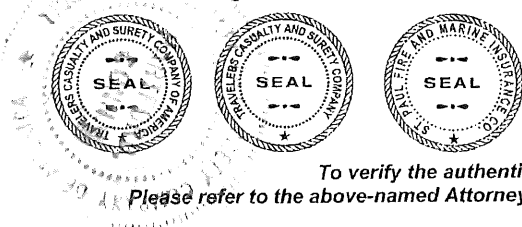
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

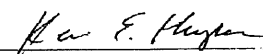
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **30th** day of **September, 2025**




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

QUALIFICATIONS SIGNATURE AND CERTIFICATION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, including but not limited to Title 32, Chapter 4, Article 4, Part 2 and Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

Authorized Signature Paxton J Billingsley Date 9.30.2025

Print/Type Name Paxton J Billingsley

Print/Type Company Name Here Site Engineering Inc.

CORPORATE CERTIFICATE

I, Diane Belisario, certify that I am the Secretary of the Corporation named as Contractor in the foregoing bid; that Paxton J Billingsley who signed said bid in behalf of the Contractor, was then (title) President of said Corporation; that said bid was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of Georgia.

This 30th day of September, 20 25

Diane Belisario
(Signature)



[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

LIST OF SUBCONTRACTORS

I do _____, do not X , propose to subcontract some of the work on this project. I propose to Subcontract work to the following subcontractor(s):

Company #1

Company Name: N/A

Company Address: _____

Company President & Phone Number: _____

Company #2:

Company Name: N/A

Company Address: _____

Company President & Phone Number: _____

Company #3:

Company Name: N/A

Company Address: _____

Company President & Phone Number: _____

PRIME CONTRACTOR PERFORMANCE OF WORK

Prime contractor certifies that a minimum of 51% of the total bid amount submitted will be performed by the prime contractor's employees

Authorized Signature Paxton J Billingsley Date 9.30.2025

Print/Type Name Paxton J Billingsley

Print/Type Company Name Here Site Engineering Inc.

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

STATE OF GEORGIA

CITY OF CLARKSTON

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Clarkston, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 in the form attached hereto as Exhibit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Clarkston at the time the subcontractor(s) is retained to perform such service.

656501

EEV / Basic Pilot Program User Identification Number

Paxton J Billingsley

BY: Authorized Officer or Agent Date

Site Engineering Inc.

Print Contractor Name

President

Title of Authorized Officer or Agent of Contractor

Paxton J Billingsley

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

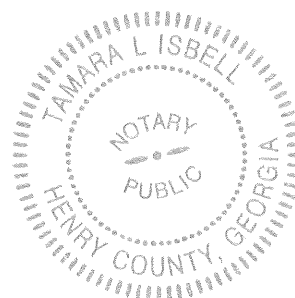
ON THIS THE

30th DAY OF September, 2025

Tamara L Isbell

Notary Public

My Commission Expires: 01.11.2028



(BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE)

BID SCHEDULE OF ITEMS

“Norman Road Dam Downstream Embankment Slope Repair”

Description: Provide all materials, labor and equipment to stabilize the downstream embankment slope

LINE ITEM NO.	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	BID PRICE
1	Traffic Control and Equipment Mobilization (refer to the Project Specifications)	LS	LS	\$10,000.00	\$10,000.00
2	Grading Complete (refer to Project Specifications)	LS	LS	\$28,000.00	\$28,000.00
3	Erosion & Sedimentation Control (refer to Project Specifications)	LS	LS	\$4,000.00	\$4,000.00
3	Purchase and Install Geocell Slope Reinforcement (cellular confinement System)	150	SF	\$20.00	\$3,000.00
4	Vegetative Blanket (includes all associated material)	150	SF	\$15.00	\$2,000.00
5	Stone Dumped Rip Rap; Type 3; 24 inch Thick (grouted)	25	SY	\$520.00	\$13,000.00
6	City Directed Contingency	LS	LS	\$5,000	\$5,000
	TOTAL BID				\$65,000.00

TOTAL BID AMOUNT \$ 65,000.00

Print Total Bid Price: (print) Sixty Five Thousand & 00/100 ***** Dollars

COMPANY Site Engineering Inc.

ADDRESS 7025 Best Friend Road, Doraville, Ga., 30340

AUTHORIZED SIGNATURE Paxton J Billingsley

PRINT / TYPE NAME Paxton J Billingsley

TITLE President

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

DISCLOSURE FORM

“Norman Road Dam Downstream Embankment Slope Repair”

This form is for disclosure of campaign contributions and family member relations with City of Clarkston’s officials/employees or City Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder Site Engineering Inc.

Name and the official position of the Clarkston City Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

n/a

List the dollar amount/value and description of each campaign contribution made over the past four (4) years by the Applicant/Opponent to the named Clarkston City Official.

Amount/Value	Description
<u>n/a</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

Please list any family member that is currently (or has been employed within the last 12 months) by the City of Clarkston and your relation:

<u>n/a</u>	<u></u>
<u></u>	<u></u>

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

WORK SCOPE & PROJECT SPECIFICATIONS

“NORMAN ROAD DAM DOWNSTREAM EMBANKMENT SLOPE REPAIR”

Work Scope

Provide all materials, labor and equipment associated with the stabilization of the downstream slope embankment

Dam is located on Norman Road at Clarkston Estates Lake; Refer to Exhibit B.

Schedule

- Work hours 8 am to 5 pm M-F. No work on the weekends, holidays or city-sponsored events downtown Clarkston unless the City Manager approves of weekend work
- Work to be completed within 90 calendar days. Liquated damages as outlined in the bid package

Specifications

1. Equipment associated with placing, compacting and fine grading associated with the slope repairs shall be positioned at or near the toe of the slope. Access via Milam Park between the creek and the boardwalk. The only exception is the end dumping of the fill soil imported to the site. End dumping can occur at the top of slope on Norman Road
2. Traffic Control signage and the use of barrels and 2 flagman shall always be in-place when a lane is to be closed. Road shall also be open to traffic. Road to be open to 2 lane traffic at the conclusion of each work day. Traffic Control plan must be provided to the City Engineer for approval before work commences
3. Existing ornamental fence in work zone area to be removed and re-installed upon completion of the slope repairs
4. Install E&SC at the top of the slope. Use of hay bales or comparable E&SC materials with no staking. No staking allowed.
5. Prior to slope repairs, existing embankment materials that are to be removed includes the failed stone retaining wall. Removal of other construction materials that will obstruct the slope repairs as instructed by the site inspector. Refer to Exhibit A.
6. Preparation of the slope for stabilization requires the following tasks:
 - (a) Removal of the loose and friable existing soil materials in the area of stabilization including clean cuts at the edges of the failed slope to provide a clean edge for geocell placement. No excavation into the core of the dam except where directed by the site inspector. See attached Exhibit A for stabilization area.
 - (b) Place GDOT specified soil backfill fill material in the slope repair area to provide a clean and flat surface. Well-graded coarse-grained soils per GDOT. Fill material to be hand tamped or slightly compacted with the excavator bucket. Approximate quantity of soils is 60 CY. No specific compaction requirements. Site inspector to approve of the “compactive effort” of the soil backfill. Non-mechanized fine grading (raking or other hand equipment) may be required to ensure all areas of the slope repair area are adequately encapsulated.

7. Protection for work zone (slope) with tarp after work hours to ensure protection in the event of a rain event.
8. Placement of the Geo-Cell (cellular confinement system) stabilization product upon approval of the site inspector of the adequate placement of soil backfill. Any slope stabilization must be anchored into the underlying soil base soil to ensure adequate reinforcement strength and stability of the slope embankment soils
9. Acceptable slope stabilization products include the following:
 - (a) Presto Geosystems Small Cell Geoweb – Slope Protection
 - (b) BASELOK (by Industrial fabrics) Geo Cell - Slope stabilization
 - (c) TYPAR Geocell - Slope Protection
 - (d) Other manufactures will be considered. Material submittal to City Engineer for approval
10. Place top soil into all cell areas of the geocell stabilization product after anchoring the cellular confinement system to the slope repair area
11. Place a Pre-Vegetated blanket over the entire geocell product. Pre-vegetated blanket shall include an erosion fiber material. Vegetation to be a fast growing grass. Use of a fescue sod or comparable vegetation will be considered. Submittal must be provided to the City Engineer for approval. Warranty period of one (1) year (beginning at the date of punch list acceptance) to replace vegetative cover in the event that more than 10% of the vegetation does not survive
12. Toe of slope to be stabilized with Type III rip rap – grouted in-place. Approximate dimensions are as follows:
 - (a) 40 feet (L) x 4 feet (H). No excavation into the dam embankment allowed. Height is defined as the sloped face of the dam embankment.
 - (b) Rip-Rap will be partially located within the stream channel. Use of an underlying geotextile fabric must be placed under the grouted rip rap area
 - (c) Site inspector to provide guidance on the footprint and dimensions on-site
13. All areas outside of the work zone that are disturbed be seed and strawed, Seed must satisfy GDOT requirements for the growing season
14. Re-install ornamental fence
15. Remove all E&SC from the project site
16. As-Built (red-line bid documents) required before city releases retainage
17. Punch List to be prepared by the city and issued to the contractor to complete before retainage is released
18. Site shall be cleared of all waste debris at the end of each work day.

NOTE: “Grading Complete” (refer to the Bid Schedule) is defined as all fine grading, soil backfill (approximately 60 CY) and hand equipment soil compaction, removal of loose/friable and other construction materials (collapsed stone wall and related materials as directed by the site inspector) on the failed slope area.

“Erosion and Sediment Control” (refer to the Bid Schedule) is defined as installation and maintenance of hay bales at the toe of the slope. Approximately 20 hay bales will be required. Also includes temporary and permanent vegetation and mulch; including seed and straw all areas outside of the immediate work zone.

“Traffic Control and Mobilization” refers to the Lump Sum cost for providing all equipment, flaggers (GDOT certified), equipment mobilization and/or remobilization, and any costs/repairs associated with accessing the work site

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

“NORMAN ROAD DAM DOWNSTREAM EMBANKMENT SLOPE REPAIR”

VENDOR QUESTIONNAIRE

Questionnaire must be completed by ALL Vendors and returned with quotation response. Any additional pages provided should be clearly labeled.

1. How long have you been in business?

42 years

2. Give us background information on your company, including the closest office location.

A. How many company employees? 48

B. Please provide the name and address of your local offices (s)

Site Engineering Inc.

7025 Best Friend Rd., Doraville, Ga., 30340

3. Have you performed dam repairs or construction of new dams for a governmental agency (Georgia city or county) in the past ten (10) years?

Yes X No

If yes, name of government agency, point of contact and contract amount of project (s). Provide most recent project (s).

If no experience with a government agency, provide name (s) and project(s) for most recent private entities.

See Attached

4. Is the firm registered with the State of Georgia as an Incorporated business?

Yes X No

Certification Date: 10.25.1983

Project	Owner	Contract Amount (\$ in thousands)	Length of Stream Restoration (linear feet)	Description of Project
Emergency Streambank Stabilization Intrenchment Creek near Key Road Landfill	City of Atlanta	814	600	Perennial stream restoration with cross vanes, j-hooks, gabion baskets, live staking, stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
2006 Annual Contract for Streambank Stabilization & Bio-Engineering Systems	City of Atlanta	144	800	Perennial stream restoration with cross vanes, j-hooks, gabion baskets, live staking, stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
2007 Annual Contract for Streambank Stabilization & Bio-Engineering Systems	City of Atlanta	178	700	Perennial stream restoration with cross vanes, j-hooks, gabion baskets, live staking, stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
2008 Annual Contract for Streambank Stabilization & Bio-Engineering Systems	City of Atlanta	33	200	Perennial stream restoration with cross vanes, j-hooks, gabion baskets, live staking, stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
Sweetwater Creek Weir Repair	City of East Point	340	200	Perennial stream restoration with in stream grade control structures, cross vane weir structure, stone bank armor and protection, reno mattresses, gabion baskets, erosion control, and water quality monitoring.
Stormwater Culvert Repairs	City of East Point	522	500	Perennial stream restoration with stone bank armor and protection, removal of various debris, riffle and step pools, grading of stream or stream bank, gabion baskets, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
Danbury Creek Sewer Replacement	Gwinnett County	1,102	400	Perennial stream restoration with stone bank armor and protection, riffle pools and step pools, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
Wetland Mitigation Sites Baker Tract & Herrington Road	City of Monroe	146	500	Perennial stream restoration with in-stream grade control structures, cross-vanes, gabions, weir structures, stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
Proctor Creek at Westlake Dr. Streambed Improvements	City of Atlanta	165	800	Perennial stream restoration with gabion baskets, stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
East Lake Road Extension 16" Water Main, Phase II	Henry County	1,160	200	Perennial stream restoration with stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
Tenth Ward Sanitary Sewer Improvement Contract #1	City of Atlanta	1,702	500	Perennial stream restoration with stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
Independence Way Sewer Replacement	Cobb County	575	800	Perennial stream restoration with stone bank armor and protection, removal of various debris, grading of stream or stream bank, vegetation of stream bank buffer zone, erosion control, and water quality monitoring.
Lumpkin Street Storm Drainage Improvements	Athens-Clarke County	2,897	655	Bio-Retention pond construction for water quality management, vegetation, erosion control monitoring, drainage swell construction.
TEA-21 Urban Stormwater Management Project	City of Griffin	350	200	Installation of stormceptor, storm water filtering devices, plantings, regrading of retention pond.

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

CLIENT REFERENCE SHEET

References must be provided by ALL responding Vendors using the form below. It is the vendor's responsibility to provide **COMPLETE** and **ACCURATE** reference information on the form below, **INCLUDING EMAIL ADDRESSES.**

1. **Gwinnett County**

Company

75 Langley Drive, Lawrenceville, Ga., 30046

Address, City, State, Zip Code

678-315-1892

Telephone Number

n/a

Fax Number

Pete Wright

Name of Contact Person

Pete.Wright@gwinnettcountry.com

E-Mail Address

Type of Project and

Dates: **8/11/2015**

See attached Project Summary

2. **DeKalb County**

Company

1300 Commerce Drive, Decatur, Ga., 30030

Address, City, State, Zip Code

404-371-2540

Telephone Number

n/a

Fax Number

Natural Resources Office

Name of Contact Person

dabutler@dekalbcountyga.gov

E-Mail Address

Type of Project and

Dates: **1/3/2012**

See attached Project Summary

3. **City of Atlanta**

Company

55 Trinity Ave SwW, Atlanta, Ga., 30303

Address, City, State, Zip Code

404-546-1000

Telephone Number

n/a

Fax Number

Stanley Marshall

Name of Contact Person

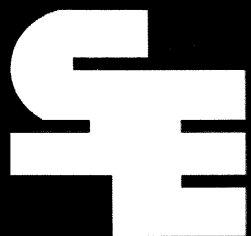
Sjmarshall@atlantaga.gov

E-Mail Address

Type of Project and

Dates: **01/01/2012**

See attached Project Summary



ALLENHURST PH II STREAM RESTORATION PEACHTREE CORNERS, GA

Site Engineering contracted with Gwinnett County and restored approximately 2,100 linear feet of stream restoration on unnamed tributaries to the Chattahoochee River located in the Peachtree Station and River Valley Subdivisions.

The project included the installation of 42 in-stream structures, one stormwater concrete drop structure, 85 linear feet of storm drain, two rip rap plunge pools, 200 lf of stormwater swales, slope stabilization with geogrid reinforcement, a stone infiltration basin, coir wattles, and soil encapsulated lifts. Also, included were temporary & permanent sediment and erosion control, landscaping the riparian buffer, and restoring all areas disturbed during construction. The project was the Winner of the 2015 GA ASCE Outstanding Civil Engineer Award in Natural Environment.

Owner: Gwinnett County

Owner Contact: Pete Wright, (pete.wright@gwinnettcounty.com)

Engineer: CH2MHILL, Kevin Middlebrooks, (kevin.middlebrooks@ch2mhill.com)

SEI Project Manager: Paxton Billingsley, (paxton@siteengineeringinc.com)



SITE ENGINEERING INC • 7025 BEST FRIEND ROAD • ATLANTA, GA 30340

770-263-7234 • INFO@SITEENGINEERINGINC.COM

WWW.SITEENGINEERINGINC.COM

WORK PERFORMED

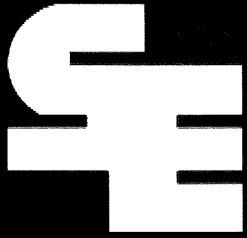
Installation of 42 in stream structures

Stormwater Concrete Drop Structure

85 lf of Storm Drain

2 Rip Rap Plunge Pools

200 lf Stormwater Swales



Mason Mill / Historic Decatur Waterworks Watershed Restoration \$1,132,000.00 Contract Amount DeKalb County, GA

DeKalb County's original water treatment plant had sat abandoned for 50 years inside of Mason Mill Park. Much of the area was covered in English ivy, kudzu, and where an invasive ground covering vine wasn't present Chinese privet had moved in. Site Engineering began on removing the invasive species. A large detention pond was excavated and planted with native plants. An ancient concrete holding tank, a relic of the waterworks, was cleaned and epoxy coated. This rehabilitated tank catches excess storm water from the detention pond for future irrigation. The large (60ft) diameter tank has a fountain in the center that operates daily. The small intermittent stream running through the water works area had significant erosion. A series of 14 Cross Vane structures were built. Uniquely, a 450 gallon per minute recirculation system pumps water from the detention pond 500 feet upstream assuring park visitors that the intermittent stream will be flowing every day daylight hours. The waterworks is easily accessible via the North Fork Peachtree Creek pedestrian path, park at the tennis center and follow the pedestrian path for 1/4mile and the waterworks will be visible from the first bridge. The recirculating water feature and water tank fountain have proved to be a popular park amenity with visitors.

Owner: DeKalb County

Owner Contact: Dave Butler (dabutler@dekalbcountyga.gov)

Engineer: Brown and Caldwell / Jeff Herr / jherr@brwnclald.com

SEI Project Manager: Paxton Billingsley (paxton@siteengineeringinc.com)



WORK PERFORMED:

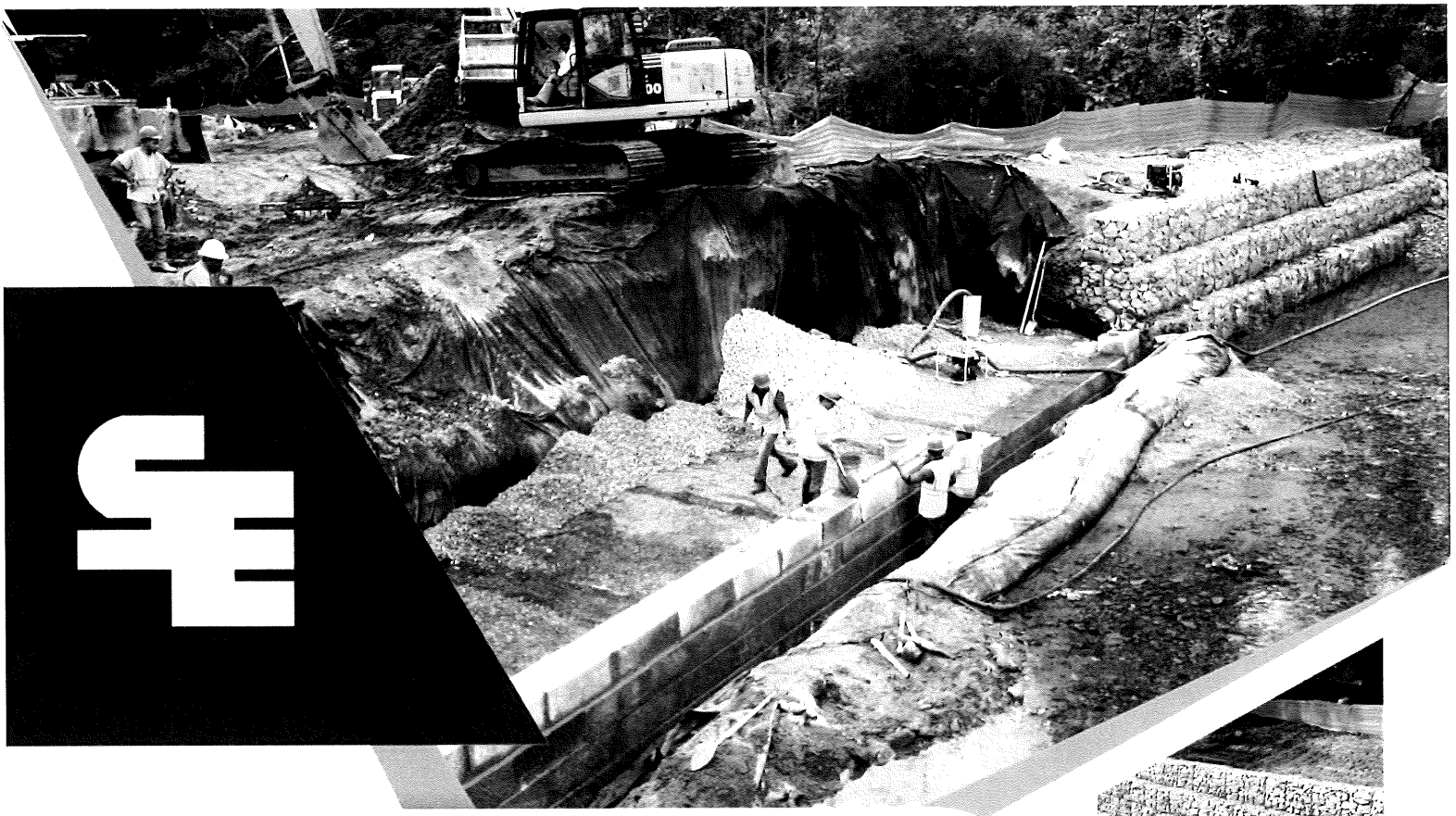
Storm drainage, streambank stabilization, sanitary sewer, dewatering, stream diversion, cross vanes, j-hooks, water intake structures, 6in HDPE, 12in HDPE, bio-retention area, aeration fountain, electrical, wet well & pump, live staking, landscaping



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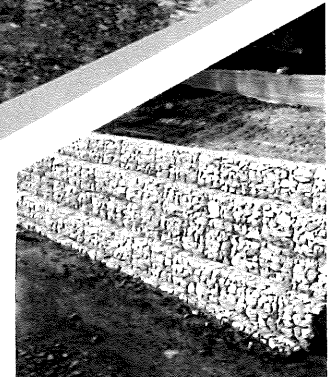
WWW.SITEENGINEERINGINC.COM



Paces Valley Sewer Improvements and Stream Restoration **\$1,018,000.00 Contract Amount** **Atlanta, GA**

Site Engineering rehabilitated Nancey Creek through the City of Atlanta. Previously installed gabion baskets were improperly installed and were in a state of collapse. This collapse was threatening a 54in diameter sewer trunk line. 1,000 linear feet of stream channel along the sewer easement was completely rehabilitated during this project. A unique design was created by the City of Atlanta's Engineering department to utilize the existing gabions without complete removal and replacement in the areas least damaged. In addition several new gabions walls were installed through removal and replacement. To save trees a sanitary sewer line was replaced via trenchless technology – Micro tunneling. Also, a block granite wall was installed with as a mechanically stabilized earth with tensar grid fabric.

Owner: City of Atlanta
Owner Contact: Stanley Marshall (sjmarshall@Atlantaga.gov)
Engineer: City of Atlanta
SEI Project Manager: Paxton Billingsley (paxton@siteengineeringinc.com)



Work Performed:

- Stream Restoration
- Gabions
- Cross Vanes
- J-hooks
- Micro Tunneling
- Sanitary Sewer
- MSE Wall



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REQUIRES SUBMISSION WITH TECHNICAL PROPOSAL



Vendor Questionnaire

1. Offeror has previously conducted business with Clarkston Yes
2. Is the offeror's physical location within the corporate city limits of Clarkston? No
3. Is your company a certified minority-owned business? No

If yes, indicate category letter(s) and include a copy of current certificate(s)

A "Minority Business Enterprise" (MBE) is a business which is an independent and continuing operation for profit, performing a commercially useful function, which is owned and/or controlled by one or more minority group member(s).

a.	African American Business Enterprise (AABE)	d.	Hispanic Business Enterprise (HBE)
b.	Asian Business Enterprise (ABE)	e.	Minority Veteran (MV)
c.	Female Business Enterprise (FBE)	f.	Native American Business Enterprise (NABE)

An "Owned" is a minority or female owner which possesses an ownership interest 51% of the business.

A "Controlled" is a minority or female which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.

1. Has a person, firm or company ever been debarred from doing business with any federal, state, or local agency? No

If yes, on a separate sheet of paper, provide details including agency name, date(s) and reason for debarment.

Paxton J Billingsley

Vendor Contact Name (print)

Paxton J Billingsley

Vendor Contact Signature

President

Title

9.30.2025

Date



Contractor's Code of Ethics

The City of Clarkston ("City") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public.

To achieve these purposes, the City requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

The Contractor affirms, they will:

1. Offer a proposal competitive, consistent, and appropriate to the bid documents.
2. Complete all aspects of any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
3. Submit timely, accurate, and appropriate invoices for goods and/or services performed under the contract.
4. Disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a vendor contracted by the City.
5. Comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices.
6. Request their suppliers including temporary labor agencies to do the same.
7. Conform their practices to any published standards for their industry are in compliance with laws, regulations and practices include, but are not limited to the following:
 - a. Obtaining and maintaining all required environmental permits. Further, the Contractor will endeavor to minimize natural resource consumption through conservation, recycling, and substitution methods.
 - b. Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employees can report health and safety incidents, as well as providing adequate safety training.
 - c. Providing workers with an environment free of discrimination, harassment, and abuse, which includes establishing a written anti-discrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

The Contractor affirms, they will not:

1. Discuss or consult with other competitors intending to bid on the same contract or similar City contract for the purpose of limiting competition. The vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
2. Disclose the terms of their bids or proposal, directly or indirectly, to any other competing company prior to the bid or proposal closing date.
3. Change the official bid solicitation documents, in any manner. When discovered, the entire bid solicitation package will be rejected.
4. Offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
5. Cause, influence or attempt to cause or influence any City employee or family member or City Official or family member, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that vendor or for any other person.

SIGNATURE: Paxton J Billingsley DATE: 9.30.2025

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8G	New Business Items	NO

SUBJECT: To approve a resolution to declare a police weapon as surplus property for the City of Clarkston.

PRESENTER CONTACT: Assistant Chief, Xavier Todd

PHONE NUMBER:

DEPARTMENT: Police Department

PURPOSE: To discuss declaration of equipment as surplus property that can be sold and disposed of in compliance with O.C.G.A. 36-37-9(a).

IMPACT: The Clarkston Police Department requests that the following weapon, valued at \$425.29 - be designated as surplus equipment.
- Model G43 X MOS AB; Serial #CEGV790

FUNDING SOURCE: Surplus Property

RECOMMENDATION: Staff recommends that the Council vote to declare the above-mentioned weapon as surplus property.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,
GEORGIA TO DECLARE PROPERTY SURPLUS FOR THE CITY OF
CLARKSTON.

* * * * *

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

WHEREAS, the below described Police Department weapon is no longer necessary for
municipal purposes for the City of Clarkston:

MODEL G43 X MOS AB; SERIAL #CEGV790

NOW THEREFORE BE IT RESOLVED that the above-mentioned weapon be declared
surplus property, and the City Manager is hereby directed to sell said surplus property in
compliance with O.C.G.A. 36-37-6 and Section 4.04 of the City Code of Ordinances.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2025.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8H	Consent Item	NO

SUBJECT: To approve the 2026 Holiday Schedule for the City of Clarkston.

PRESENTER CONTACT: Dr. Dwight L. Baker

PHONE NUMBER:

DEPARTMENT: Human Resources

PURPOSE:

To approve the 2026 Holiday Schedule for the City of Clarkston.

IMPACT:

Approval of the 2026 Holiday Calendar is necessary to ensure clear communication regarding office closures and employee holidays. This schedule aligns with federal holidays and provides employees with set days off, promoting a consistent work-life balance and helping with staff planning.

FUNDING SOURCE:

There is no direct financial impact associated with the approval of the 2026 Holiday Schedule, as holidays are incorporated into the City's annual personnel budget. Employee compensation for designated holidays is already accounted for in the approved salary and benefits expenditures.

RECOMMENDATION:

Approve the following 2026 Holiday Calendar for City of Clarkston offices. City offices will be closed

on the following dates:

Date	Holiday
Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Dr. Martin Luther King, Jr. Day
Monday, February 16, 2026	Presidents' Day
Friday, April 3, 2026	Spring Day
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth National Independence Day
Friday, July 3, 2026	Independence Day *
Monday, September 7, 2026	Labor Day
Monday, October 12, 2026	Indigenous Day
Tuesday, November 7, 2026	Election Day – half day
Wednesday, November 11, 2026	Veterans Day
Thursday, November 26, 2026	Thanksgiving Day
Friday, November 27, 2026	Day after Thanksgiving
Thursday, December 24, 2026	Christmas Eve
Friday, December 25, 2026	Christmas Day

Employees will also receive three (3) Floating Holidays for the 2026 calendar year, which must be used by December 31, 2026.

***Per City Policy, Chapter 6 – Leave of Absence, Section 9: Holidays — “If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday for pay and leave purposes.”**



CITY OF CLARKSTON

ITEM NO: XX

CITY COUNCIL WORK SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: November 6, 2025

SUBJECT: To approve the 2026 Holiday Schedule for the City of Clarkston.

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 approve the 2026 Holiday Schedule for the City of Clarkston.

NEED/IMPACT:

Approval of the 2026 Holiday Calendar is necessary to ensure clear communication regarding office closures and employee holidays. This schedule aligns with federal holidays and provides employees with set days off, promoting a consistent work-life balance and helping with staff planning.

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CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9A	Presentation/ Administrative Business	NO

SUBJECT: To discuss the Proposed FY 2026 Operating & Enterprise Budgets.

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To officially present the Proposed FY2026 Operating and Enterprise Budgets for the City of Clarkston. The document will be available for public review on October 28th, 2025.

IMPACT: In accordance with City of Clarkston Charter, ARTICLE IV. FISCAL ADMINISTRATION, Section 4.02 of the City of Clarkston on or before a date not later than forty-five (45) days prior to the beginning of each fiscal year, the city manager shall submit to the city council a proposed budget for the next fiscal year.

The City of Clarkson's Budget (to include General Fund, Capital, Enterprise, and Special Revenue Funds) is a tool for financial management, a plan for providing services, a way to rationalize how tax dollars will be spent, and a mechanism for communicating policy preferences and goals to the public. The budget document will contain the city's financial, operational, and political plans and programs for the ensuing fiscal year (January 1 – December 31, 2025).

The budget document is a statement of the city's priorities that are to be translated into programs and services that are performed to enhance quality of life for the City's residents and stakeholders

Please note that the proposed revenue and expense allocations are subject to change and that the budget is not set to be adopted until December 2, 2025. Even beyond adoption, the budget will be managed and monitored regularly and can be amended by legislative action of the City Council.

FUNDING SOURCE: N/A

RECOMMENDATION: RECOMMENDATION:

It is the recommendation of the executive office of the City Manager for the City Council to accept the proposed FY2025 budget as presented, and to continue collaborating with this office to decide on the most efficient and effective way to expend the city's revenues.

NEXT STEPS:

The following provides for the FY2026 Budget schedule for consideration and adoption:

October 28 Proposed FY 2026 Budget presented to City Council at 6:00PM
Special Called City Council Meeting

November 6 1st Public Hearing on Proposed FY 2026 Budget at 7:00PM
Regular City Council Meeting

November 25 2nd Public Hearing on Proposed FY 2026 Budget at 7:00PM
Work Session Meeting

City Council Discussion of the Proposed 2026 Budget

December 2 Adoption of Proposed FY 2026 Budget at 7:00PM Regular City
Council Meeting



City of Clarkston, Georgia FY 2026 BUDGET PROPOSAL

Presented by:

ChaQuias Miller-Thornton
Chief Executive/Chief Financial Officer

Date: October 28, 2025



INTRODUCTION

Part I, ARTICLE IV. - FISCAL ADMINISTRATION of the City of Clarkston's Chart, Sec. 4.02. provides that the City manager is to submit an annual proposed budget for the next fiscal, including a budget message that explains the budget both in fiscal terms and in terms of the work programs.

Manager's Statement

The FY 2026 Budget Proposal document represents the City Manager's presentation of the City of Clarkston's FY2026 budget estimates by Fund, per Line-Item Detail, and as proposed for operations, programs and services to be performed and implemented by the City. The intent of this proposal is to reflect the expressed vision for Clarkston's ensuing fiscal year as set forth by the Mayor and Council and as shared by our citizens. As your City Manager and CFO, I am happy to present a fiscal year plan that will move our city towards sustainability and growth and that focuses on strengthening infrastructure, strategically implementing programs, and offering a sustainable approach to enhancing service delivery.



PURPOSE OF THE PROPOSED BUDGET



Sets Policy for Allocation of City Resources

One of the most important policy decisions that the City Council makes annually is the consideration and adoption of the operating budget.



Sets Priorities for Service and Programs

The budget represents the vision of the City Council and reflects the needs and desires of the community.



Guides Departmental Spending

The City’s fiscal year budget is from January 1 - December 31. The budget provides a 12-month roadmap for the staff to follow.

THE FISCAL FOCUS



BUDGET TIMELINE

**June &
July 2025**

City Council Review

On October 7, 8, and 9th, 2025 budget review meetings were held with Mayor and subsets of the City Council.
On October 28th the city manager will present the 2026 budget proposal to Council.

**November
2025**

Adoption of Budget

FY2026 budget adoption is scheduled for Tues. Dec. 2nd.

Budget Work Sessions

City Manager held three budget work sessions with Department Heads and Managers to discuss current and upcoming revenue and expense projections.

**October
2025**

Public Hearings and Council Consideration

Public hearings to receive public comment on the FY2026 budget proposal are scheduled for Thurs. Nov 6th at 7pm and Thurs. Nov 25th at 7pm.

**December
2025**

BUDGET ADOPTION SCHEDULE

	Date	Action
	Tues. October 28 th , 2025	FY2026 Budget Proposal Presentation - Special Called 6pm
	Thurs. November 6 th , 2025	FY2026 Budget Proposal - Public Hearing 7pm
	Tues. November 25 th , 2025	FY2026 Budget Proposal - Public Hearing 7pm
	Tues. December 2 nd , 2025	FY2026 Budget Adoptioni

PROPOSED FY26 BUDGET PLAN

General Fund (Operations and Maintenance)

- Assumes a current Millage Rate of 15.890 (as adopted in June 2025) with a 2% increase in property valuations.
- Includes a maintained reduction in workforce and workforce expense as established during 2025 millage rate adoption time.
- Does not include a cost of living adjustment for employees. (TBD by Council Action) The City Manager recommends performance-based increase scenario.
- Does not consider compensation study findings. The City Manager recommends implementationi review at April 1, 2026.
- Does not include implementation of the Compensation Study to include hybrid-parity considerations
- Includes planning for future annexation, facilities, and city-wide comprehensive strategies.

Stormwater Fund

- Includes increase in stormwater fee revenue with 2025 increase in stormwater fee assessments.

SPLOST Fund

- SPLOST I and II Program Funding (Infrastructure Improvements)
- SPLOST II Program Funding (Parks and Recreation Master Plan)

ARPA (Coronavirus Relief) Fund

- Includes final allocation of American Rescue Plan Act funding - required by Federal Treasury guideline to be expended no later than December 31, 2026.

FY2026 GENERAL FUND SUMMARY



The Proposed Fiscal Year 2026 General Fund Budget Totals \$10,492,451 Million

REVENUE	2024 Unaudited Budget	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Budget
Taxes	7,082,315	9,068,558	8,238,374	8,596,431
Licenses & Permits	361,007	468,651	468,651	430,840
Intergovernmental	-	-	-	-
Charges for Services	89,456	136,193	136,193	100,983
Fines and Forfeitures	292,900	273,821	273,821	346,047
Investment Income	-	-	-	-
Private Grants	1,150	-	-	-
Miscellaneous Revenue	123,503	113,288	113,288	93,240
Other Financing Sources		45,000	45,000	150,000
TOTAL CURRENT REVENUE	7,950,331	10,105,511	9,275,327	9,717,541
Transfers To DDA				
Transfer to Debt Service				
Transfer from ARPA (General O&M)			159,556	605,221
Transfer from StormWater				131,027
From Fund Balance		80,000	345,668	38,662
To Fund Balance				
TOTAL GENERAL FUND REVENUE	7,950,331	10,185,511	9,780,551	10,492,451
EXPENDITURES				
City Council	-	-	-	165,360
Mayor	-	-	-	48,327
Admin	2,097,060	2,500,776	2,232,616	2,286,117
Building & Grounds	250,393	668,208	668,208	761,706
Municipal Court	376,086	453,217	459,620	510,620
Public Safety	2,912,809	3,185,162	3,182,734	3,177,245
Public Works	1,171,873	1,315,242	1,234,714	1,348,499
Parks	251,966	440,810	404,929	335,377
Planning & Development	705,315	1,000,834	976,468	1,385,612
Debt Service	656,987	621,262	621,262	473,588
TOTAL GENERAL FUND EXPENDITURES	8,422,489	10,185,511	9,780,551	10,492,451
Over/Deficit	(472,157)	-	-	\$ 0

A balanced budget of \$10,492,451 in revenue expectation with an estimated (offsetting) \$10,492,451 in expenditure expectation is presented.

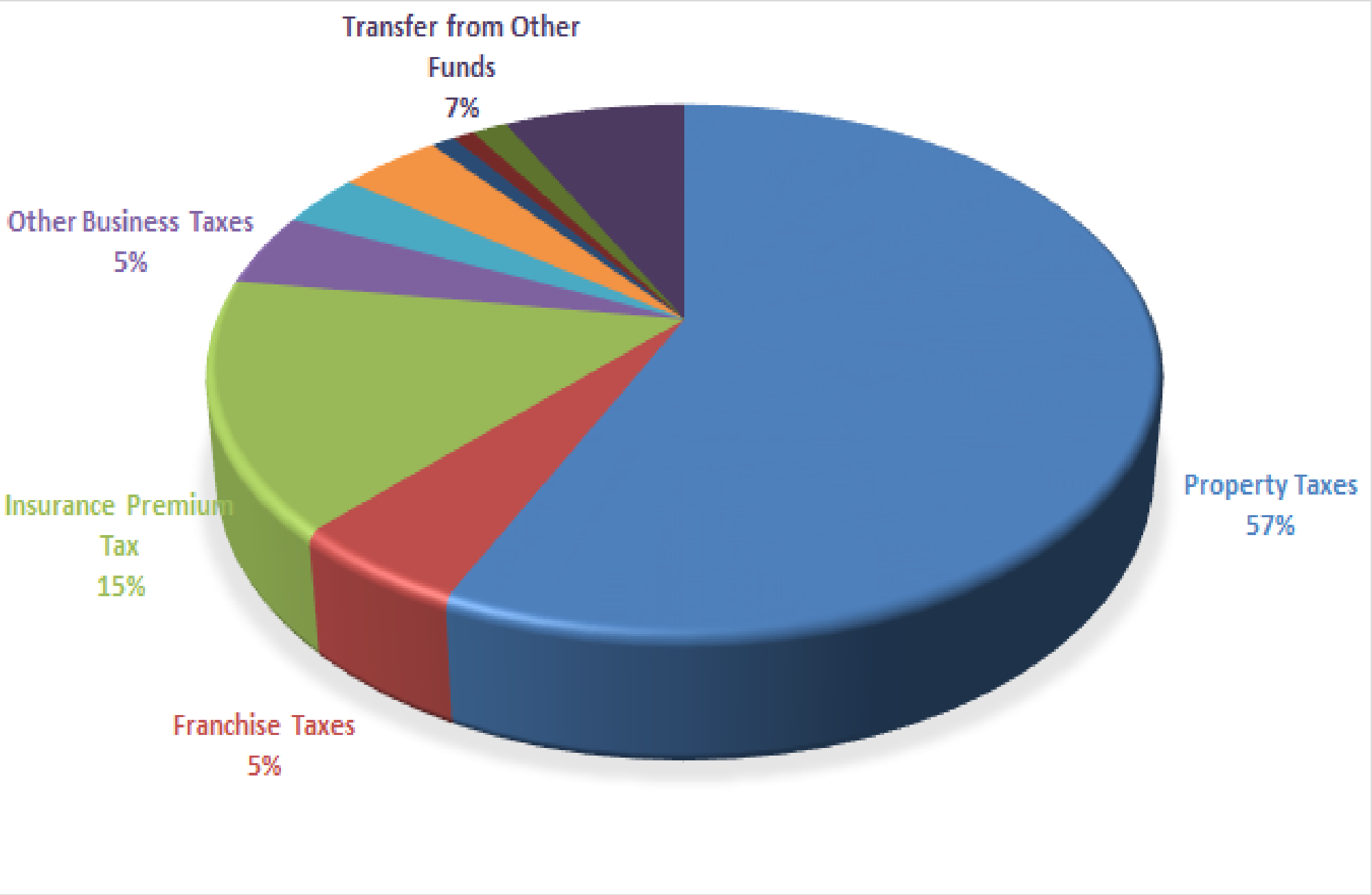
The amount of FY2026 estimated revenue exceeds previous year's revenue (as amended to-date) in the amount of \$711,900.

The amount of FY2026 estimated expenditures exceeds previous year's expenditures (as amended to-date) in the amount of \$711,900.

\$605,221 is estimated to be transferred from the American Rescue Plan Act (ARPA) Fund. \$131,027 is estimated in transferred from the Stormwater Fund and \$38,662 is estimated as the necessary subsidy from the General Fund Reserve Fund Balance.

FY2026 GF REVENUE SUMMARY

The Proposed Fiscal Year 2026 General Fund Revenue is Estimated at \$10,611,193 Million



REVENUE	2026
Property Taxes	\$ 5,975,774
Franchise Taxes	\$ 546,397
Insurance Premium Tax	\$ 1,605,229
Other Business Taxes	\$ 469,031
Court Fines/Fees	\$ 346,047
Licenses and Permits	\$ 430,840
Charges for Services	\$ 100,983
Msc. Revenues	\$ 93,240
Other Financing Sources	\$ 150,000
Transfer from Other Funds	\$ 774,910
	\$ 10,492,451

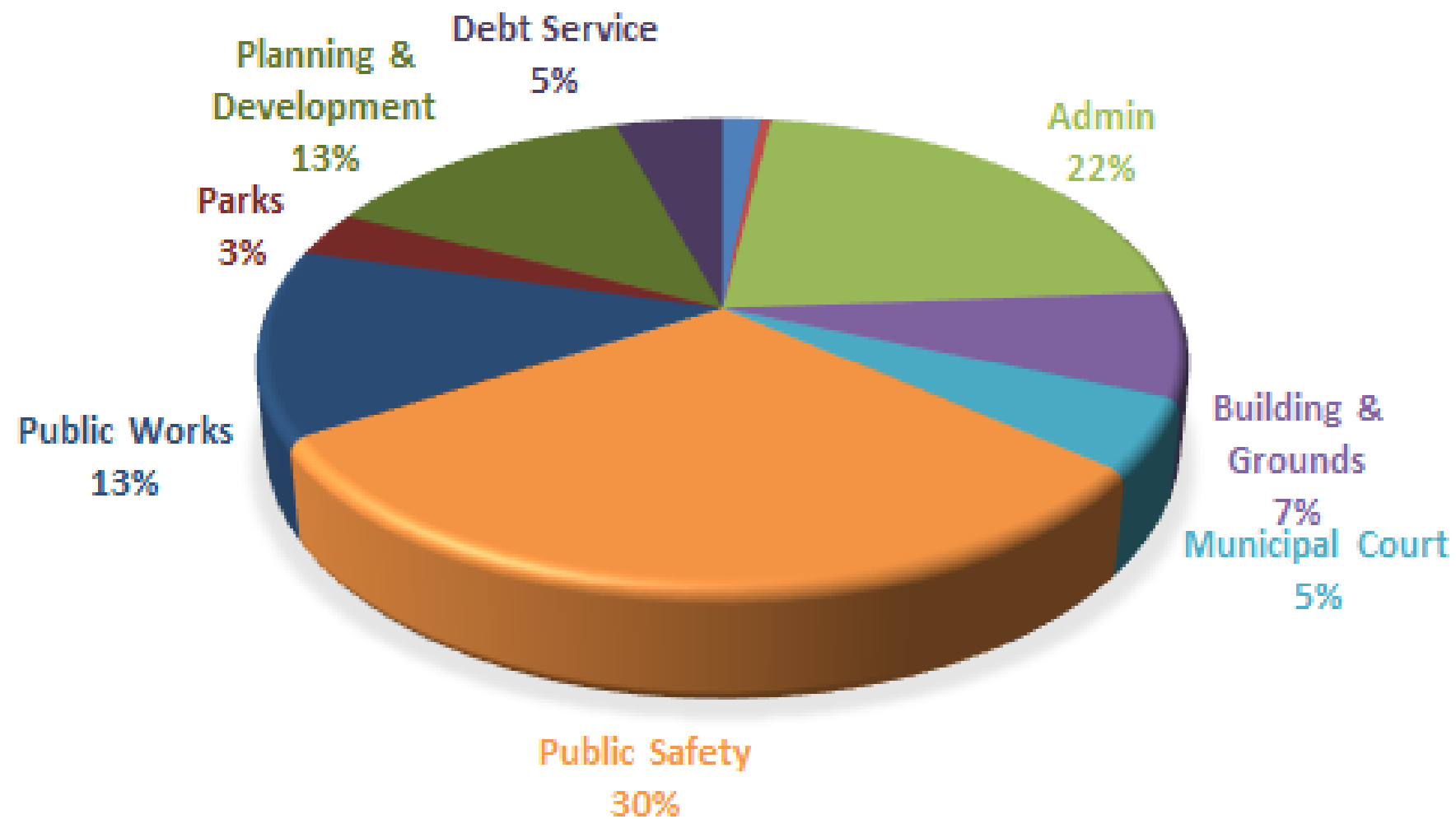
FY2025-26 GF REVENUE COMPARISON

REVENUE	2025		2026		Variance
Property Taxes	\$	5,848,781	\$	5,975,774	\$ 126,993
Franchise Taxes	\$	520,437	\$	546,397	\$ 25,960
Insurance Premium Tax	\$	1,359,600	\$	1,605,229	\$ 245,629
Other Business Taxes	\$	509,556	\$	469,031	\$ (40,525)
Court Fines/Fees	\$	273,821	\$	346,047	\$ 72,226
Licenses and Permits	\$	468,651	\$	430,840	\$ (37,811)
Charges for Services	\$	136,193	\$	100,983	\$ (35,210)
Msc. Revenues	\$	113,288	\$	93,240	\$ (20,048)
Other Financing Sources	\$	45,000	\$	150,000	\$ 105,000
Transfer from Other Funds	\$	505,224	\$	774,910	\$ 269,686
	\$	9,780,551	\$	10,492,451	\$ 711,900

FY2026 GF EXPENDITURE SUMMARY

The Proposed Fiscal Year 2026 General Fund Expense Totals \$10,492,451 Million

FY2026 GF EXPENDITURES BY %



EXPENDITURES	2026
City Council	\$ 165,360
Mayor	\$ 48,327
Admin	\$ 2,286,117
Building & Grounds	\$ 761,706
Municipal Court	\$ 510,620
Public Safety	\$ 3,177,245
Public Works	\$ 1,348,499
Parks	\$ 335,377
Planning & Development	\$ 1,385,612
Debt Service	\$ 473,588
	\$ 10,492,451

FY2025-26 GF EXPENDITURE COMPARISON

EXPENDITURES	2025	2026	Variance
City Council	\$ -	\$ 165,360	\$ 165,360
Mayor	\$ -	\$ 48,327	\$ 48,327
Admin	\$ 2,232,616	\$ 2,286,117	\$ 53,501
Building & Grounds	\$ 668,208	\$ 761,706	\$ 93,498
Municipal Court	\$ 459,620	\$ 510,620	\$ 51,000
Public Safety	\$ 3,182,734	\$ 3,177,245	\$ (5,489)
Public Works	\$ 1,234,714	\$ 1,348,499	\$ 113,785
Parks	\$ 404,929	\$ 335,377	\$ (69,552)
Planning & Development	\$ 976,468	\$ 1,385,612	\$ 409,144
Debt Service	\$ 621,262	\$ 473,588	\$ (147,674)
	9,780,551	\$ 10,492,451	\$ 711,900

OTHER FUNDS

FUND	2026 REVENUE	2026 EXPENSE
DEBT SERVICE	\$473,588	\$473,588
ARPA (CORONAVIRUS RELIEF) - 260	Remaining Revenue \$605,221	Transfer to GF \$605,221
SANITATION - 540	\$370,000	\$370,000
STORMWATER - 500	\$615,010	\$615,010
CAPITAL PROJECTS	NO BUDGET - CAPITAL HELD IN SPLOST I/II	NO BUDGET - CAPITAL HELD IN SPLOST I/II
HOST - 330	NO BUDGET	NO BUDGET

FACILITIES, GROWTH, AND STRATEGIC PLANNING

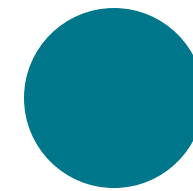
The City Manager recommends the following plans and initiatives to assist in moving the city towards strategic growth, stronger service and sustainability.

- **Annexation Study \$50,000**
- **Comprehensive Plan - \$150,000**
- **Digitization of Files - \$15,000**
- **Facilities Master Plan - \$50,000**
- **Interpretation Projects - \$20,000**
- **Livable Centers Initiative (LCI) - \$40,000**
- **City-wide Strategic Planning - \$30,000**
- **Parks and Recreation Plannings - \$TBD by Master Plan**

FY2026 Budget Proposal



THANK YOU & QUESTIONS



ChaQuias Miller-Thornton,
City Manager



Visit our website

www.clarkstonga.gov

FY2026 Budget Proposal



OCTOBER 28, 2025

City Manager ChaQuias Miller Thornton
City Manager, CEO, CAO, CFO

Clarkston City Council



Beverly H. Burks
Mayor



Deborah Johnson
Vice Mayor



Sharifa Adde
Councilmember



Yterenickia Bell
Councilmember



Jamie Carroll
Councilmember



Susan Hood
Council Member



Mark Perkins
Councilmember

The mayor and six (6) council members shall compose the city council, in which is vested all corporate, legislative and other powers of the city. Before the beginning of the ensuing fiscal year the council shall adopt an appropriate ^[3] ordinance, based on the city manager's budget, with such modifications as the council considers necessary or desirable.

City of Clarkston, Georgia

PROPOSED BUDGET FOR FISCAL YEAR ENDING
DECEMBER 31, 2026



ChaQuias Miller-Thornton
City Manager

The city manager shall be the chief executive and administrative officer of the city. The city manager shall be responsible to the city council for the administration of all city affairs placed in the city manager's charge by or under this charter. As the chief executive and administrative officer, the city manager shall prepare and submit the annual operating budget and capital budget to the city council.

The city manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the city for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in fiscal policies, expenditures, and revenues together with the reasons for such changes, summarize the city's debt position and include such other material as the city manager deems desirable.



October 28, 2025

Dear Mayor and Councilmembers,

Presented is the proposed FY2026 City of Clarkston Fiscal Budget. The budget was developed in accordance with ARTICLE IV. FISCAL ADMINISTRATION of the City of Clarkston's CHARTER, with regulations established by the State of Georgia and in-line with Generally Accepted Accounting Principles for municipal government. The document has been developed with the assistance of staff, Mayor, and the City Council.

ARTICLE IV of the City's Charter provides that "[no] later than forty-five (45) days prior to the beginning of each fiscal year, the city manager shall submit to the city council a proposed budget for the next fiscal year, showing separately for the general fund, each utility, and each other fund the following: (i) revenues and expenditures during the preceding fiscal year, (ii) appropriations and estimated revenues and expenditures for the current fiscal year..."

Budget message. The city manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the city for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in fiscal policies, expenditures, and revenues together with the reasons for such changes, summarize the city's debt position and include such other material as the city manager deems desirable.

I am pleased to present to you the proposed Fiscal Year (FY) 2026 balanced budget as required by Georgia statute. This budget contains a summary of revenues and expenditures for the General Fund and budgets for Special Revenue Funds, Enterprise Fund, and Capital Projects Fund. In addition, this budget represents our focus and plan for the fiscal year. We are projecting that we will see growth trends due to strategic community and economic development planning. Along with this growth comes increased demands on City services and infrastructure, and ultimately the requests for and use of City dollars. We will continue to build upon previous years' efforts to make the City leaner and more effective to ensure the long-term protection of quality of life. I am presenting you with a balanced \$10,492,451 Million General Fund budget that achieves the following:

General Fund (Operations and Maintenance)

- Assumes a current Millage Rate of 15.890 (as adopted in June 2025) with a 2% increase in property valuations. The established tax rate is below revenue neutral, but still serves to fund operations, maintenance, services and special initiatives with subsidy from fund balance reserve.
- Includes a continued maintenance of the reduced workforce and workforce expense established during 2025 millage rate adoption. This reduction includes:
 - Non-funded positions:
 - Assistant City Manager (Administration Department)
 - Special Events Coordinator (Administration Department)
 - Laborer (Public Works Department)
 - Consolidated functions:
 - Inclusion of special event functions within the Special Projects and Diversity, Equity and Inclusion Officer positions.
 - Assignment of Clerk Office related permitting functions within the Planning and Development Permit Technician position.
- Does not include a cost of living adjustment for employees. (TBD by Council Action) Recommendation of performance-based increases.
- Does not include implementation of the Compensation Study to include hybrid-parity considerations. Recommendation of review for April 1, 2026 consideration. Study implementation will constitute a budget amendment.
- Includes planning for future annexation, facilities (to include new town center/city hall), and city-wide comprehensive strategies.
- Includes lease-purchase of 1 vehicle for the Administration Department with reassignment of the City Manager's vehicle to the Planning and Economic Development Director for increased service delivery/risk management.

Stormwater Fund

- Includes increase in stormwater fee revenue with 2025 increase in stormwater fee assessments. Proposed use for the increased revenue is an increase in much needed stormwater system maintenance. Approximately 25% of the General Fund Public Works salary expense is accounted for within the Stormwater Fund. Therefore a transfer of \$131,027 from the Stormwater Fund to the General Fund is proposed.

SPLOST Fund

- SPLOST I and II Program Funding (Infrastructure Improvements)
- SPLOST II Program Funding (Parks and Recreation Master Plan)

ARPA (Coronavirus Relief) Fund

- Includes final allocation of American Rescue Plan Act funding - required by Federal Treasury guideline to be expended no later than December 31, 2026.

CITY OF CLARKSTON MUNICIPAL REVENUE PORTFOLIO

The City of Clarkston's capacity to generate revenue is founded upon the City's revenue-raising authority that is granted to the City per state law. Also, under Georgia law, the City is required to adopt a balanced budget (revenues = expenditures). Under this rule, the City cannot budget expenses in excess of available revenue. The task of the local government organization is to balance and manage revenues in a manner that funds services and programs requested by the citizens and businesses while adhering to local, state, and federal statutes regarding municipal finance.

The primary revenue sources for the City of Clarkston are taxes, non-tax revenues such as fees, and proprietary (enterprise) funds. The City operates in an intergovernmental system and generates revenue from its own sources as it is authorized to do by the state. The City also receives revenue in the form of federal and state grants and special revenue derived from sales tax. The City also continues to allocate remaining Coronavirus relief funds derived from federal distribution of American Rescue Plan Act (ARPA).

The following revenue sources make up the City's revenue portfolio:

I. TAXES ON PROPERTY

Ad Valorem Tax

The ad valorem tax (or property tax) is an important component of municipal revenue. It provides a stable source of revenue for the City. Residents and non-resident taxpayers received a direct benefit for paying property tax. The City uses the tax revenue to fund its General Fund 100 activities such as administrative services, public safety, street maintenance and repair, parks recreation, and community economic development activities. The property tax rate can be adjusted to generate the amount of revenue necessary to provide municipal services. The City's current tax rate is 15.890 mils.

Taxation of Motor Vehicles

As allowed by the Georgia Constitution, motor vehicles are taxed in a manner that is different than the taxation of other property. The "birthday day" or annual ad valorem tax for motor vehicles was exempted in 2012 legislation and was implemented as a one-time tax that is imposed on the fair market value of the vehicle.

Real Estate Transfer Tax

A real estate transfer tax is imposed at a rate of \$1 on the first \$1,000 and 10 cents on each additional \$10 of any conveyance of real property when the value of the interest transferred is more than \$100. For such transactions on property that happen within the City's jurisdiction, the DeKalb County Superior Court Clerk collects the tax and distributes it to the City monthly. This revenue is distributed based on the City's millage rate.

Intangible Tax

Intangible tax is revenue on long-term real estate notes. Long-term notes are those that are due more than three years from the date of execution and are secured by real estate. The tax is assessed at \$1.50 for each \$500 of the face amount of the note with the maximum intangible recording tax being \$25,000.

II. TAXES ON SALES

Alcoholic Beverage Excise Taxes

Taxes levied on distilled spirits (up to \$.22 per liter on packaged sales and 3% of the sale price on sales by the drink), wine (up to \$.22 per liter), and malt beverages (up to \$6.00 per bulk container and up to \$.05 per 12 ounce bottle, can, or other container).

Insurance Premium Taxes and License Fees

Insurance premium tax is a levy of 1% on life insurance companies based on gross premium on policies of persons living within the City's jurisdiction. The City can levy a gross premium tax of no more than 2.5% on all other types of insurance companies. This tax is collected by the Georgia Commissioner of Insurance and is remitted to the City on an annual basis in October of every year. The City also imposes and collects license fees on insurance companies doing business within the City's limits. By state statute, and through submission of the City's ordinance adopting the imposition of insurance license fees, the City can impose a \$75.00 fee on insurance companies. The fee is based on population.

Business and Occupation Taxes

The City levies and collects business and occupation taxes on businesses and practitioners with offices or locations within the City. Some types of business are exempt from this tax (i.e. non-profits). The City uses the "gross receipts" method of taxation. This method of taxation is based on a percentage of total revenue from receipts or sales for the year, before business expenses.

Franchise Fees

The City enters into franchise agreements or contracts with cable, electric, gas and telephone companies doing business in the City. These agreements determine the terms that a public utility company abides by when using the City's right of way. The fee is most often a percentage of the utility's gross receipts within the municipality. The electric franchise fee is remitted to the City annually, while gas, cable, and telephone franchise fees are remitted quarterly.

III. BUSINESS TYPE LICENSES AND PERMITS

Alcoholic Beverage Licenses

The City requires that a person or business have a license from the City to sell alcohol, retail or wholesale, within the City. The amount of the fee, by license type, is established by resolution of the Council.

Work Permits

(Alcohol) All employees who work for a business licensed to sell alcoholic beverages within the city who are actually engaged in the sale of alcoholic beverages shall be required to apply for and obtain a work permit from the police department for each location at which the employee is working.

(Adult Entertainment) Before any person may work on a regulated premises of an adult entertainment facility, he shall file a notice with the city clerk of his intended employment. If the employee is found to be of good moral character, the city clerk shall grant approval of employment. Upon approval, the employee may begin working on a regulated premises.

(Pawn shop) Before operating a pawnshop, any person must first file an application with the municipal police department for a permit on an annual basis. No permit to operate a pawnshop shall be issued until a regulatory fee in the amount of three thousand five hundred dollars (\$3,500.00) is paid to the city. This fee shall be in addition to applicable occupation tax and business licensing fees.

(Hookah) Certain restaurants within the city have been issued a permit that allows limited smoking of hookah within the restaurant. Such permits were only issued prior to July 2, 2018. No new permits will be issued. An annual regulatory permit fee of one thousand (\$1,000.00) dollars shall be paid to the city prior to issuance of a hookah permit.

(Late night convenience store) Service stations are regulated by the City and must be closed to the public between the hours of Midnight and 6:00 a.m. each night unless the business holds a valid late night convenience store permit. This permit is assessed at one thousand fifty dollars (\$1,050.00).

IV. Non-Business Licenses and Permits

The City collects revenue for zoning land and use permits, building permits and inspection fees, certificates of occupancy, sign and fence permits, etc.

V. Other Revenue

Charges for Use

The City charges for providing accident reports, conducting background checks, sanitation services, and building and land rentals.

Fines and Forfeitures, Court Fees, and Costs

This revenue includes traffic fines, fines from violations of City Code, bonds posted to guarantee court appearances, and other court costs. Fine and forfeiture revenue is offset by mandatory court liabilities to include payments to other agencies for the Peace Officers A&B Fund, Crime Victim Emergency Fund, Crime Victim DUI Fund, Indigent Defense Fund, Brain & Spinal Injury Fund, County Drug Treatment Fund, Drivers Ed Training, Etc. Fine and forfeiture revenue is also offset by Bond Refunds.

Miscellaneous Revenue

(Rents and Royalties)

(Reimbursement for Damaged Property)

(Reimbursement for Drug Enforcement Agency Overtime) The City has an officer who serves on the Drug Enforcement Agency's Taskforce as a Taskforce Officer. The City pays the officer's salary and overtime wages and the DEA reimburses the City for up to \$20,000 in overtime wages. With the assignment of the Clarkston Officer to the DEA Taskforce, the City receives a percentage of Federal Confiscated Seizure Funds.

Other Financing Sources

(Proceeds from the Sale of General Fixed Assets) After the declaration of surplus of city-owned assets the City has granted authority to conduct the sale of such assets. Funds received on the sale are classified as revenue/proceeds.

(Grants – Non-intergovernmental Sources) Non state, local, or federal grants, that are also not considered private contribution or donations, may be awarded to the City.

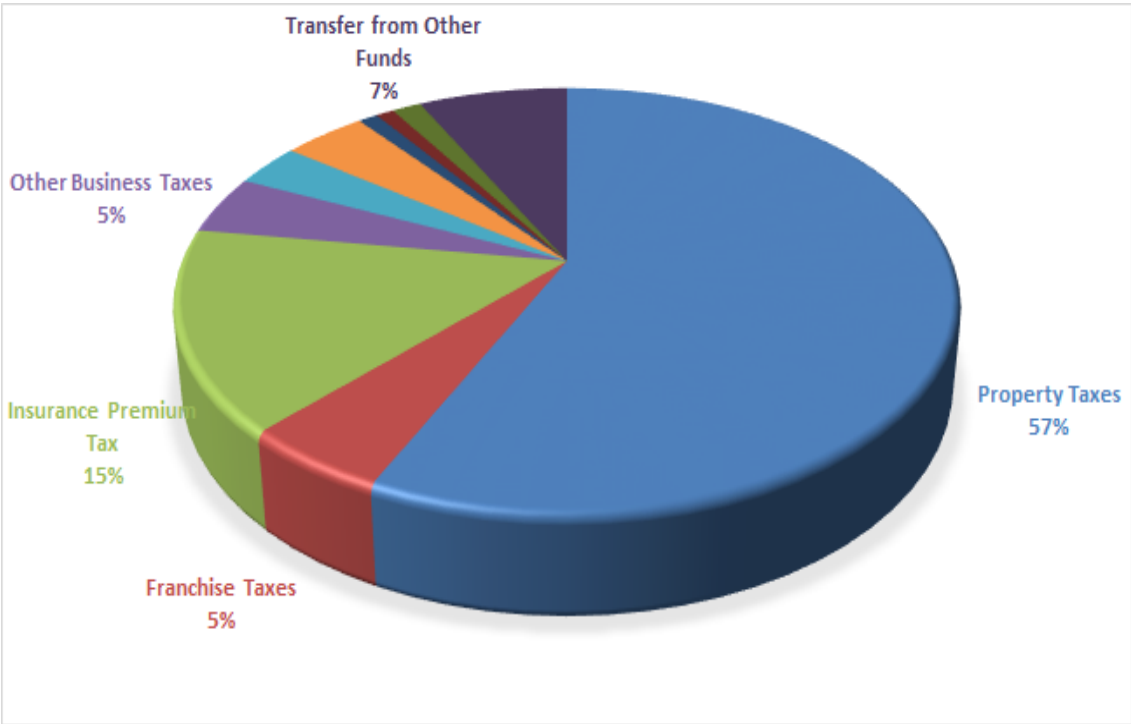
(Proceeds from Capital Leases) Lease-purchase financing is a method for a Local Government to acquire real property or personal property (such as vehicles and equipment) by paying over its full term an annually renewable contract for the use and acquisition of the property.

CLARKSTON FY2026 PROPOSED GENERAL FUND SUMMARY

REVENUE	2024 Unaudited Budget	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Budget
Taxes	7,082,315	9,068,558	8,238,374	8,596,431
Licenses & Permits	361,007	468,651	468,651	430,840
Intergovernmental	-	-	-	-
Charges for Services	89,456	136,193	136,193	100,983
Fines and Forfeitures	292,900	273,821	273,821	346,047
Investment Income	-	-	-	-
Private Grants	1,150	-	-	-
Miscellaneous Revenue	123,503	113,288	113,288	93,240
Other Financing Sources		45,000	45,000	150,000
TOTAL CURRENT REVENUE	7,950,331	10,105,511	9,275,327	9,717,541
Transfers To DDA				
Transfer to Debt Service				
Transfer from ARPA (General O&M)			159,556	605,221
Transfer from StormWater				131,027
From Fund Balance		80,000	345,668	38,662
To Fund Balance				
TOTAL GENERAL FUND REVENUE	7,950,331	10,185,511	9,780,551	10,492,451
EXPENDITURES				
City Council	-	-	-	165,360
Mayor	-	-	-	48,327
Admin	2,097,060	2,500,776	2,232,616	2,286,117
Building & Grounds	250,393	668,208	668,208	761,706
Municipal Court	376,086	453,217	459,620	510,620
Public Safety	2,912,809	3,185,162	3,182,734	3,177,245
Public Works	1,171,873	1,315,242	1,234,714	1,348,499
Parks	251,966	440,810	404,929	335,377
Planning & Development	705,315	1,000,834	976,468	1,385,612
Debt Service	656,987	621,262	621,262	473,588
TOTAL GENERAL FUND EXENDITURES	8,422,489	10,185,511	9,780,551	10,492,451
Over/Deficit	(472,157)	-	-	\$ 0

A balanced general fund budget of **\$10,492,451** in revenue expectation with an estimated (offsetting) **\$10,492,451** in expenditure expectation is presented. An estimated \$38,662 in General Fund Reserve Balance is necessary to balance the budget. \$605,221 is expected to be transferred to the General Fund from the City's American Rescue Plan Act (ARPA) Fund (Coronavirus Relief) and \$131,027 is estimated as the transfer to the General Fund from the City's Stormwater Utility Fund.

The amount of FY2026 estimated revenue exceeds previous year’s revenue (as amended to-date) in the amount of \$711,900.



Property Taxes	\$ 5,975,774
Franchise Taxes	\$ 546,397
Insurance Premium Tax	\$ 1,605,229
Other Business Taxes	\$ 469,031
Court Fines/Fees	\$ 346,047
Licenses and Permits	\$ 430,840
Charges for Services	\$ 100,983
Msc. Revenues	\$ 93,240
Other Financing Sources	\$ 150,000
Transfer from Other Funds	\$ 774,910
	\$ 10,492,451

Revenue comparison for FY2025 as amended-to date and FY2026 as proposed as follows:

REVENUE	2025	2026	Variance
Property Taxes	\$ 5,848,781	\$ 5,975,774	\$ 126,993
Franchise Taxes	\$ 520,437	\$ 546,397	\$ 25,960
Insurance Premium Tax	\$ 1,359,600	\$ 1,605,229	\$ 245,629
Other Business Taxes	\$ 509,556	\$ 469,031	\$ (40,525)
Court Fines/Fees	\$ 273,821	\$ 346,047	\$ 72,226
Licenses and Permits	\$ 468,651	\$ 430,840	\$ (37,811)
Charges for Services	\$ 136,193	\$ 100,983	\$ (35,210)
Msc. Revenues	\$ 113,288	\$ 93,240	\$ (20,048)
Other Financing Sources	\$ 45,000	\$ 150,000	\$ 105,000
Transfer from Other Funds	\$ 505,224	\$ 774,910	\$ 269,686
	\$ 9,780,551	\$ 10,492,451	\$ 711,901

TAXES

Total taxes are budgeted at \$358,057 more than the 2025 budget as amended to-date going from \$8,238,374 in 2025 to an estimated \$8,596,431 in 2026. The increase is due to an estimated increase in Real Property Taxes Current Year - based on the following:

- a. Assuming a 2% increase in property valuations.
- b. Assuming an ad valorem tax rate of 15.890 mils as adopted in June 2025

Increase is also due to an increase in Insurance Premium Taxes of \$245,629 based on actual revenue received.

[SEE THE NEXT PAGE]

FUND	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
GENERAL FUND REVENUE						
	General Property Taxes					
	311110	PUBLIC UTILITY R/E TAXES - CURRENT YEAR	-	97,375	89,770	89,770
	311190	OTHER REAL PROPERTY TAXES - CURRENT YEAR	4,329,007	5,776,884	4,923,294	5,052,343
	311200	REAL PROPERTY TAXES PRIOR YEAR	291,494	275,000	275,000	275,000
	311210	PUBLIC UTILITY R/E TAXES - PRIOR YEAR	74,242	75,000	75,000	75,000
	311310	MOTOR VEHICLE TAXES-CURRENT YEAR	254,220	270,400	220,560	220,560
	311340	INTANGIBLE TAX (REGULAR RECORDING)	62,519	14,420	14,420	6,000
	311350	RAILROAD EQUIPMENT TAX - CURRENT YEAR	-	1,000	1,000	1,000
	311390	OTHER PERSONAL PROP TAXES - CURRENT YEAR	133,603	158,720	239,571	240,935
	311400	PERSONAL PROPERTY TAXES-PRIOR YEAR	4,910	5,000	5,000	10,000
	311600	REAL ESTATE TRANSFER TAX (INTANGIBLE)	4,292	5,166	5,166	5,166
	311710	FRANCHISE TAXES - ELECTRIC	1,717	424,329	424,329	450,289
	311730	FRANCHISE TAXES - GAS	57,711	55,880	55,880	55,880
	311750	FRANCHISE TAXES - TV/CABLE	24,506	38,711	38,711	38,711
	311760	FRANCHISE TAXES - TELEPHONE	1,630	1,517	1,517	1,517
		Total General Property Taxes	5,239,852	7,199,402	6,369,218	6,522,171
	Business Taxes					
	314200	ALCOHOL BEVERAGE TAXES - BEER & WINE	90,478	129,780	129,780	90,500
	314250	ALCOHOL EXCISE TAX - LIQUOR	15,006	15,223	15,223	15,000
	314300	LOCAL OPTION MIXED DRINK TAXES	68,092	69,762	69,762	68,100
	316100	BUSINESS AND OCCUPATION TAXES	224,521	269,671	269,671	269,671
	316200	INSURANCE PREMIUM TAXES	1,407,838	1,359,600	1,359,600	1,605,229
	319110	PENALTIES/INTEREST - REAL TAXES	31,908	16,365	16,365	16,365
	319400	PENALTIES/INTEREST - BUSINESS TAXES	4,621	8,755	8,755	9,395
		Total Business Taxes	1,842,464	1,869,156	1,869,156	2,074,260
		TOTAL TAXES	7,082,315	9,068,558	8,238,374	8,596,431

[SEE THE NEXT PAGE]

LICENSES AND PERMITS

License and permits revenue for FY2026 is estimated at \$37,811 less than the FY2025 budget revenue (amended to-date). Estimates are based on current licenses and permits on records, applications submitted, and projections based on actual revenue received in 2025.

FUND	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
		Licenses and Permits				
	321105	ALCOHOL INVESTIGATION FEE	5,800	9,500	9,500	9,500
	321110	BEER RETAIL LICENSE	10,250	17,240	17,240	14,050
	321115	BEER RETAIL LICENSE BY DRINK	5,000	8,333	8,333	8,300
	321120	RETAIL WINE LICENSE	9,500	17,240	17,240	17,240
	321125	RETAIL WINE LICENSE BY DRINK	4,000	8,907	8,907	8,900
	321130	RETAIL LIQUOR LICENSE	12,500	17,250	17,250	17,250
	321135	RETAIL LIQUOR LICENSE BY DRINK	22,500	37,375	37,375	27,000
	321150	WORK PERMIT & ID CARD ALCOHOL SALES	4,435	5,506	5,506	4,435
	321151	WORK PERMIT ID - ENTERTAINMENT	111,830	118,024	118,024	112,500
	321153	HOOKAH PERMIT	2,000	2,000	2,000	2,300
	321154	LATE NIGHT CONVENIENCE STORE PERMIT	-	1,053	1,053	1,053
	321220	INSURANCE COMPANY BUSINESS LICENSE	22,195	23,106	23,106	22,500
	322210	ZONING AND LAND USE PERMIT	20,504	27,412	27,412	27,412
	322230	SIGN PERMITS	8,518	7,573	7,573	3,500
	322240	BUILDING PERMIT	107,738	157,125	157,125	150,000
	322245	TREE SERVICE PERMIT FEES	1,896	1,934	1,934	900
	322900	NON-BUSINESS LICENSES/PERMITS - OTHER	12,342	9,073	9,073	4,000
	323120	BUILDING INSPECTION	-	-	-	-
		TOTAL LICENSES AND PERMITS	361,007	468,651	468,651	430,840

CHARGES FOR SERVICE

Charges for Service revenue is estimated at \$35,210 less for FY2026 than the amount amended year-to-date for FY2025.

- 1) No municipal election is scheduled for 2026.
- 2) Overall revenue for Charges for Services is reduced based on estimated projections due to actual revenue received.

FUND	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
		Charges for Service				
	341400	PRINTING AND DUPLICATING SERVICES	753	1,854	1,854	1,300
	341910	ELECTION QUALIFYING FEES	720	3,000	3,000	-
	342100	ACCIDENT REPORTS	4,227	3,829	3,829	3,340
	343900	GENERAL FUND STREET ROW MAINTENANCE	-	-	-	-
	344111	SPECIAL PICKUPS	4,936	5,522	5,522	4,000
	346410	BACKGROUND CHECK FEES (CRIMINAL)	8,120	8,762	8,762	6,500
	347200	WOMAN'S CLUB RESERVATION FEES	20,497	31,100	31,100	19,000
	347201	PARKS-POOL ADMISSIONS	31,221	54,562	54,562	47,843
	347202	TENNIS FEES	50	-	-	-
	347203	MILAM PARK RESERVATION FEES	17,402	26,064	26,064	18,000
	347301	JUNETEENTH VENDOR FEES	1,020	1,500	1,500	1,000
	347500	PROGRAM FEES-ATHLETIC	460	-	-	-
	349300	BAD CHECK FEES	50	-	-	-
		TOTAL CHARGES FOR SERVICE	89,456	136,193	136,193	100,983

FINES AND FORFEITURES

1) Fine and forfeiture revenue for FY2026 is estimated at \$75,641 more than FY2025 revenue as amended to-date. The net revenue is calculated based on the amount of municipal revenue collected for fines and forfeitures minus fund calculation expenditures assessed by County and State agencies such as Local Crime Victims Funds, Peace Officers A & B Annuity Fund, GSCCCA, etc, and bond refunds. Police Admin IT Fees are also estimated at an increase based on current revenue projections.

FUND	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
		Fines and Forfeitures				
	351170	MUNICIPAL COURT FINES AND FORFEITURES	288,190	270,406	270,406	340,580
	351180	POLICE ADMIN IT FEE	4,710	3,415	3,415	5,467
		TOTAL FINES AND FORFEITURES	292,900	273,821	273,821	346,047

CONTRIBUTIONS PRIVATE SOURCES

There is no estimation of contributions from private sources.

MISCELLANEOUS INCOME

Miscellaneous income for FY2026 is estimated at \$20,048 less than FY2025 revenue as amended to-date. There is no estimated revenue allocated for the reimbursement of damaged property and no other miscellaneous revenue can be identified for collection.

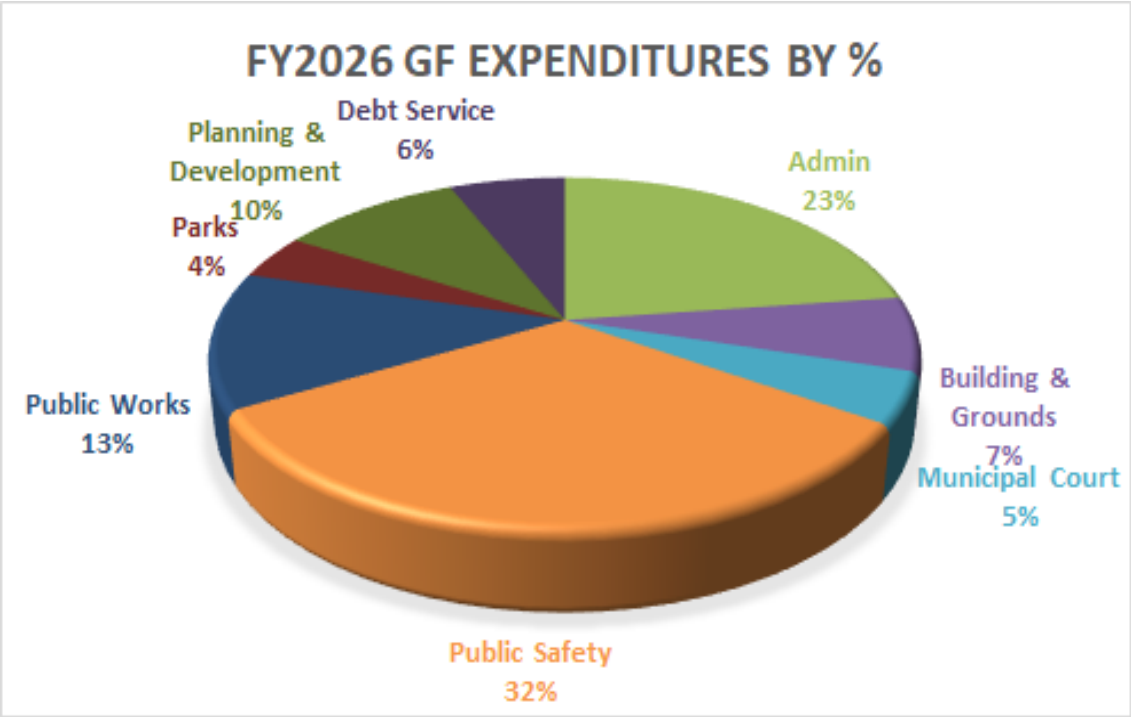
FUND	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
		Miscellaneous Revenue				
	381000	RENTS AND ROYALTIES	78,968	73,328	73,328	80,236
	383000	REIMBURSEMENT FOR DAMAGED PROPERTY	31,638	25,615	25,615	-
	389000	OTHER MISCELLANEOUS REVENUE	3,427	1,341	1,341	
	389005	REIM DEA O/T	9,469	13,004	13,004	13,004
		TOTAL MISCELLANEOUS REVENUE	123,503	113,288	113,288	93,240

OTHER FINANCING SOURCES

Other Financing Sources is increased by \$105,000 based on grant funds expected to be received from the ICMA Economic Mobility Special Assistant Grant. The funds received will offset salary and travel expenses for the position. Capital lease proceeds are proposed to be received relative to a lease purchase for a new vehicle for the Administration Department. Lease proceeds are booked as revenue, the asset purchase price is booked in the Administration Department capital asset expense, and the annual lease and interest payment amount is recorded in the Debt Service Fund.

FUND	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
		Other Financing Sources				
	392100	PROCEEDS-SALE OF GENERAL FIXED ASSETS		45,000	45,000	
	393130	REVENUE CAPITAL PROJECTS CITY HALL ANNEX			-	
	393150	ICMA Grant				90,000
	393500	PROCEEDS-CAPITAL LEASE				60,000
		TOTAL OTHER FINANCING SOURCES	-	45,000	45,000	150,000

Percentage and Amounts of General Fund Expenditures by category are depicted below:



FY 2026 GF EXPENDITURES		
City Council	\$	165,360
Mayor	\$	48,327
Admin	\$	2,286,117
Building & Grounds	\$	761,706
Municipal Court	\$	510,620
Public Safety	\$	3,177,245
Public Works	\$	1,348,499
Parks	\$	335,377
Planning & Development	\$	1,385,612
Debt Service	\$	473,588
		10,492,451

Expenditure comparison for FY2025 as amended-to date and FY2026 as proposed as follows:

EXPENDITURES	2025	2026	Variance
City Council	\$ -	\$ 165,360	\$ 165,360
Mayor	\$ -	\$ 48,327	\$ 48,327
Admin	\$ 2,232,616	\$ 2,286,117	\$ 53,501
Building & Grounds	\$ 668,208	\$ 761,706	\$ 93,498
Municipal Court	\$ 459,620	\$ 510,620	\$ 51,000
Public Safety	\$ 3,182,734	\$ 3,177,245	\$ (5,489)
Public Works	\$ 1,234,714	\$ 1,348,499	\$ 113,785
Parks	\$ 404,929	\$ 335,377	\$ (69,552)
Planning & Development	\$ 976,468	\$ 1,385,612	\$ 409,144
Debt Service	\$ 621,262	\$ 473,588	\$ (147,674)
	9,780,551	\$ 10,492,451	\$ 711,900

EXHIBIT 1 WITH REVENUE AND EXPENSE DETAIL BEGINS ON THE NEXT PAGE

EXHIBIT 1
CITY OF CLARKSTON - FY2026 BUDGETS PROPOSAL
GENERAL FUND SUMMARY

REVENUE	2024 Unaudited Budget	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Budget
Taxes	7,082,315	9,068,558	8,238,374	8,596,431
Licenses & Permits	361,007	468,651	468,651	430,840
Intergovernmental	-	-	-	-
Charges for Services	89,456	136,193	136,193	100,983
Fines and Forfeitures	292,900	273,821	273,821	346,047
Investment Income	-	-	-	-
Private Grants	1,150	-	-	-
Miscellaneous Revenue	123,503	113,288	113,288	93,240
Other Financing Sources		45,000	45,000	150,000
TOTAL CURRENT REVENUE	7,950,331	10,105,511	9,275,327	9,717,541
Transfers To DDA				
Transfer to Debt Service				
Transfer from ARPA (General O&M)			159,556	605,221
Transfer from StormWater				131,027
From Fund Balance		80,000	345,668	157,404
To Fund Balance				
TOTAL GENERAL FUND REVENUE	7,950,331	10,185,511	9,780,551	10,611,193
EXPENDITURES				
City Council	-	-	-	165,360
Mayor	-	-	-	48,327
Admin	2,097,060	2,500,776	2,232,616	2,286,117
Building & Grounds	250,393	668,208	668,208	761,706
Municipal Court	376,086	453,217	459,620	629,362
Public Safety	2,912,809	3,185,162	3,182,734	3,177,245
Public Works	1,171,873	1,315,242	1,234,714	1,348,499
Parks	251,966	440,810	404,929	335,377
Planning & Development	705,315	1,000,834	976,468	1,385,612
Debt Service	656,987	621,262	621,262	473,588
TOTAL GENERAL FUND EXENDITURES	8,422,489	10,185,511	9,780,551	10,611,193
Over/Deficit	(472,157)	-	-	\$ 0

CITY OF CLARKSTON FY2026 BUDGET REVENUE - AS PROPOSED

FUND	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
GENERAL FUND REVENUE						
General Property Taxes						
	311110	PUBLIC UTILITY R/E TAXES - CURRENT YEAR	-	97,375	89,770	89,770
	311190	OTHER REAL PROPERTY TAXES - CURRENT YEAR	4,329,007	5,776,884	4,923,294	5,052,343
	311200	REAL PROPERTY TAXES PRIOR YEAR	291,494	275,000	275,000	275,000
	311210	PUBLIC UTILITY R/E TAXES - PRIOR YEAR	74,242	75,000	75,000	75,000
	311310	MOTOR VEHICLE TAXES-CURRENT YEAR	254,220	270,400	220,560	220,560
	311340	INTANGIBLE TAX (REGULAR RECORDING)	62,519	14,420	14,420	6,000
	311350	RAILROAD EQUIPMENT TAX - CURRENT YEAR	-	1,000	1,000	1,000
	311390	OTHER PERSONAL PROP TAXES - CURRENT YEAR	133,603	158,720	239,571	240,935
	311400	PERSONAL PROPERTY TAXES-PRIOR YEAR	4,910	5,000	5,000	10,000
	311600	REAL ESTATE TRANSFER TAX (INTANGIBLE)	4,292	5,166	5,166	5,166
	311710	FRANCHISE TAXES - ELECTRIC	1,717	424,329	424,329	450,289
	311730	FRANCHISE TAXES - GAS	57,711	55,880	55,880	55,880
	311750	FRANCHISE TAXES - TV/CABLE	24,506	38,711	38,711	38,711
	311760	FRANCHISE TAXES - TELEPHONE	1,630	1,517	1,517	1,517
Total General Property Taxes			5,239,852	7,199,402	6,369,218	6,522,171
Business Taxes						
	314200	ALCOHOL BEVERAGE TAXES - BEER & WINE	90,478	129,780	129,780	90,500
	314250	ALCOHOL EXCISE TAX - LIQUOR	15,006	15,223	15,223	15,000
	314300	LOCAL OPTION MIXED DRINK TAXES	68,092	69,762	69,762	68,100
	316100	BUSINESS AND OCCUPATION TAXES	224,521	269,671	269,671	269,671
	316200	INSURANCE PREMIUM TAXES	1,407,838	1,359,600	1,359,600	1,605,229
	319110	PENALTIES/INTEREST - REAL TAXES	31,908	16,365	16,365	16,365
	319400	PENALTIES/INTEREST - BUSINESS TAXES	4,621	8,755	8,755	9,395
Total Business Taxes			1,842,464	1,869,156	1,869,156	2,074,260
TOTAL TAXES			7,082,315	9,068,558	8,238,374	8,596,431
Licenses and Permits						
	321105	ALCOHOL INVESTIGATION FEE	5,800	9,500	9,500	9,500
	321110	BEER RETAIL LICENSE	10,250	17,240	17,240	14,050
	321115	BEER RETAIL LICENSE BY DRINK	5,000	8,333	8,333	8,300
	321120	RETAIL WINE LICENSE	9,500	17,240	17,240	17,240
	321125	RETAIL WINE LICENSE BY DRINK	4,000	8,907	8,907	8,900
	321130	RETAIL LIQUOR LICENSE	12,500	17,250	17,250	17,250
	321135	RETAIL LIQUOR LICENSE BY DRINK	22,500	37,375	37,375	27,000
	321150	WORK PERMIT & ID CARD ALCOHOL SALES	4,435	5,506	5,506	4,435
	321151	WORK PERMIT ID - ENTERTAINMENT	111,830	118,024	118,024	112,500
	321153	HOOKAH PERMIT	2,000	2,000	2,000	2,300
	321154	LATE NIGHT CONVENIENCE STORE PERMIT	-	1,053	1,053	1,053
	321220	INSURANCE COMPANY BUSINESS LICENSE	22,195	23,106	23,106	22,500
	322210	ZONING AND LAND USE PERMIT	20,504	27,412	27,412	27,412
	322230	SIGN PERMITS	8,518	7,573	7,573	3,500
	322240	BUILDING PERMIT	107,738	157,125	157,125	150,000
	322245	TREE SERVICE PERMIT FEES	1,896	1,934	1,934	900
	322900	NON-BUSINESS LICENSES/PERMITS - OTHER	12,342	9,073	9,073	4,000
	323120	BUILDING INSPECTION	-	-	-	-
TOTAL LICENSES AND PERMITS			361,007	468,651	468,651	430,840
Intergovernmental Revenue						
	LMIG				-	-
	CARES ACT & RELATED REVENUE				-	-
TOTAL INTERGOVERNMENTAL REVENUE			-	-	-	-

Charges for Service					
341400	PRINTING AND DUPLICATING SERVICES	753	1,854	1,854	1,300
341910	ELECTION QUALIFYING FEES	720	3,000	3,000	-
342100	ACCIDENT REPORTS	4,227	3,829	3,829	3,340
343900	GENERAL FUND STREET ROW MAINTENANCE	-	-	-	-
344111	SPECIAL PICKUPS	4,936	5,522	5,522	4,000
346410	BACKGROUND CHECK FEES (CRIMINAL)	8,120	8,762	8,762	6,500
347200	WOMAN'S CLUB RESERVATION FEES	20,497	31,100	31,100	19,000
347201	PARKS-POOL ADMISSIONS	31,221	54,562	54,562	47,843
347202	TENNIS FEES	50	-	-	-
347203	MILAM PARK RESERVATION FEES	17,402	26,064	26,064	18,000
347301	JUNETEENTH VENDOR FEES	1,020	1,500	1,500	1,000
347500	PROGRAM FEES-ATHLETIC	460	-	-	-
349300	BAD CHECK FEES	50	-	-	-
TOTAL CHARGES FOR SERVICE		89,456	136,193	136,193	100,983

Fines and Forfeitures					
351170	MUNICIPAL COURT FINES AND FORFEITURES	288,190	270,406	270,406	340,580
351180	POLICE ADMIN IT FEE	4,710	3,415	3,415	5,467
TOTAL FINES AND FORFEITURES		292,900	273,821	273,821	346,047

Investment Income					
361000	INTERST INCOME	-	-	-	-
TOTAL INTEREST INCOME		-	-	-	-

Private Grants					
371000	CONTRIBUTIONS AND DONATIONS-PRIVATE	1,150	-	-	-
TOTAL PRIVATE GRANTS		1,150	-	-	-

Miscellaneous Revenue					
381000	RENTS AND ROYALTIES	78,968	73,328	73,328	80,236
383000	REIMBURSEMENT FOR DAMAGED PROPERTY	31,638	25,615	25,615	-
389000	OTHER MISCELLANEOUS REVENUE	3,427	1,341	1,341	-
389005	REIM DEA O/T	9,469	13,004	13,004	13,004
TOTAL MISCELLANEOUS REVENUE		123,503	113,288	113,288	93,240

Other Financing Sources					
392100	PROCEEDS-SALE OF GENERAL FIXED ASSETS	-	45,000	45,000	-
393130	REVENUE CAPITAL PROJECTS CITY HALL ANNEX	-	-	-	-
393150	ICMA Grant	-	-	-	90,000
393500	PROCEEDS-CAPITAL LEASE	-	-	-	60,000
TOTAL OTHER FINANCING SOURCES		-	45,000	45,000	150,000

TOTAL REVENUES		7,950,331	10,105,511	9,275,327	9,717,541
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391100	TRANSFER FROM UNRESERVED FUND BALANCE	-	80,000	345,668	38,662
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**CITY OF CLARKSTON
2026 PROPOSED BUDGET
COUNCIL**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
PERSONAL SERVICES/EMPLOYEE BENEFITS							
Council Salaries and Wages, Benefits and Expenses							
100	1110	511100	Council Salaries	62,250	72,000	72,000	72,000
100	1110	512100	Council Health Insurance	30,780	39,312	39,312	39,312
100	1110	512200	Council/FICA	3,860	4,464	4,464	4,464
100	1110	512300	Council Medicare	903	1,044	1,044	1,044
100	1110	512400	Council Retirement	12,079	10,800	10,800	10,440
		Council Salaries and Wages, Benefits and Expenses		109,872	127,620	127,620	127,260
52- PURCHASED /CONTRACTED SERVICES							
100	1110	523200	Communications	-	-	-	-
100	1110	523500	Council/Travel	4,574	15,000	15,000	-
100	1110	523501	Council/Travel - Adde	-	-	-	2,500
100	1110	523502	Council/Travel - Bell	-	-	-	2,500
100	1110	523503	Council/Travel - Johnson	-	-	-	2,500
100	1110	523504	Council/Travel - Perkins	-	-	-	2,500
100	1110	523505	Council/Travel -	-	-	-	2,500
100	1110	523506	Council/Travel -	-	-	-	2,500
100	1110	523700	Council/Education/Training	3,676	15,000	15,000	-
100	1110	523701	Council/Education/Training - Adde	-	-	-	2,500
100	1110	523702	Council/Education/Training- Bell	-	-	-	2,500
100	1110	523703	Council/Education/Training - Johnson	-	-	-	2,500
100	1110	523704	Council/Education/Training - Perkins	-	-	-	2,500
100	1110	523705	Council/Education/Training	-	-	-	2,500
100	1110	523706	Council/Education/Training	-	-	-	2,500
100	1110	532001	Special Initiative - Adde	-	-	-	1,000
100	1110	532002	Special Initiative - Bell	-	-	-	1,000
100	1110	532003	Special Initiative - Johnson	-	-	-	1,000
100	1110	532004	Special Initiative - Perkins	-	-	-	1,000
100	1110	532005	Special Initiative -	-	-	-	1,000
100	1110	532006	Special Initiative -	-	-	-	1,000
		Council Purchased/Contracted Services		8,250	30,000	30,000	36,000
53 - SUPPLIES							
		General Supplies & Materials					
100	1110	531100	General Supplies	-	-	-	1,500
100	1110	531400	Books & Periodicals	-	-	-	-
100	1110	531600	Small Equipment	-	-	-	-
100	1110	531700	Uniform	-	-	-	600
100	1110	531710	Other Supplies	-	-	-	-
		53-Total General Supplies & Materials		-	-	-	2,100
TOTAL EXPENSES							
				118,122	157,620	157,620	165,360

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
COUNCIL DETAIL**

PERSONAL SERVICES/EMPLOYEE BENEFITS					
Council Salaries and Wages, Benefits and Expenses				Cost	Notes
100	1110	511100	Council Salaries	72,000.00	\$6,000/member @ 6 members
100	1110	512100	Council Health Insurance	39,312.00	\$/month
100	1110	512200	Council/FICA	4,464.00	IRS rate .062
100	1110	512300	Council Medicare	1,044.00	IRS rate 0.0145
100	1110	512400	Council Retirement	10,440.00	Rate
Council Salaries and Wages, Benefits and Expenses				127,260.00	
100	1110	523200	Communications	-	City Council Cell Phones (Moved from Admin Exp)
100	1110	523500	Council/Travel	-	
100	1110	523501	Council/Travel - Adde	2,500.00	To include travel for newly elected officials
100	1110	523502	Council/Travel - Bell	2,500.00	Separate travel line established for Council
100	1110	523503	Council/Travel - Johnson	2,500.00	
100	1110	523504	Council/Travel - Perkins	2,500.00	
100	1110	523505	Council/Travel -	2,500.00	
100	1110	523506	Council/Travel -	2,500.00	
100	1110	523700	Council/Education/Training	-	
100	1110	523701	Council/Education/Training - Adde	2,500.00	To include newly elected officials institute
100	1110	523702	Council/Education/Training- Bell	2,500.00	Separate training lines established for Council
100	1110	523703	Council/Education/Training - Johnson	2,500.00	
100	1110	523704	Council/Education/Training - Perkins	2,500.00	
100	1110	523705	Council/Education/Training	2,500.00	
100	1110	523706	Council/Education/Training	2,500.00	
100	1110	532001	Special Initiative - Adde	1,000.00	New special initiative line item established for
100	1110	532002	Special Initiative - Bell	1,000.00	each member of Council
100	1110	532003	Special Initiative - Johnson	1,000.00	
100	1110	532004	Special Initiative - Perkins	1,000.00	
100	1110	532005	Special Initiative -	1,000.00	
100	1110	532006	Special Initiative -	1,000.00	
Council Salaries and Wages, Benefits and Expenses				36,000.00	
53 - SUPPLIES				Cost	Notes
General Supplies & Materials					
100	1500	531100	General Supplies	1,500.00	Business Cards, etc.
100	1500	531400	Books & Periodicals	-	Books, manuals, other published info
100	1500	531600	Small Equipment	-	Replacement Laptops/Equipment
100	1500	531700	Uniform	600.00	\$100/ea x 6 members
100	1500	531710	Other Supplies	-	Office furnishing/replacement
53-Total General Supplies & Materials				2,100.00	
				-	
TOTAL EXPENSES				165,360.00	
Departmental Total				165,360.00	
Round up total					
Departmental Budget				165,360.00	

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
MAYOR**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
PERSONAL SERVICES/EMPLOYEE BENEFITS							
Mayor's Salaries and Wages, Benefits and Expenses							
100	1310	511100	Mayor/ Salary	15,000	15,000	15,000	15,000
100	1310	512100	Mayor Health Insurance	11,344	13,104	13,104	13,104
100	1310	512200	Mayor/FICA	930	930	930	930
100	1310	512300	Mayor/Medicare	218	218	218	218
100	1310	512400	Mayor Retirement	2,516	2,250	2,250	2,250
100	1310	523500	Mayor/Travel	2,468	6,000	6,000	6,000
100	1310	523600	Mayor/Membership & Dues	1,000			3,325
100	1310	523700	Mayor Education/Training	1,385	6,000	6,000	6,000
		Mayor's Salaries and Wages, Benefits and Expenses		34,861	43,502	43,502	46,827
53 - SUPPLIES							
	General Supplies & Materials						
100	1500	531100	General Supplies	-	-	-	400
100	1500	531400	Books & Periodicals	-	-	-	-
100	1500	531600	Small Equipment	-	-	-	-
100	1500	531700	Uniform	-	-	-	100
100	1500	531710	Other Supplies	-	-	-	-
100	1500	5320007	Special Initiative - Mayor				1,000
		53-Total General Supplies & Materials		-	-	-	1,500
TOTAL EXPENSES				34,861	43,502	43,502	48,327

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
MAYOR DETAIL**

PERSONAL SERVICES/EMPLOYEE BENEFITS					
Mayor's Salaries and Wages, Benefits and Expenses				Cost	Notes
100	1310	511100	Mayor/ Salary	15,000.00	\$1,250/month
100	1310	512100	Mayor Health Insurance	13,104.00	\$/month
100	1310	512200	Mayor/FICA	930.00	IRS SS Rate (.062)
100	1310	512300	Mayor/Medicare	218.00	IRS Med Rate (.0145)
100	1310	512400	Mayor Retirement	2,250.00	
Mayor's Salaries and Wages, Benefits and Expenses				31,502.00	

100	1310	523500	Mayor/Travel	6,000.00	
100	1310	523600	Mayor/Membership & Dues	3,325.00	
Description					
African American Mayors Association				1,000.00	Moved from Admin Expense
United States Conference of Mayors				2,325.00	Moved from Admin Expense
100	1310	523700	Mayor Education/Training	6,000.00	
Mayor's Purchased/Contracted Services				15,325.00	

53 - SUPPLIES				Cost	Notes
General Supplies & Materials					
100	1500	531100	General Supplies	400.00	Business Cards, etc.
100	1500	531400	Books & Periodicals	-	Books, manuals, other published info
100	1500	531600	Small Equipment	-	Replacement Laptops/Equipment
100	1500	531700	Uniform	100.00	\$100/employee
100	1500	531710	Other Supplies	-	Office furnishing/replacement
100	1500	532007	Special Initiative	1,000.00	
53-Total General Supplies & Materials				1,500.00	
TOTAL EXPENSES				48,327.00	

Departmental Total	48,327.00
Round up total	
Departmental Budget	48,327.00

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
ADMIN**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
51 - PERSONAL SERVICES/EMPLOYEE BENEFITS							
Council Salaries and Wages, Benefits and Expenses							
100	1110	511100	Council Salaries	62,250	72,000	72,000	-
100	1110	512100	Council Health Insurance	30,780	39,312	39,312	-
100	1110	512200	Council/FICA	3,860	4,464	4,464	-
100	1110	512300	Council Medicare	903	1,044	1,044	-
100	1110	512400	Council Retirement	12,079	10,800	10,800	-
100	1110	523500	Council/Travel	4,574	15,000	15,000	-
100	1110	523700	Council/Education/Training	3,676	15,000	15,000	-
Council Salaries and Wages, Benefits and Expenses				118,122	157,620	157,620	-
Mayor's Salaries and Wages, Benefits and Expenses							
100	1310	511100	Mayor/ Salary	15,000	15,000	15,000	-
100	1310	512100	Mayor Health Insurance	11,344	13,104	13,104	-
100	1310	512200	Mayor/FICA	930	930	930	-
100	1310	512300	Mayor/Medicare	218	218	218	-
100	1310	512400	Mayor Retirement	2,516	2,250	2,250	-
100	1310	523500	Mayor/Travel	2,468	6,000	6,000	-
100	1310	523600	Mayor/Membership & Dues	1,000			-
100	1310	523700	Mayor Education/Training	1,385	6,000	6,000	-
Mayor's Salaries and Wages, Benefits and Expenses				34,861	43,502	43,502	-
General Admin Salaries and Wages Expense							
100	1500	511100	Gen Adm/Salaries	513,621	1,076,542	814,420	972,294
100	1500	511200	Gen Adm/Salaries Part Time	-	-		19,200
100	1500	511300	Overtime	-	-		-
100	1500	512100	Gen Adm/Group Ins	88,002	157,248	141,804	126,542
100	1500	512200	Gen Adm/FICA	31,688	66,746	63,134	60,283
100	1500	512300	Gen Adm/Medicare	7,411	15,610	15,610	14,099
100	1500	512400	Gen Adm/Retirement	126,583	171,541	171,541	140,983
100	1500	512500	Tuition Reimbursement	-	-		5,000
100	1500	512700	Gen Adm/Work Comp	1,766	15,704	15,704	19,116
Total 51 - General Admin Personal Services/Benefits				769,071	1,503,391	1,222,213	1,357,517
52 - PURCHASED/CONTRACTED SERVICES							
100	1500	521100	Tax Billing/Collection Services	4,056	4,100	4,100	4,500
100	1500	521110	Gen Adm-Board Elections	-	7,500	7,500	-
100	1500	521200	City Auditor	82,500	57,500	57,500	65,000
100	1500	521210	City Attorney	153,259	130,000	130,000	130,000
100	1500	521215	Gen Adm/Professional	519,202	253,000	253,000	302,000
100	1500	521300	Gen Admin/ Information Technology Service	160,548	109,200	122,218	108,700
100	1500	522200	Gen Adm/Repairs/Maint	72	3,000	3,000	1,000
100	1500	522320	Equip/Rental/Lease	3,898	10,000	10,000	8,400
100	1500	523100	Prop/Liability Ins	47,527	40,000	40,000	87,000
100	1500	523110	Claims and Judgements	-	-		5,000
100	1500	523200	Communications	4,868	5,000	5,000	7,900
100	1500	523210	Postage	3,106	4,600	4,600	4,600
100	1500	523300	Advertising	3,361	6,000	6,000	6,000
100	1500	523400	Printing Service	12,947	12,000	12,000	8,000
100	1500	523500	Travel	7,915	20,000	20,000	21,000
100	1500	523600	Dues & Fees	30,467	36,161	36,161	33,550
100	1500	523700	Education	8,142	15,000	15,000	25,650
100	1500	523901	Pre/InService Employment Drug Testing	-	-		-
100	1500	523910	Other Miscellaneous Expense	18,271	10,000	10,000	7,500
100	1500	523920	Bank/Finance Chgs	12,683	12,400	12,400	12,400
52-Total Purchased/Contracted Services				1,072,822	735,461	748,479	838,200

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
ADMIN**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
53 - SUPPLIES							
			General Supplies & Materials				
100	1500	531100	General Supplies	8,544	15,000	15,000	15,000
100	1500	531400	Books & Periodicals		400	400	400
100	1500	531600	Small Equipment	18,660	15,000	15,000	10,000
100	1500	531700	Uniform	979	2,000	2,000	2,000
100	1500	531710	Other Supplies	152	2,000	2,000	3,000
53-Total General Supplies & Materials				28,335	34,400	34,400	30,400
54 - GENER ADMIN CAPITAL OUTLAY							
100	1500	542200	General Administration Capital	73,849	26,402	26,402	60,000
100	1500	542300	Furniture and Fixtures	-	-	-	-
100	1500	542400	Computer Equipment	-	-	-	-
54-Total General Admin Capital Outlay				73,849	26,402	26,402	60,000
57 - PAYMENTS TO OTHERS							
100	1500	574000	Bad Debt Expense	-	-	-	-
Total 57 - TOTAL PAYMENTS TO OTHERS				-	-	-	-
TOTAL EXPENSES				2,097,060	2,500,776	2,232,616	2,286,117

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
ADMIN DEPT DETAIL**

PERSONAL SERVICES/EMPLOYEE BENEFITS					
Council Salaries and Wages, Benefits and Expenses				Cost	Notes
100	1110	511100	Council Salaries		\$6,000/member @ 6 members
100	1110	512100	Council Health Insurance		\$/month
100	1110	512200	Council/FICA		IRS rate .062
100	1110	512300	Council Medicare		IRS rate 0.0145
100	1110	512400	Council Retirement		Rate
100	1110	523500	Council/Travel		\$1500/member @ 6 members
100	1110	523700	Council/Education/Training		\$1500/member @ 6 members
Council Salaries and Wages, Benefits and Expenses				-	
Mayor's Salaries and Wages, Benefits and Expenses				Cost	Notes
100	1310	511100	Mayor/ Salary		\$1,250/month
100	1310	512100	Mayor Health Insurance		\$/month
100	1310	512200	Mayor/FICA		IRS SS Rate (.062)
100	1310	512300	Mayor/Medicare		IRS Med Rate (.0145)
100	1310	512400	Mayor Retirement		
100	1310	523500	Mayor/Travel		
100	1310	523600	Mayor/Membership & Dues		AAMA/USCA - Moved form Admin Line Item
100	1310	523700	Mayor Education/Training		
Mayor's Salaries and Wages, Benefits and Expenses				-	
General Admin Salaries and Wages Expense				Cost	Notes
100	1500	511100	Gen Adm/Salaries	972,294.00	
Description					
			City Manager		12 Positions Total
			Asistant City Manager		Vacant/Non-Funded
			City Clerk		
			Communicatons Manager		Move to IT/Comm Job Description (Increase 30K)
			Human Resources Director		
			Finance Director		Vacant
			Equity and Inclusion Officer		ARPA Transfer
			Executive Assistant/Special Projects Manager		
			Special Events Coordinator		Vacant/Non-Funded
			Accountant		ARPA Transfer
			Administrative Assistant		
			Accountant		ARPA Transfer
100	1500	511200	Gen Adm/Salaries Part Time	19,200.00	Summer Interns (2)
100	1500	511300	Gen Adm/Overtime		
100	1500	512100	Gen Adm/Group Ins	126,542.00	\$927 x 11 employees x 12 months+4146(Contract/Life)
100	1500	512200	Gen Adm/FICA	60,283.00	IRS SS Rate (.062)
100	1500	512300	Gen Adm/Medicare	14,099.00	IRS Med Rate (.0145)
100	1500	512400	Gen Adm/Retirement	140,983.00	Rate 0.145
100	1500	512500	Tuition Reimbursement	5,000.00	
100	1500	512700	Gen Adm/Work Comp	19,116.00	GMA
Total 51 - General Admin Personal Services/Benefits				1,357,517.00	

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
ADMIN DEPT DETAIL**

52 - PURCHASED/CONTRACTED SERVICES				Cost	Notes
100	1500	521100	Tax Billing/Collection Services	4,500.00	Dekalb County Tax Commissioner Property Tax Billing
100	1500	521110	Gen Adm-Board Elections	-	Dekalb BORE Services
100	1500	521200	City Auditor	65,000.00	
Description					
Annual Audit				50,000.00	
A133 Single Audit -Federal Grants				15,000.00	
100	1500	521210	City Attorney	130,000.00	
100	1500	521215	Gen Adm/Professional	302,000.00	
Description					
Digitization of Files				15,000.00	
Annexation Study				50,000.00	
GMA Service - City Council/Staff Retreat 2026				3,000.00	Increase - due to 2025 invoicing
Facilities Master Planning				50,000.00	1/2 2025
Financial Advisory Services				25,000.00	
Grants Manager				42,000.00	\$3,500/month
Interpretation Projects				20,000.00	
Audio-Visual Services				25,000.00	Reduced from \$90,000
Procurement Consultant				42,000.00	\$3,500/month
Strategic Planning Consultant				30,000.00	
100	1500	521300	Administration Information Technology Services	108,700.00	
Description					
VC3 - Website Annual Maintenance				7,200.00	\$600/month
VC3 - Info Tech Support Service				43,200.00	\$3,600/month
INOVA Payroll Processing				14,000.00	
Open RDA Accounting Software Support and Maintenance				8,200.00	**Change to new platform
Next Request (Open Records Software)				9,800.00	
Archive Social - Social Media (Admin/Police)				1,800.00	
Agenda Management Software				14,600.00	
SagesGov Permitting and Licensing Software				9,900.00	1/2 of cost (Costs split with planning)
100	1500	522200	General Repairs/Maintenance	1,000.00	
100	1500	522320	Equip/Rental/Lease	8,400.00	Postage Machine \$1,200/Toshiba Copier \$7,200
100	1500	523100	Prop/Liability Ins	87,000.00	GIRMA LIABILITY (15% Inc/\$40K) and Renters Ins (\$47K)
100	1500	523110	Claims and Judgements	5,000.00	New Line Item (Claims Separated from Premium Cost)
100	1500	523200	Communications	7,900.00	AT&T Cell Phones/Wireless/Desk Phones
100	1500	523210	Postage	4,600.00	
100	1500	523300	Advertising	6,000.00	Public Hearings, Solicitations, etc.
100	1500	523400	Printing & binding	8,000.00	
Description					
Printing and copy costs-stationary, enevvelopes, business cards				2,000.00	
Municipal Code Updates				4,000.00	
Copier Overage				2,000.00	

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
ADMIN DEPT DETAIL**

100	1500	523500	Travel	21,000.00	
			Description		
			Hotel expense and travel reimbursement - Other Staff	5,250.00	
			City Manager Travel/Hotels/Mileage/Meals/Incidentals	5,000.00	
			City Clerk Conference Travel/Hotels/Mileages and Meals	3,000.00	
			Finance Staff Travel	4,000.00	
			Human Resources Travel	3,750.00	
100	1500	523600	Dues and Fees	33,550.00	
			Description		
			African American Mayors Association	-	Moved to Mayor's Expense
			DeKalb Municipal Association	10,500.00	
			GMA Telecom Fees	8,400.00	
			GMA Membership Dues	5,500.00	
			National League of Citites	1,760.00	
			DeKalb Chamber of Commerce	500.00	
			GCCMA Dues - City Manager	275.00	
			GGFOA Dues - City Manager, Finance Dir., Finance Staff	200.00	
			GLGPA Dues - City Manager, City Clerk	100.00	
			GMCA Dues - City Manager, City Clerk	230.00	
			IIMC Dues - City Clerk	200.00	
			ICMA Dues - City Manager	1,200.00	
			Welcoming America Dues	500.00	
			National Civic League	275.00	
			AICPA	850.00	
			NFBPA	460.00	
			New Staff Dues	2,600.00	Separate Out HR Request
100	1500	523700	Education and Training	25,650.00	
			Description		
			City Manager - GMA Conference	2,000.00	
			City Manager - GCCMA Conferences	900.00	
			City Manager - ICMA Conference	1,500.00	
			City Manager - NLC Conference	1,500.00	
			City Clerk - GMA City Clerks Conference	1,000.00	
			City Clerk - GMCA Regional/Virtual Trainings & Conferences	1,750.00	
			City Clerk - IIMC Virtual Athenian Dialogues	500.00	
			Two Accountants - Training/Conferences	1,500.00	
			Finance Director - GGFOA & GFOA	3,000.00	
			GLGPA-CHRM - CM and HR	1,000.00	
			CPM	5,000.00	
			New Staff/Other Staff	6,000.00	Separate Out HR Request
100	1500	523901	Pre/InService Employment Drug Testing	-	Increase - Expanded Program Cost

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
ADMIN DEPT DETAIL**

100	1500	523910	Other Miscellaneous Expense	7,500.00	Backgrounds, Employee Appreciation/ Recognition, Meals for Meetings, etc
100	1500	523920	Bank/Finance Chgs	12,400.00	Truist/Wellsfargo, Increase for Protective Services
Description					
			Wells Fargo Bank Analysis Fees	3,600.00	\$300/month
			Bank Card#8824 Processing Fees	4,800.00	\$400/month
			AMEX #9807 Processing Fees	3,600.00	\$300/month
			Banking Supplies- Deposit Slips, etc.	400.00	
52-Total Purchased/Contracted Services				838,200.00	

53 - SUPPLIES				Cost	Notes
General Supplies & Materials					
100	1500	531100	General Supplies	15,000.00	Papers, pens, printers, cartridges, documents, photos, copied materials, folders, notebooks, etc.
100	1500	531400	Books & Periodicals	400.00	Books, manuals, other published info
100	1500	531600	Small Equipment	10,000.00	Replacement Laptops/Equipment
100	1500	531700	Uniform	2,000.00	\$100/employee
100	1500	531710	Other Supplies	3,000.00	Office furnishing/replacement
53-Total General Supplies & Materials				30,400.00	

54 - GENERADMIN CAPITAL OUTLAY				Cost	Notes
100	1500	542200	General Administration Capital	60,000.00	CM Vehicle Lease - Edge transferred to Planning Director
100	1500	542300	Furniture and Fixtures		
100	1500	542400	Computer Equipment		
54-Total General Admin Capital Outlay				60,000.00	

57 - PAYMENTS TO OTHERS				Cost	Notes
100	1500	574000	Bad Debt Expense	-	
Total 57 - TOTAL PAYMENTS TO OTHERS				-	

TOTAL EXPENSES				2,286,117.00	
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Departmental Total	2,286,117.00
Round up total	
Departmental Budget	2,286,117.00

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Building & Grounds

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
52 - PURCHASED/CONTRACTED SERVICES							
100	1565	521215	Building & Grounds/Professional	139,195.99	35,308	35,308	73,756
100	1565	522145	Building & Grounds/Pest Control	5,485.00	3,500	3,500	3,300
100	1565	522200	Building & Grounds/Repairs/Maint	20,299.21	75,000	75,000	50,000
100	1565	522210	Vehicle Repair and Maint.				-
100	1565	522310	Purchases Service/Rental of Land		385,000	385,000	469,000
100	1565	522320	Equip Rental / Lease				28,750
100	1565	523100	Liability Insurance-GIRMA	11,190.00	25,000	25,000	-
100	1565	523200	Communications	20,480.43	19,200	19,200	19,200
100	1565	523300	Advertising				-
100	1565	523400	Printing Service				-
100	1565	523500	Travel				-
100	1565	523600	Dues & Fees				-
100	1565	523700	Education				-
100	1565	523901	Pre/InService Employment Drug Testing				-
100	1565	523910	Other Miscellaneous Expense	779.00	3,500	3,500	3,500
100	1565	523920	Bank/Finance Chgs				-
52-Total Purchased/Contrcted Services				197,429.63	546,508	546,508	647,506
53 - SUPPLIES							
General Supplies & Materials							
100	1565	531100	General Supplies	20,921.69	19,000	19,000	19,000
100	1565	531120	Special Events & Comm Relations				-
100	1565	531190	Signage/Street Signs	1,958.03	5,500	5,500	-
100	1565	531210	Water & Sewer	3,861.55	10,000	10,000	10,000
100	1565	531220	Natural Gas	6,090.14	7,700	7,700	8,700
100	1565	531230	Electricity	15,961.00	25,000	25,000	72,000
100	1565	531270	Gas, Oil, & Diesel				-
100	1565	531400	Books & Periodicals				-
100	1565	531600	Small Equipment	2,509.93	4,500	4,500	4,500
100	1565	531700	Uniform				-
100	1565	531710	Other Supplies				-
53-Total General Supplies & Materials				51,302.34	71,700	71,700	114,200
54 - Public Safety CAPITAL OUTLAY							
100	1565	542200	Building & Grounds Capital		-		-
100	1565	542300	Furniture and Fixtures	1,661.45	50,000	50,000	-
100	1565	542400	Computer Equipment				-
54-Total Public Safety Capital Outlay				1,661.45	50,000	50,000	-
57 - PAYMENTS TO OTHERS							
100	1565	574000	Bad Debt Expense	-	-	-	-
Total 57 - TOTAL PAYMENTS TO OTHERS				-	-	-	-
TOTAL EXPENSES				250,393.42	668,208	668,208	761,706

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
Building & Grounds DEPT DETAIL**

52 - PURCHASED/CONTRACTED SERVICES				Cost	Notes
100	1565	521215	Building & Grounds/Professional	73,756.00	
			Description		
			Jani-King Cleaning	32,616.00	2718 per month (12)
			Tree Removals	7,500.00	1250 per tree (6)
			Security First Alarm Monitoring	3,040.00	CHA, City Hall , Pool House 4 @510 Service Calls 1000.00
			Arbor-Nomics	2,500.00	10 @ 250.00
			Replacement of Alarm System at CHA	2,100.00	Upgrade Alarm System at City Hall Annex
			Facilities Master Plan	-	Plan for final city hall complex/Recorded in Admin Professional Expense
			Certified Arborist	26,000.00	Review and determine the health of trees within the city
100	1565	522145	Building and Grounds Pest Control	3,300.00	
			Pest Control Services	3,300.00	
100	1565	522200	Building & Grounds Repairs/Maintenanc	50,000.00	
			HVAC Systems and other repairs	50,000.00	
100	1565	522310	Purchases Service/Rental of Land	469,000.00	736 Rental
100	1565	522320	Equip/Rental/Lease	-	
100	1565	523100	Prop/Liability Ins	28,750.00	Automobile Liability, Physical Damage, Law Enforcement Liability, & Deductibles
100	1565	523110	Claims and Judgements	-	
100	1565	523200	Communications	19,200.00	AT&T Firstnet cell phones and cards for patrol vehicles and cameras.
100	1565	523210	Postage		
100	1565	523300	Advertising		
100	1565	523910	Other Miscellaneous Expense	3,500.00	Other expenses not covered under other line items.
			52-Total Purchased/Contracted Services	178,506.00	
53 - SUPPLIES				Cost	Notes
			General Supplies & Materials		
100	1565	531100	General Supplies	19,000.00	Custodial supplies, light bulbs, mulch, plants etc.
100	1565	531120	Special Events		
100	1565	531190	Signage/Street Signs	-	
100	1565	531210	Water & Sewer	10,000.00	
100	1565	531220	Natural Gas	8,700.00	
100	1565	531230	Electricity	72,000.00	
100	1565	531270	Gas, Oil, & Diesel		
100	1565	531400	Books & Periodicals		
100	1565	531600	Small Equipment	4,500.00	weedeater, drills, and blowers
100	1565	531700	Uniform		
100	1565	531710	Other Supplies	-	
			53-Total General Supplies & Materials	114,200.00	

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Building & Grounds DEPT DETAIL

54 - GENERADMIN CAPITAL OUTLAY				Cost	Notes
100	1565	542200	Building & Grounds Capital		
100	1565	542300	Furniture and Fixtures		
100	1565	542400	Computer Equipment	-	
54-Total Building & Grounds Capital Outlay				-	
57 - PAYMENTS TO OTHERS				Cost	Notes
100	1565	574000	Bad Debt Expense		
Total 57 - TOTAL PAYMENTS TO OTHERS					
				-	
TOTAL EXPENSES				761,706.00	

Departmental Total	761,706.00
Round up total	
Departmental Budget	761,706.00

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
COURT**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
PERSONAL SERVICES/EMPLOYEE BENEFITS							
Court Salaries and Wages Expense							
100	2650	511100	Salaries	134,083	188,848	194,796	178,060
100	2650	511200	Salaries Part Time	-	-	-	-
100	2650	511300	Overtime	2,878	2,000	2,000	-
100	2650	512100	Group Ins	25,374	39,312	39,312	33,372
100	2650	512200	FICA	8,313	11,833	12,202	11,040
100	2650	512300	Medicare	3,016	2,767	2,853	2,582
100	2650	512400	Retirement	35,014	28,627	28,627	25,819
100	2650	512600	Unemployment	989	-	-	-
100	2650	512700	Work Comp	-	954	954	15,704
100	2650	512910	Uniforms	963	1,500	1,500	1,500
Total 51 - Courts Personal Services/Benefits				210,630	275,841	282,244	266,577
52 - PURCHASED/CONTRACTED SERVICES							
100	2650	521200	City Judge	23,000	27,600	27,600	28,800
100	2650	521210	City Solicitor	14,333	24,000	24,000	24,000
100	2650	521215	Public Defender	6,000	9,600	9,600	9,600
100	2650	521220	Professional Services	42,495	9,600	9,600	9,600
100	2650	521300	Information Technology Services	24,076	29,231	29,231	29,231
100	2650	522200	Gen Adm/Repairs/Maint	-	-	-	-
100	2650	522320	Equipment Rental	3,068	3,600	3,600	3,600
100	2650	523100	Prop/Liability Ins	-	-	-	-
100	2650	523110	Claims and Judgements	-	-	-	-
100	2650	523200	Communications	1,188	1,560	1,560	800
100	2650	523210	Postage	-	-	-	-
100	2650	523300	Advertising	-	-	-	-
100	2650	523400	Printing Service	144	1,000	1,000	1,000
100	2650	523500	Travel	5,934	6,100	6,100	6,600
100	2650	523600	Dues & Fees	-	800	800	6,610
100	2650	523700	Education	1,358	1,785	1,785	1,960
100	2650	523910	Other Miscellaneous Expense	440	300	300	300
100	2650	523920	Bank/Finance Chgs	-	-	-	-
52-Total Purchased/Contracted Services				122,036	115,176	115,176	122,101
53 - SUPPLIES							
General Supplies & Materials							
100	2650	531100	General Supplies	2,915	3,000	3,000	3,000
100	2650	531400	Books & Periodicals	-	200	200	200
100	2650	531600	Small Equipment	1,292	1,000	1,000	-
100	2650	531700	Uniform	-	-	-	-
100	2650	531710	Other Supplies	-	-	-	-
53-Total General Supplies & Materials				4,207	4,200	4,200	3,200
54 -COURTS CAPITAL OUTLAY							
100	2650	542200	General Administration Capital	-	-	-	-
100	2650	542300	Furniture and Fixtures	-	-	-	-
100	2650	542400	Computer Equipment	-	-	-	-
54-Total General Admin Capital Outlay				-	-	-	-

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
COURT**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
57 - PAYMENTS TO OTHERS							
100	2650	571000	A & B Fund	10,868	15,000	15,000	20,000
100	2650	571010	Training Fund	9,895	15,000	15,000	20,000
100	2650	571020	Crime Victim Emergency Fund	5,048	7,000	7,000	11,250
100	2650	571030	Crime Victim DUI Fund	-	5,000	5,000	600
100	2650	571040	Brain & Spinal Injury Fund	114	1,400	1,400	2,500
100	2650	571060	Indigent Defense Fund	10,227	10,000	10,000	22,000
100	2650	571070	Crime Lab Fee	100	600	600	600
100	2650	571080	County Drug Treatment	969	2,000	2,000	6,000
100	2650	571090	Drivers Ed Training	1,992	2,000	2,000	4,000
100	2650	571050	Pre-Trial Diversion	-	-	-	-
100	2650	573100	Bond Refunds				31,792
Total 57 - TOTAL PAYMENTS TO OTHERS				39,213	58,000	58,000	118,742
TOTAL EXPENSES				376,086	453,217	459,620	510,620

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
COURT DEPT DETAIL**

PERSONAL SERVICES/EMPLOYEE BENEFITS					
Salaries and Wages Expense			Cost		Notes
100	2650	511100	Salaries	178,060.00	
			Description		
			Court Administrator		
			Court Clerk		
			Court Clerk		
100	2650	511200	Salaries Part Time		
100	2650	511300	Overtime		
100	2650	512100	Group Ins	33,372.00	\$927*12*3 employees
100	2650	512200	FICA	11,040.24	IRS SS Rate (.062)
100	2650	512300	Medicare	2,581.79	IRS Med Rate (.0145)
100	2650	512400	Retirement	25,818.90	Rate 0.145
100	2650	512600	Unemployment		
100	2650	512700	Work Comp	15,704.00	GMA
100	2650	512910	Uniforms	1,500.00	GMA
			Total 51 - General Admin Personal Services/Benefits	266,577.00	
52 - PURCHASED/CONTRACTED SERVICES			Cost		Notes
100	1500	521200	City Judges	28,800.00	
			Description		
			Judge Will	28,800.00	\$2400/month
			Judge Weintraub		
100	2650	521210	City Solicitor	24,000.00	\$2000/month
100	2650	521215	Public Defender	9,600.00	
100	2650	521220	Professional Services	9,600.00	
			Description		
			521220 Professional Services	9,600.00	
100	2650	521300	Information Technology Services	29,231.00	
			Description		
			VC3	13,200.00	
			Tyler Tech- Repair /Upgrades	16,031.00	

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
COURT DEPT DETAIL**

100	2650	522320	Equipment Rental	3,600.00	Toshiba Copier Lease
100	2650	523200	Communications	800.00	AT&T Cell Phones/Wireless/Desktop Phones
100	2650	523400	Printing & binding	1,000.00	
Description					
			Printing and copy costs-stationary, envelopes, business cards	1,000.00	
100	2650	523500	Travel	6,600.00	
Description					
			Hotel expense and travel reimbursement		
			Judge Will - Municipal Judge Training	500.00	
			Georgia Council of Court Admin - Conferences (2) May/Sept	2,800.00	
			GCIC Symposium	1,400.00	
			Georgia Municipal Courts Council	1,400.00	
			Other Staff	500.00	
100	2650	523600	Dues and Fees	6,610.00	
Description					
			Judge - Georgia Council of Municipal Judges	200.00	Will/Winthrop
			ICJE	325.00	Judge Will
			GCCA - Court Administrator	150.00	
			GA Municipal Court Clerks Council	60.00	
100	2650	523700	Education and Training	1,960.00	
Description					
			ICJE - Annual Recertification	750.00	3 staff @ \$250/each
			GCCA - Conference Registration	750.00	2 times per year at \$375/ea
			GCIC Symposium - TAC	260.00	
			Other Trainings - Clerk	200.00	
100	2650	523910	Other Miscellaneous Expense	300.00	Shipping costs, batteries, etc.
			52-Total Purchased/Contracted Services	122,101.00	

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
COURT DEPT DETAIL**

53 - SUPPLIES				Cost	Notes
General Supplies & Materials					
100	2650	531100	General Supplies	3,000.00	photos, copied materials, folders, notebooks, etc.
100	2650	531400	Books & Periodicals	200.00	Books, manuals, other published info
100	2650	531600	Small Equipment	-	Replacement Laptops/Equipment
100	2650	531700	Uniform	-	\$100/employee
100	2650	531710	Other Supplies		Office furnishing/replacement
2650		53-Total General Supplies & Materials		3,200.00	
54 - GENERADMIN CAPITAL OUTLAY				Cost	Notes
100	2650	542200	General Administration Capital		
100	2650	542300	Furniture and Fixtures		
100	2650	542400	Computer Equipment	-	
		54-Total General Admin Capital Outlay		-	
57 - PAYMENTS TO OTHERS				Cost	Notes
100	2650	571000	A & B Fund	20,000.00	
100	2650	571010	Training Fund	20,000.00	
100	2650	571020	Crime Victim Emergency Fund	11,250.00	
100	2650	571030	Crime Victim DUI Fund	600.00	
100	2650	571040	Brain & Spinal Injury Fund	2,500.00	
100	2650	571060	Indigent Defense Fund	22,000.00	
100	2650	571070	Crime Lab Fee	600.00	
100	2650	571080	County Drug Treatment	6,000.00	
100	2650	571090	Drivers Ed Training	4,000.00	
100	2650	571050	Pre-Trial Diversion		
100	2650	573100	Bond Refunds	31,792.00	
		Total 57 - TOTAL PAYMENTS TO OTHERS		118,742.00	
				-	
TOTAL COURT EXPENSES				510,620.00	

100	2650	572100	Payments to Other Agencies	-
100	2650	573100	Bond Refunds	-
Totals				-

Departmental Total	510,620.00
Round up total	
Departmental Budget	510,620.00

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
PUBLIC SAFETY**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
PERSONAL SERVICES/EMPLOYEE BENEFITS							
Salaries and Wages Expense							
100	3200	511100	Public Safety/Salaries	1,430,113.00	1,663,637	1,661,382	1,794,718
100	3200	511200	Public Safety/Salaries Part Time	61,890.00	41,198	41,198	-
100	3200	511300	Overtime	46,697.00	25,500	25,500	25,500
100	3200	511310	DEA Overtime	244,935.00	28,000	28,000	28,000
100	3200	512100	Public Safety/Group Ins	92,711.00	364,920	364,920	255,852
100	3200	512200	Public Safety/FICA	26,927.00	109,017	108,877	111,015
100	3200	512300	Public Safety/Medicare	274,893.00	25,496	25,463	25,963
100	3200	512400	Public Safety/Retirement	62,658.00	270,512	270,512	281,525
100	3200	512600	Public Safety-Unemployment	-	-	-	-
100	3200	512700	Public Safety/Work Comp	3,038.00	89,807	89,807	93,478
100	3200	512905	Public Safety/Protective Gear	3,038.00	4,536	4,536	6,125
100	3200	512910	Public Safety/Uniforms	3,038.00	22,068	22,068	22,068
Total 51 - Public Safety Personal Services/Benefits				2,243,862.00	2,644,691	2,642,263	2,644,244
52 - PURCHASED/CONTRACTED SERVICES							
100	3200	521100	Tax Billing/Collection Services	-	-	-	-
100	3200	521110	Board of Elections	-	-	-	-
100	3200	521200	City Auditor	-	-	-	-
100	3200	521210	City Attorney	-	-	-	-
100	3200	521215	Public Safety/Professional	73,418.00	4,280	4,280	2,675
100	3200	521300	Public Safetyin/ Information Technology Ser	127,835.00	95,000	95,000	90,000
100	3200	522200	Public Safety/Repairs/Maint	66,320.00	80,000	80,000	59,435
100	3200	522210	Vehicle Repair and Maint.	110,559.00	30,000	30,000	40,000
100	3200	522320	Equip Rental / Lease	143,153.00	78,000	78,000	65,855
100	3200	523100	Liability Insurance-GIRMA	20,049.00	96,000	96,000	110,400
100	3200	523200	Communications	119.00	21,600	21,600	35,000
100	3200	523210	Postage	781.00	500	500	200
100	3200	523300	Advertising	2,808.00	2,000	2,000	1,000
100	3200	523400	Printing Service	6,865.00	3,000	3,000	3,000
100	3200	523500	Travel	13,763.00	11,450	11,450	14,800
100	3200	523600	Dues & Fees	3,411.00	20,501	20,501	19,041
100	3200	523700	Education	2,111.00	8,740	8,740	12,195
100	3200	523901	Pre/InService Employment Drug Testing	-	-	-	-
100	3200	523910	Other Miscellaneous Expense	5,648.00	3,000	3,000	3,000
100	3200	523920	Bank/Finance Chgs	-	-	-	-
52-Total Purchased/Contrracted Services				576,840.00	454,071	454,071	456,601
53 - SUPPLIES							
General Supplies & Materials							
100	3200	531100	General Supplies	5,543.00	5,000	5,000	5,000
100	3200	531120	Special Events & Comm Relations	1,483.00	10,000	10,000	10,000
100	3200	531130	Investigative Supplies-CID	2,583.00	3,000	3,000	3,000
100	3200	531270	Gas, Oil, & Diesel	16,975.00	50,000	50,000	40,000
100	3200	531400	Books & Periodcals	885.00	400	400	400
100	3200	531600	Small Equipment	7,627.00	18,000	18,000	18,000
100	3200	531700	Uniform	19,862.00	-	-	-
100	3200	531710	Other Supplies	-	-	-	-
53-Total General Supplies & Materials				54,958.00	86,400	86,400	76,400

CITY OF CLARKSTON
2026 PROPOSED BUDGET
PUBLIC SAFETY

				2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
FUND	DEPT	LINE ITEM	DESCRIPTION				
54 - Public Safety CAPITAL OUTLAY							
100	3200	542200	Public Safety Capital	37,149.00	-		-
100	3200	542300	Furniture and Fixtures				-
100	3200	542400	Computer Equipment				-
54-Total Public Safety Capital Outlay				37,149.00	-	-	-
57 - PAYMENTS TO OTHERS							
100	3200	574000	Bad Debt Expense	-	-	-	-
Total 57 - TOTAL PAYMENTS TO OTHERS				-	-	-	-
TOTAL EXPENSES				2,912,809.00	3,185,162	3,182,734	3,177,245

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
PUBLIC SAFETY DEPT DETAIL**

PERSONAL SERVICES/EMPLOYEE BENEFITS						
Salaries and Wages Expense				Cost	Notes	
100	3200	511100	Public Safety/Salaries	1,794,718.00		
			Description			
			2 Chief and Assistant Police Chief		Salary for 23 FTEs	
			Asst. Chief			
			1 Captain DEA Task Force			
			1 LT Uniform Patrol Commander			
			9 Patrol Officers			
			1 Sgt Community Relations/State Certification			
			1 Records Clerk Manager, 1 Records Clerk			
			4 Sergeants Patrol			
			1 Sgt. CID, 2 CID Detectives			
100	3200	511200	Public Safety/Salaries Part Time			
100	3200	511300	Public Safety/Overtime	25,500.00		
100	3200	511310	Public Safety/ DEAOvertime	28,000.00		
100	3200	512100	Public Safety/Group Ins	255,852.00		
100	3200	512200	Public Safety/FICA	111,015.00	IRS SS Rate (.062)	
100	3200	512300	Public Safety/Medicare	25,963.00	IRS Med Rate (.0145)	
100	3200	512400	Public Safety/Retirement	281,525.00	Rate 0.145	
100	3200	512600	Public Safety-Unemployment	-		
100	3200	512700	Public Safety/Work Comp	93,478.00	GMA	
100	3200	512905	Public Safety/Protective Gear	6,125.00		
100	3200	512910	Public Safety/Uniforms	22,068.00		
			Total 51 - Public Safety Personal Services/Benefits	2,644,244.00		
				-		
52 - PURCHASED/CONTRACTED SERVICES				Cost	Notes	
100	3200	521220	Public Safety/Professional	2,675.00		
			Description			
			Physical Exams	425.00	5@85.00	
			Psychological Exams	1,500.00	5@300.00	
			Polygraph Exams	750.00	5@150.00	
100	3200	521300	Administration Information Technology Services	90,000.00		
			Description			
			VC3 -Annual IT Support	90,000.00	5,000.00 /month(12) 2500/month(12)	
			VC3 - Info Tech Support Service			
100	3200	522200	Public Safety Repairs/Maintenance	59,435.00		
			Rite Weight 350.00	350.00		
			Mobile Comm-Dekalb 2000.00 Per Quarter	8,000.00		
			DragonEye Technology	400.00		
			Other Equip Repairs-Spotlights, Misc	2,500.00		
			Flock Cameras	42,500.00		
			Tyler Technologies	5,685.00		

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
PUBLIC SAFETY DEPT DETAIL**

100	3200	522210	Vehicle Repair/Maintenance	40,000.00	Fleet maintenance
100	3200	522320	Equip/Rental/Lease	65,855.00	
			Toshiba Copier 300.00/month (12)	3,600.00	
			AXON Tasers Lease Payment	16,230.00	
			Utility Body Worn Camera's	42,520.00	
			Eagle Advantage	3,505.00	
100	3200	523100	Prop/Liability Ins	110,400.00	Automobile Liability, Physical Damage, Law Enforcement Liability, & Deductibles
100	3200	523200	Communications	35,000.00	AT&T Firstnet cell phones and cards for patrol vehicles and cameras.
100	3200	523210	Postage	200.00	
100	3200	523300	Advertising	1,000.00	
100	3200	523400	Printing & binding	3,000.00	Letterheads, business cards, and forms
			Description		
100	3200	523500	Travel	14,800.00	
			Description		
			Georgia Chiefs Winter Conference	1,800.00	3 days Chief and AC
			Georgia Chiefs Summer Conference	2,500.00	4 days Chief and AC
			International Chiefs Conference	5,000.00	5 days Chief and AC Hotel and Airfare
			GCIC Training Conferece	1,000.00	3 days Kelly Duffy
			Officers Travel	1,000.00	Routine Classes for Officers
			FBI National Academy	3,500.00	AC 6 days Hotel and Airfare
100	3200	523600	Dues and Fees	19,041.00	
			Description		
			Georgia Association of Chiefs	500.00	Chief and AC 250.00 each
			International Association of Chiefs	400.00	Chief and AC 200.00 each
			International Association of Chiefs NET	550.00	Annual Subscription
			Dekalb Chiefs Association	100.00	Chief and AC 50.00 each
			GPAC Membership	250.00	Annual Subscription
			Power DMS Annual Dues	6,010.00	Annual Subscription
			Guardians	1,620.00	Annual Subscription
			Thomson Reuters Research Database Subscription	2,800.00	CID Annual Subscription
			Other	300.00	Misc. Subscriptions
			Palatine Technology	2,340.00	Annual Subscription
			Archive Social	1,745.00	Annual Membership
			FBI National Academy	165.00	Annual Subscription
			LEADS online annual support	2,261.00	Annual Subscription

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
PUBLIC SAFETY DEPT DETAIL**

100	3200	523700	Education and Training	12,195.00	
			Description		
			GACP Winter Conference	1,000.00	Chief and AC 500.00 each
			GACP Summer Conference	1,000.00	Chief and AC 500.00 each
			IACP Conference	1,000.00	Chief and AC 500.00 each
			GPAC Conference	400.00	State Cert Officer
			Virtual Academy	1,000.00	Officer Educational Tool
			Training for Officers	4,000.00	Officer Education
			GCIC Training	400.00	1 @ 400.00 Records Clerk
			Axon Master Instructor School	2,395.00	Officer Taser Instruction
			FBI National Academy	1,000.00	Chief and AC 500.00 each
100	3200	523901	Pre/InService Employment Drug Testing	-	
100	3200	523910	Other Miscellaneous Expense	3,000.00	Other expenses not covered under other line items.
			52-Total Purchased/Contracted Services	416,601.00	
53 - SUPPLIES				Cost	Notes
			General Supplies & Materials		
100	3200	531100	General Supplies	5,000.00	
100	3200	531120	Special Events	10,000.00	National Night Out, Faith and Blue, Coffee with a Cop
100	3200	531130	Investigative Supplies-CID	3,000.00	
100	3200	531270	Gas, Oil, & Diesel	40,000.00	
100	3200	531400	Books & Periodicals	400.00	Books, manuals, other published info
100	3200	531600	Small Equipment	18,000.00	Ammunition and targets for firearm training. Badgepass badge printer.
100	3200	531700	Uniform		
100	3200	531710	Other Supplies	-	
			53-Total General Supplies & Materials	76,400.00	
54 - GENERADMIN CAPITAL OUTLAY				Cost	Notes
100	3200	542200	Public Safety Capital		
100	3200	542300	Furniture and Fixtures		
100	3200	542400	Computer Equipment	-	
			54-Total General Admin Capital Outlay	-	
57 - PAYMENTS TO OTHERS				Cost	Notes
100	3200	574000	Bad Debt Expense		
			Total 57 - TOTAL PAYMENTS TO OTHERS		
				-	
TOTAL EXPENSES				3,177,245.00	
			Departmental Total	3,177,245.00	
			Round up total		
			Departmental Budget	3,177,245.00	

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Public Works

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
PERSONAL SERVICES/EMPLOYEE BENEFITS							
Public Works Salaries and Wages Expense							
100	4000	511100	Public Works/Salaries	444,840.32	541,268	466,463	570,790
100	4000	511200	Public Works/Salaries Part Time	3,987.00	21,600	21,600	21,600
100	4000	511300	Overtime	11,754.35	7,000	7,000	9,000
100	4000	512100	Public Works/Group Ins	96,224.98	117,936	117,936	111,240
100	4000	512200	Public Works/FICA	28,430.58	35,332	30,694	37,287
100	4000	512300	Public Works/Medicare	6,649.06	8,263	7,178	8,720
100	4000	512400	Public Works/Retirement	98,640.26	82,240	82,240	68,079
100	4000	512700	Public Works/Work Comp	29,122.00	28,493	28,493	23,773
100	4000	512910	Public Works/Uniforms	10,051.49	8,400	8,400	8,500
Total 51 - Public Works Personal Services/Benefits				729,700.04	850,532	770,004	858,989
52 - PURCHASED/CONTRACTED SERVICES							
100	4000	521215	Public Works/Professional	41,304.54	50,000	50,000	50,000
100	4000	521300	Public Worksin/ Information Technology Ser	5,810.77	10,800	10,800	10,800
100	4000	522115	Public Works/Landfill	6,642.50	8,000	8,000	8,000
100	4000	522140	Public Works/Lawn Care ROW	113,980.00	150,000	150,000	150,000
100	4000	522200	Public Works/Repairs/Maint	45,441.10	50,000	50,000	75,000
100	4000	522210	Vehicle Repair and Maint.	33,505.98	25,000	25,000	25,000
100	4000	522320	Equip Rental / Lease	6,210.31	5,000	5,000	5,000
100	4000	523100	Liability Insurance-GIRMA	8,879.00	10,000	10,000	11,500
100	4000	524000	Communications	3,506.53	3,900	3,900	4,500
100	4000	523500	Travel	308.04	3,000	3,000	3,000
100	4000	523600	Dues & Fees	538.00	750	750	950
100	4000	523700	Education	1,680.00	6,000	6,000	6,000
100	4000	523901	Pre/InService Employment Drug Testing				-
100	4000	523910	Other Miscellaneous Expense	1,361.11	1,000	1,000	1,000
100	4000	523920	Bank/Finance Chgs				-
52-Total Purchased/Contracted Services				269,167.88	323,450	323,450	350,750
53 - SUPPLIES							
General Supplies & Materials							
100	4000	531100	General Supplies	6,347.69	10,000	10,000	10,000
100	4000	531120	Special Events & Comm Relations				-
100	4000	531130	Investigative Supplies-CID				-
100	4000	531230	Electricity	100,056.91	106,260	106,260	106,260
100	4000	531270	Gas, Oil, & Diesel	28,055.10	21,000	21,000	15,000
100	4000	531400	Books & Periodicals				-
100	4000	531600	Small Equipment		4,000	4,000	7,500
100	4000	531700	Uniform				-
100	4000	531710	Other Supplies				-
53-Total General Supplies & Materials				134,459.70	141,260	141,260	138,760
54 - Public Works CAPITAL OUTLAY							
100	4000	542200	Public Works Capital	38,545.00	-		-
100	4000	542300	Furniture and Fixtures				-
100	4000	542400	Computer Equipment				-
54-Total Public Safety Capital Outlay				38,545.00	-	-	-
57 - PAYMENTS TO OTHERS							
100	4000	574000	Bad Debt Expense	-	-	-	-
Total 57 - TOTAL PAYMENTS TO OTHERS				-	-	-	-
TOTAL EXPENSES				1,171,872.62	1,315,242	1,234,714	1,348,499

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Public Works DEPT DETAIL

FUND	DEPT	LINE ITEM	DESCRIPTION		
PERSONAL SERVICES/EMPLOYEE BENEFITS					
Salaries and Wages Expense				Cost	Notes
100	4000	511100	Public Works/Salaries	570,790.00	
			Description		
			1 Interim Public Works Director/Public Works Manager		
			2 Equipment Operators II		
			1 CDL Driver		
			2 Crew Leads		
			3 Laborers		Reduced work force - to 3 laborers - Stormwater Subsidizes
			1 Public Works Director		Vacant
100	4000	511200	Public Works/Salaries Part Time	21,600.00	Part-time employee throughout the year
100	4000	511300	Public Works/Overtime	9,000.00	
100	4000	512100	Public Works/Group Ins	111,240.00	See Dr. Baker
100	4000	512200	Public Works/FICA	37,287.00	IRS SS Rate (.062)
100	4000	512300	Public Works/Medicare	8,720.00	IRS Med Rate (.0145)
100	4000	512400	Public Works/Retirement	68,079.00	Rate 0.145
100	4000	512600	Public Works-Unemployment		See Dr. Baker
100	4000	512700	Public Works/Work Comp	23,773.00	GMA
100	4000	512910	Public Works/Uniforms	8,500.00	
			Total 51 - Public Works Personal Services/Benefits	858,989.00	
				-	
52 - PURCHASED/CONTRACTED SERVICES				Cost	Notes
100	4000	521220	Public Works/Professional	50,000.00	
			Description		
			Collaborative	50,000.00	Engineering Services
100	4000	521300	Administration Information Technology Services	10,800.00	
			Description		
			VC3 IT Support	10,800.00	
100	4000	522115	Public Works Landfill	8,000.00	
100	4000	522140	Public Works/Lawn Care Right Of Way	150,000.00	Right of Way Mowing, CSX Mowing
100	4000	522200	Public Works Repairs/Maintenance	75,000.00	
			Traffic Signals, Fencing, Potholes, and Bus Shelters	75,000.00	
100	4000	522210	Vehicle Repair/Maintenance	25,000.00	Fleet maintenance
100	4000	522320	Equip/Rental/Lease	5,000.00	
			Copier and Tools	5,000.00	
100	4000	523100	Prop/Liability Ins	11,500.00	Automobile Liability, Physical Damage, Law Enforcement Liability, & Deductibles
100	4000	523110	Claims and Judgements		
100	4000	523200	Communications	4,500.00	AT&T Firstnet cell phones and cards for patrol vehicles and cameras.
100	4000	523210	Postage		
100	4000	523300	Advertising		

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
Public Works DEPT DETAIL**

100	4000	523500	Travel	3,000.00	
Description					
		APWA Conference	3,000.00	Public Works Conference in Jekyll Island	
100	4000	523600	Dues and Fees	950.00	
Description					
		APWA Dues	950.00		
100	4000	523700	Education and Training	6,000.00	
Description					
		APWA, Executive Leadership Carl Vinson, GA Utility Contractors Association	6,000.00		
100	4000	523901	Pre/InService Employment Drug Testing	-	
100	4000	523910	Other Miscellaneous Expense	1,000.00	Other expenses not covered under other line items.
52-Total Purchased/Contracted Services				350,750.00	
53 - SUPPLIES				Cost	Notes
General Supplies & Materials					
100	4000	531100	General Supplies	10,000.00	
100	4000	531120	Special Events		Poli
100	4000	531130	Investigative Supplies-CID		
100	4000	531230	Electricity	106,260.00	
100	4000	531270	Gas, Oil, & Diesel	15,000.00	
100	4000	531400	Books & Periodicals		Books, manuals, other published info
100	4000	531600	Small Equipment	7,500.00	Street Signs and Tools
100	4000	531700	Uniform		
100	4000	531710	Other Supplies	-	
53-Total General Supplies & Materials				138,760.00	
54 - PUBLIC WORKS CAPITAL OUTLAY				Cost	Notes
100	4000	542200	Public Works Capital		
100	4000	542300	Furniture and Fixtures		
100	4000	542400	Computer Equipment	-	
54-Total General Admin Capital Outlay				-	
57 - PAYMENTS TO OTHERS				Cost	Notes
100	4000	574000	Bad Debt Expense		
Total 57 - TOTAL PAYMENTS TO OTHERS					
				-	
TOTAL EXPENSES				1,348,499.00	

Departmental Total	1,348,499.00
Round up total	
Departmental Budget	1,348,499.00

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Parks

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
51 - PERSONAL SERVICES/EMPLOYEE BENEFITS							
Parks Salaries and Wages Expense							
100	6200	511100	Parks/Salaries	48,462.00	153,950	120,619	119,481
100	6200	511200	Parks/Salaries Part Time				-
100	6200	511300	Overtime		3,000	3,000	2,000
100	6200	512100	Parks/Group Ins	7,376.00	39,312	39,312	22,248
100	6200	512200	Parks/FICA	3,005.00	9,731	7,664	7,532
100	6200	512300	Parks/Medicare	703.00	2,276	1,793	1,761
100	6200	512400	Parks/Retirement	12,016.04	23,543	23,543	18,491
100	6200	512600	Parks-Unemployment	-	-	-	-
100	6200	512700	Parks/Work Comp	-	7,848	7,848	6,164
100	6200	512910	Parks/Uniforms	143.85	2,550	2,550	1,700
Total 51 - Parks Personal Services/Benefits				71,705.89	242,210	206,329	179,377
52 - PURCHASED/CONTRACTED SERVICES							
100	6200	521215	Parks/Professional	23,070.00	27,500	27,500	-
100	6200	521300	Parksin/ IT Services	6,440.03	7,000	7,000	7,000
100	6200	522150	Parks/Pool Management	75,548.90	75,000	75,000	80,000
100	6200	522200	Parks/Repairs/Maint	31,656.55	35,000	30,000	5,000
100	6200	522210	Vehicle Repair and Maint.				2,000
100	6200	522320	Equip Rental / Lease	1,750.32	2,000	2,000	2,000
100	6200	523100	Liability Insurance-GIRMA				-
100	6200	523200	Communications	5,212.52	6,100	6,100	800
100	6200	523210	Postage				-
100	6200	523300	Advertising				-
100	6200	523400	Printing Service	129.00			-
100	6200	523500	Travel				4,200
100	6200	523600	Dues & Fees	125.00			-
100	6200	523700	Education				1,500
100	6200	523901	Pre/InService Employment Drug Testing				-
100	6200	523910	Other Miscellaneous Expense		1,500	6,500	1,500
100	6200	523920	Bank/Finance Chgs				-
52-Total Purchased/Contracted Services				143,932.32	154,100	154,100	104,000
53 - SUPPLIES							
General Supplies & Materials							
100	6200	531100	General Supplies	9,677.14	15,000	15,000	46,500
100	6200	531120	Special Events & Comm Relations				-
100	6200	531130	Investigative Supplies-CID				-
100	6200	531210	Parks/Water & Sewer	2,156.87	3,500	3,500	-
100	6200	531230	Parks/Electricity	23,732.30	22,000	22,000	-
100	6200	531270	Gas, Oil, & Diesel				1,500
100	6200	531400	Books & Periodicals				-
100	6200	531600	Small Equipment	761.39	4,000	4,000	4,000
100	6200	531710	Other Supplies				-
53-Total General Supplies & Materials				36,327.70	44,500	44,500	52,000
54 - Parks CAPITAL OUTLAY							
100	6200	542200	Parks Capital		-		-
100	6200	542300	Furniture and Fixtures				-
100	6200	542400	Computer Equipment				-
54-Total Parks Capital Outlay				-	-	-	-
57 - PAYMENTS TO OTHERS							
100	6200	574000	Bad Debt Expense	-	-	-	-
Total 57 - TOTAL PAYMENTS TO OTHERS				-	-	-	-
TOTAL EXPENSES				251,965.91	440,810	404,929	335,377

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Parks DEPT DETAIL

FUND	DEPT	LINE ITEM	DESCRIPTION		
51 - PARKS AND REC			Salaries and Wages Expense	Cost	Notes
100	6200	511100	Parks/Salaries	119,481.00	
			Description		
			Parks and Recreation Manager		
			Recreation & Aquatics Coordinator		
100	6200	511200	Parks/Salaries Part Time	-	
100	6200	511300	Parks/Overtime	2,000.00	
100	6200	512100	Parks/Group Ins	22,248.00	927*12*2
100	6200	512200	Parks/FICA	7,531.82	IRS SS Rate (.062)
100	6200	512300	Parks/Medicare	1,761.47	IRS Med Rate (.0145)
100	6200	512400	Parks/Retirement	18,491.00	Rate 0.145
100	6200	512700	Parks/Work Comp	6,164.00	GMA
100	6200	512905	Parks/Protective Gear		
100	6200	512910	Parks/Uniforms	1,700.00	
			Total 51 - Public Safety Personal Services/Benefits	179,377.30	
				-	
52 - PURCHASED/CONTRACTED SERVICES				Cost	Notes
100	6200	521215	Parks/Professional	-	
100	6200	522150	Parks/Pool Management	80,000.00	Annual pool maintenance contract.
100	6200	521300	Administration Information Technology Services	7,000.00	
			Description		
			VC3 and Civic Rec	7,000.00	Civic Rec. 6000.00 VC3 TBD
100	6200	522200	Parks Repairs/Maintenance	5,000.00	
			Pavillion, picnic tables, grills, trash cans, electrical etc.	5,000.00	Pavillion, picnic tables, grills, trash cans, electrical , and display cases at Friendship Forest.
100	6200	522210	Vehicle Repair/Maintenance	2,000.00	Tires, emission testing, maintenance, repairs, tag and title, and vehicle cleaning.
100	6200	522320	Equip/Rental/Lease	2,000.00	General equipment rental or lease.
100	6200	523100	Prop/Liability Ins		
100	6200	523200	Communications	800.00	Comcast WiFi 250(12) AT&T Pool House 100(12) AT&T Cell Phone 2@50.00(12)
100	6200	523210	Postage		
100	6200	523300	Advertising		
100	6200	523400	Printing & Binding		
100	6200	523500	Travel	4,200.00	
			Description		
			Parks & Recreatio Director	4,200.00	NRPA Conference 3 days

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
Parks DEPT DETAIL**

100	6200	523600	Dues and Fees	-	
			Description		
100	6200	523700	Education and Training	1,500.00	
			Description		
			Park & Recreation Director	1,000.00	NRPA Annual Conference
			Athletic & Aquatics Coordinator	500.00	Aquatics Certification
100	6200	523901	Pre/InService Employment Drug Testing	-	
100	6200	523910	Other Miscellaneous Expense	1,500.00	Other expenses not covered under other line items.
52-Total Purchased/Contracted Services				104,000.00	

53 - SUPPLIES				Cost	Notes
General Supplies & Materials					
100	6200	531100	General Supplies	46,500.00	Athletic Equipment, Pool Supplies, and Custodial Supplies
100	7600	531120	Special Events		
100	6200	531130	Investigative Supplies-CID		
100	6200	531210	Water & Sewer	-	Moved to Building and Grounds
100	6200	531230	Electricity	-	Moved to Building and Grounds
100	6200	531270	Gas, Oil, & Diesel	1,500.00	
100	6200	531400	Books & Periodicals		
100	6200	531600	Small Equipment	4,000.00	
100	6200	531700	Uniform		
100	6200	531710	Other Supplies	-	
53-Total General Supplies & Materials				52,000.00	

54 - PARKS ADMIN CAPITAL OUTLAY				Cost	Notes
100	6200	542200	Parks Capital		
100	6200	542300	Furniture and Fixtures		
100	6200	542400	Computer Equipment	-	
54-Total Parks & Rec Capital Outlay				-	

57 - PAYMENTS TO OTHERS				Cost	Notes
100	6200	562000	Bad Debt Expense		
Total 57 - TOTAL PAYMENTS TO OTHERS				-	
TOTAL EXPENSES				335,377.30	

Departmental Total	335,377.30
Round up total	(0.30)
Departmental Budget	335,377.00

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
Planning & Development**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
PERSONAL SERVICES/EMPLOYEE BENEFITS							
Housing and Development							
100	7400	511100	Zoning & Review Stipend	1,000	3,000	3,000	3,000
100	7400	523700	Other Purchased Services-Education	1,000	2,150	2,150	4,300
			Housing and Development	2,000	5,150	5,150	7,300
Planning & Development Salaries and Wages Expense							
100	7400	511100	Planning & Development/Salaries	263,869	363,320	340,685	466,371
100	7400	512100	Planning & Development/Group Ins	44,542	88,560	88,560	75,456
100	7400	512200	Planning & Development/FICA	15,902	22,526	21,123	28,915
100	7400	512300	Planning & Development/Medicare	3,719	5,268	4,940	6,762
100	7400	512400	Planning & Development/Retirement	60,474	64,221	64,221	67,624
100	7400	512600	Planning & Development-Unemployment				-
100	7400	512700	Planning & Development/Work Comp	3,315	10,194	10,194	10,252
100	7400	512910	Planning & Development/Uniforms	657	1,800	1,800	1,500
			Total 51 - Planning & Development Personal Services/Benef	392,478	555,889	531,523	656,880
52 - PURCHASED/CONTRACTED SERVICES							
100	7400	521215	Planning & Development/Professional	98,550	112,300	112,300	220,000
100	7400	521215	Planning & Development/Safebuilt Inspections	82,181	130,700	130,700	125,000
100	7400	521300	Planning & Development/ IT Services	17,775			29,882
100	7400	522200	Planning & Development/Repairs/Maint				-
100	7400	522210	Vehicle Repair and Maint.	137	3,000	3,000	2,000
100	7400	522320	Equip Rental / Lease				-
100	7400	523100	Liability Insurance-GIRMA				-
100	7400	523200	Communications	5,018	5,200	5,200	3,500
100	7400	523210	Postage				-
100	7400	523300	Advertising	460	1,000	1,000	2,000
100	7400	523400	Printing Service	5,817	3,000	3,000	2,000
100	7400	523500	Travel	8,283	8,700	8,700	6,000
100	7400	523600	Dues & Fees	1,171	2,920	2,920	3,300
100	7400	523700	Education	8,446	8,975	8,975	6,250
100	7400	523901	Pre/InService Employment Drug Testing				-
100	7400	523910	Other Miscellaneous Expense				-
100	7400	523920	Bank/Finance Chgs				-
			52-Total Purchased/Contracted Services	227,839	275,795	275,795	399,932
53 - SUPPLIES							
			General Supplies & Materials				
100	7400	531100	General Supplies	1,238	2,000	2,000	1,500
100	7400	531120	Special Events & Comm Relations		-	-	-
100	7400	531130	Investigative Supplies-CID				-
100	7400	531270	Gas, Oil, & Diesel	410	2,000	2,000	1,000
100	7400	531400	Books & Periodicals				-
100	7400	531600	Small Equipment	4,261	2,000	2,000	1,000
100	7400	531710	Other Supplies				-
			53-Total General Supplies & Materials	5,909	6,000	6,000	3,500

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
Planning & Development**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
Community Action Projects							
100	7600	521200	Community Action Projects Urban		-		-
100	7600	521215	Community Action Projects Public	7,285			35,000
100	7600	521216	Community-C.A.R.E.S. Grant	-	100,000	100,000	100,000
100	7600	531120	Community Action Special Events	45,589	58,000	58,000	183,000
100	7600	573010	Clarkston Community Center	10,000	-		-
100	7600	573015	CDF-Tell Me A Story	6,850			-
100	7600	573040	Senior Programs	-			-
100	7600	570045	Community Development-Early Learning	2,349	-		-
100	7600	573055	Community Development-Health Task Force				-
100	7600	573060	Recreational Programs	5,000			-
100	7600	573065	Community Development-Youth Task Force		-		-
100	7600	573070	Community Development-Business & Economic	15			-
		54-Total Planning & Development Capital Outlay		77,089	158,000	158,000	318,000
57 - PAYMENTS TO OTHERS							
100	7400	574000	Bad Debt Expense	-	-	-	-
		57 - TOTAL PAYMENTS TO OTHERS		-	-	-	-
TOTAL EXPENSES							
				705,315.04	1,000,834	976,468	1,385,612

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Planning & Develop DEPT DETAIL

FUND	DEPT	LINE ITEM	DESCRIPTION		
Housing and Development				Cost	Notes
100	7400	511100	Zoning & Review Stipend	3,000.00	
100	7400	523700	Other Purchased Services-Education	4,300.00	Housing and Development/Historic Preservation Commission
Housing and Development				7,300.00	
51 - Planning & Development Salaries and Wages Expense				Cost	Notes
100	7400	511100	Planning & Development/Salaries	466,371.00	
			Description		
			1 Planning and Econ. Dev. Director		
			2 Code Enforcement Officers		
			1 Econ. Dev. Coordinator		
			1 Econ. Mobility Manager		Salary TBD
			1 Permit Tech		
100	7400	511200	Planning & Development/Salaries Part Time	-	
100	7400	511300	Planning & Development/Overtime	-	
100	7400	512100	Planning & Development/Group Ins	75,456.00	71472
100	7400	512200	Planning & Development/FICA	28,915.00	IRS SS Rate (.062)
100	7400	512300	Planning & Development/Medicare	6,762.38	IRS Med Rate (.0145)
100	7400	512400	Planning & Development/Retirement	67,623.80	Rate 0.145
100	7400	512600	Planning & Development-Unemployment	-	See Dr. Baker
100	7400	512700	Planning & Development/Work Comp	10,252.00	GMA
100	7400	512910	Planning & Development/Uniforms	1,500.00	
Total 51 - Planning & Dev Personal Services/Benefits				656,880.18	
52 - PURCHASED/CONTRACTED SERVICES				Cost	Notes
100	7400	521215	Planning & Development/Professional	220,000.00	
			Description		
			Consultants	50,000.00	On Call Services
			Comprehensive Plan	130,000.00	
			LCI Update	40,000.00	Livable Centers Update
100	7400	521220	Safebuilt Inspection Services	125,000.00	Building Inspections and Plan Review
100	7400	521300	Administration Information Technology Services	29,882.00	
			Description		
			SageGov Solutions	9,982.00	Permitting Software one half
			ArcGIS	2,500.00	Mapping Software
			VC3 IT Support Fees	6,400.00	800.00 per month (12) Keisha will provide
			Light Box	11,000.00	GIS Software

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
Planning & Develop DEPT DETAIL**

100	7400	522200	Planning & Development Repairs/Maintenance	-	
100	7400	522210	Vehicle Repair/Maintenance	2,000.00	
100	7400	523100	Prop/Liability Ins		Automobile Liability, Physical Damage, Law Enforcement Liability, & Deductibles
100	7400	523200	Communications	3,500.00	AT&T Firstnet cell phones and cards for patrol vehicles and cameras. Keisha Dixon
100	7400	523210	Postage		
100	7400	523300	Advertising	2,000.00	Board Meetings and Legal Notices
100	7400	523500	Travel	6,000.00	
			Description		
			Planning Director	6,000.00	R. Edwards will breakout the costs
			Staff		
100	7400	523600	Dues and Fees	3,300.00	
			Description		
			Dekalb Chambers	495.00	
			GA Assoc. of Code Enforcement (2)	210.00	
			American Planning Association	625.00	
			Congress for New Urbanism	195.00	
			GEDA	550.00	
			International Code Council	175.00	
			Updated Code Manuals	489.00	
			Other	261.00	
			HPC	300.00	
100	7400	523700	Education and Training	6,250.00	
			Description		
			Planning Director	6,250.00	Provide detail
			Code Compliance (2)		
			Econ Dev Coordinator	-	
			Permit Tech		
100	7400	523901	Pre/InService Employment Drug Testing	-	
100	7400	523910	Other Miscellaneous Expense	-	Other expenses not covered under other line items.
			52-Total Purchased/Contracted Services	399,932.00	

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Planning & Develop DEPT DETAIL

53 - SUPPLIES				Cost	Notes
General Supplies & Materials					
100	7400	531100	General Supplies	1,500.00	
100	7400	531120	Special Events	-	
100	7400	531130	Investigative Supplies-CID		
100	7400	531270	Gas, Oil, & Diesel	1,000.00	Have Marcus update based on department code
100	7400	531400	Books & Periodicals		
100	7400	531600	Small Equipment	1,000.00	Tools for measuring distance
100	7400	531700	Uniform		
100	7400	531710	Other Supplies	-	
53-Total General Supplies & Materials				3,500.00	
Community Action Project Funds				Cost	Notes
100	7600	521200	Community Action Projects Urban		
100	7600	521215	Community Action Projects Public	35,000.00	Public Arts Program & Business Economic Development Program
100	7600	521216	Community-C.A.R.E.S. Grant	100,000.00	
100	7600	531120	Community Action Special Events	183,000.00	\$58k SPEC EVENTS PLUS \$125kFOOD DISTRIBUTION
100	7600	573010	Clarkston Community Center		
100	7600	573015	CDF-Tell Me A Story		
100	7600	573040	Senior Programs	-	
100	7600	570045	Community Development-Early Learning		
100	7600	573055	Community Development-Health Task Force		
100	7600	573060	Recreational Programs	-	
100	7600	573065	Community Development-Youth Task Force		
100	7600	573055	Community Development-Business & Economic	-	
Total Community Action Project Funds				318,000.00	
TOTAL EXPENSES				1,385,612.18	
Departmental Total				1,385,612.18	
Round up total				(0.18)	
Departmental Budget				1,385,612.00	

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Debt Service

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET
DEBT SERVICE							
			GENERAL ADMINISTRATION				
100	8000	581100	DEBT SERVICE DEBT SERVICE-PRINCIPAL	160,111.87	158,019	158,019	-
100	8000	581200	DEBT SERVICE DEBT SERVICE-PRINCIPAL	129,687.05	99,782	99,782	103,115
100	8000	581300	OTHER DEBT	302,909.11	302,814	302,814	312,472
100	800	581400	DEBT SERVICE DEBT SERVICE-PRINCIPAL				12,000
			Total DEBT SERVICE PRINCIPAL	592,708.03	560,615.00	560,615.00	427,587.00
100	8000	582100	DEBT SERVICE DEBT SERVICE-INTEREST	4,160.11	4,188	4,188	-
100	8000	582200	DEBT SERVICE DEBT SERVICE-INTEREST	12,531.47	8,776	8,776	5,451
100	8000	582300	DEBT SERVICE DEBT SERVICE-INTEREST	47,586.89	47,683	47,683	38,024
100	8000	582400	DEBT SERVICE DEBT SERVICE-INTEREST				2,526
			Total DEBT SERVICE INTEREST	64,278.47	60,647.00	60,647.00	46,001.00
TOTAL DEBT SERVICE EXPENSES				656,986.50	621,262.00	621,262.00	473,588.00

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Debt Service Detail

FUND	DEPT	LINE ITEM	DESCRIPTION		Notes
100	8000	581100	DEBT SERVICE DEBT SERVICE-PRINCIPAL	-	Franship Forest Redevelopment Bonds- Principal - Last Payment 12/01/2025
100	8000	581200	DEBT SERVICE DEBT SERVICE-PRINCIPAL -Capital Lease		
			City Hall Annex	56,936.00	
			Police Interceptors Take Home Cars	-	
			Public Works Bucket Truck	17,954.00	
			2023 Lease Vehicles (2PW and 1PD)	28,225.00	
			Subtotal 581200	103,115.00	
100	8000	581300	DEBT SERVICE PRINCIPAL BONDS		
			GTIB/SRTA LOAN #1	135,027.00	
			GTIB/SRTA LOAN #2	177,445.00	
			Subtotal 581300	312,472.00	
100	8000	581400	DEBT SERVICE-Principal	12,000.00	2025 Lease Vehicle (City Manager/Admin)/Transfer Edge to PE Director
			Total DEBT SERVICE PRINCIPAL	427,587.00	
100	8000	582100	DEBT SERVICE DEBT SERVICE-INTEREST	-	Franship Forest Redevelopment Bonds- Interest - Last Payment 12/01/2025
100	8000	582200	DEBT SERVICE DEBT SERVICE-INTEREST		
			City Hall Annex	2,096.00	
			Police Interceptors Take Home Cars	-	
			Public Works Bucket Truck	730.00	
			2023 Lease Vehicles (2PW and 1PD)	2,625.00	
			Subtotal 582200	5,451.00	
100	8000	582300	DEBT SERVICE DEBT SERVICE-INTEREST		
			GTIB/SRTA LOAN #1	23,875.00	
			GTIB/SRTA LOAN #2	14,149.00	
			Subtotal 582300	38,024.00	
100	8000	582400	DEBT SERVICE-INTEREST	2,526.00	2025 Lease Vehicle (City Manager/Admin)
			Total DEBT SERVICE INTEREST	46,001.00	
TOTAL EXPENSES				473,588.00	

CITY OF CLARKSTON, GEORGIA
2026 PROPOSED BUDGET
Sanitation

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
FUND 540 - SANITATION REVENUE							
540		344110	Sanitation Fees/Enterprise	331,446.00	356,625	356,625	370,000
540		344115	Prior Year Sanitation Fees				-
540		344120	Commercial Business Fees				-
540		361000	Sanitation Interest Revenue				-
			SANITATION FUND REVENUE	331,446.00	356,625	356,625	370,000
52 - PURCHASED/CONTRACTED SERVICES							
540	4520	521200	Purchased Services				-
540	4520	522110	Sanitation/Professional	331,431.11	356,625	356,625	370,000
540	4520	521300	Sanitationin/ Information Technology Services				-
540	4520	522200	Sanitation/Repairs/Maint				-
			52-Total Purchased/Contracted Services	331,431.11	356,625	356,625	370,000
54 - SANITATION CAPITAL OUTLAY							
540	4520	542200	Sanitation Capital		-		-
540	4520	542400	Vehicles				-
			54-Total Sanitation Capital Outlay	-	-	-	-
TOTAL PUBLIC SAFETY EXPENSES				331,431.11	356,625.00	356,625.00	370,000.00
TOTAL SANITATION REVENUE				331,446.00	356,625.00	356,625.00	370,000.00
TOTAL SANITATION EXPENSES				331,431.11	356,625.00	356,625.00	370,000.00
				14.89	-	-	-

CITY OF CLARKSTON, GEORGIA
2026 PROPOSED BUDGET
Sanitation Detail

FUND	DEPT	LINE ITEM	DESCRIPTION		
52 - PURCHASED/CONTRACTED SERVICES			Cost	Notes	
540	4520	522110	Sanitation/Waste Management	370,000.00	
			Description		
			Waste Pro Trash Service	362,000.00	
			Landfill	8,000.00	
			52-Total Purchased/Contracted Services	370,000.00	
TOTAL EXPENSES				370,000.00	
Departmental Total				370,000.00	
Round up total					
Departmental Budget				370,000.00	

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Stormwater

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 PROPOSED BUDGET
500 - STORMWATER UTILITY REVENUE							
500		344190	Stormwater Fees Fund		332,853	332,853	615,000
500		344195	Prior Yr Stormwater Fees				
500		361000	Stormwater Bank Interest		10	10	10
500		389000	Stormwater - Cost Sharing Construction				
500			Budget From Fund Balance Reserves				
500							
Total - Stormwater Utility Revenue				-	332,863	332,863	615,010
500 - STORMWATER UTILITY EXPENSES							
500 - PERSONAL SERVICES/EMPLOYEE BENEFITS							
500	4600	511260	Stormwater/Salaries	58,712.30	100,000	100,000	121,716
500	4600	511200	Stormwater/Salaries Part Time				-
500	4600	511300	Overtime				-
500	4600	511310	DEA Overtime				-
500	4600	512260	Stormwater/Group Ins				-
500	4600	512200	Stormwater/FICA	3,593.06	6,200	6,200	7,546
500	4600	512300	Stormwater/Medicare	840.31	1,450	1,450	1,765
500	4600	512400	Stormwater/Retirement				-
500	4600	512600	Stormwater-Unemployment				-
500	4600	512700	Stormwater/Work Comp				-
500	4600	512905	Stormwater/Protective Gear				-
500	4600	512910	Stormwater/Uniforms				-
Total 51 - Stormwater Personal Services/Benefits				63,145.67	107,650	107,650	131,027
52 - PURCHASED/CONTRACTED SERVICES							
500	4600	521260	Tax Billing/Collection Services	-	-		-
500	4600	521100	General Admin-Customer Service		-		-
500	4600	521200	Professional Svcs	149,086.00	139,000	139,000	150,000
500	4600	522200	Stormwater/Repairs/Maint	1,989.96	18,000	18,000	297,000
500	4600	522210	Vehicle Repair and Maint.	743.42	3,000	3,000	3,000
500	4600	522310	Purchases Service/Rental of Land				-
500	4600	522320	Equip Rental / Lease		3,000	3,000	-
500	4600	523260	Liability Insurance-GIRMA				-
500	4600	523500	Travel				-
500	4600	523600	Dues & Fees	12,789.42	13,000	13,000	3,000
500	4600	523700	Education	1,838.00	2,000	2,000	2,000
500	4600	523901	Pre/InService Employment Drug Testing				-
500	4600	523910	Other Miscellaneous Expense				-
500	4600	523920	Bank/Finance Chgs	35.00			100
52-Total Purchased/Contracted Services				166,481.80	178,000	178,000	455,100
53 - SUPPLIES							
	General Supplies & Materials						
500	4600	531260	General Supplies		2,000	2,000	2,934
500	4600	531600	Small Equipment		3,000	3,000	3,000
500	4600	531700	Uniform				-
500	4600	531710	Other Supplies				-
53-Total Supplies & Materials				-	5,000	5,000	5,934

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Stormwater

54 - Storm Water CAPITAL OUTLAY							
500	4600	542200	Stormwater Capital	40,000.00	40,000	40,000	-
500	4600	542300	Furniture and Fixtures				-
500	4600	542400	Vehicles				-
		54-Total Public Safety Capital Outlay		40,000.00	40,000	40,000	-
58 - STORMWATER DEBT SERVICE							
500	4600	582200	Debt Service Principal - Garbage Truck				21,616
500	4600	582200	Debt Service Interest - Garbage Truck	1,778.00	1,333	1,333	1,333
		Total 58 - STORMWATER DEBT SERVICE		1,778.00	1,333	1,333	22,949
		TOTAL - Stormwater Utility Expenses		271,405.47	331,983	331,983	615,010
		Stormwater Utility Revenue		-	332,863	332,863	615,010
		Stormwater Utility Expense		271,405.47	331,983	331,983	615,010
				(271,405.47)	880.00	880.00	(0.00)

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
Stormwater Detail**

FUND	DEPT	LINE ITEM	DESCRIPTION		
51 - PERSONEL SERVICES/BENEFITS					
			Description	Cost	Notes
500	4600	511100	Stormwater/Salaries	121,716.00	Laborers Salaries
500	4600	511200	Stormwater/Salaries Part Time		
500	4600	511300	Stormwater/Overtime		
500	4600	512100	Stormwater/Group Ins		
500	4600	512200	Stormwater/FICA	7,546.00	6.20%
500	4600	512300	Stormwater/Medicare	1,765.00	1.45%
500	4600	512400	Stormwater/Retirement		
500	4600	512600	Stormwater-Unemployment		
500	4600	512700	Stormwater/Work Comp		
500	4600	512905	Stormwater/Protective Gear		
500	4600	512910	Stormwater/Uniforms		
Total 51 - Stormwater Personal Services/Benefits				131,027.00	
52 - PURCHASED/CONTRACTED SERVICES					
			Description	Cost	Notes
500	4600	521200	Professional Services	150,000.00	Integrated Science/CIS/Pateco
500	4600	522200	Stormwater Repairs/Maintenance	297,000.00	
500	4600	522310	Purchases Service/Rental of Land	-	
500	4600	522320	Equip/Rental/Lease	3,000.00	
500	4600	523100	Prop/Liability Ins	-	Automobile Liability, Physical Damage, Law Enforcement Liability, & Deductibles
500	4600	523110	Claims and Judgements	-	
500	4600	523200	Communications	-	AT&T Firstnet cell phones
500	4600	523500	Travel	-	
500	4600	523600	Dues and Fees	3,000.00	Community View
500	4600	523700	Education and Training	2,000.00	Stormwater Certification
500	4600	523901	Pre/InService Employment Drug Testing	-	
500	4600	523910	Other Miscellaneous Expense		Other expenses not covered under other line items.
500	4600	523920	Bank/Finance Chgs	100.00	Wellsfargo
52-Total Purchased/Contracted Services				455,100.00	
53 - SUPPLIES					
				Cost	Notes
General Supplies & Materials					
500	4600	531100	General Supplies	2,934.00	Custodial supplies, light bulbs, mulch, plants etc.
500	4600	531600	Small Equipment	3,000.00	weed eater, drills, and blowers
500	4600	531700	Uniform		
500	4600	531710	Other Supplies	-	
53-Total General Supplies & Materials				5,934.00	

CITY OF CLARKSTON
2026 PROPOSED BUDGET
Stormwater Detail

54 - STORMWATER CAPITAL OUTLAY				Cost	Notes
500	4600	542500	Stormwater Capital	-	
54-Total Building & Grounds Capital Outlay				-	
58 - STORMWATER DEBT SERVICE				Cost	Notes
500	4600	581200	Debt Service Principal	21,616.00	Garbage Truck - 2021 Sanitation Vehicle Lease
500	4600	582200	Debt Service Interest	1,333.00	Garbage Truck - 2021 Sanitation Vehicle Lease
Total 58 - TOTAL STORMWATER DEBT SERVICE				22,949.00	
				-	
TOTAL EXPENSES				615,010.00	

Departmental Total	615,010.00
Round up total	
Departmental Budget	615,010.00

**CITY OF CLARKSTON
2026 PROPOSED BUDGET
ARPA**

FUND	DEPT	LINE ITEM	DESCRIPTION	2024 ACTUAL (unaudited)	2025 ADOPTED BUDGET	2025 PROJECTED & AMENDED BUDGET	2026 OBLIGATED BUDGET	2026 PROPOSED BUDGET
260 - PERSONAL SERVICES/EMPLOYEE BENEFITS								
Public Safety Salaries and Wages Expense								
260	1500	511260	ARPA/Salaries	223,516.18	362,213	362,213	373,331	369,090
260	1565	511200	ARPA/Salaries Part Time					-
260	1565	511300	Overtime					-
260	1565	511310	DEA Overtime					-
260	1565	512260	ARPA/Group Ins					-
260	1565	512200	ARPA/FICA	13,830.65	22,417	22,417	24,128	24,128
260	1565	512300	ARPA/Medicare	3,234.59	5,244	5,244	5,643	5,643
260	1565	512400	ARPA/Retirement					-
260	1565	512600	ARPA/Unemployment					-
260	1565	512700	ARPA/Work Comp					4,241
260	1565	512905	ARPA/Protective Gear					-
260	1565	512910	ARPA/Uniforms					-
Total 51 - Building & Grounds Personal Services/Benefits				240,581.42	389,874	389,874		403,102
52 - PURCHASED/CONTRACTED SERVICES								
260	1565	521200	Purchased Services	13,125.00		50,000		-
260	1565	521210	City Attorney					-
260	1565	521215	ARPA/Professional		45,000			-
260	1565	521216	Clarkston C.A.R.E.S.					75,000
260	1565	521300	ARPAin/ Information Technology Services					-
260	1565	522200	ARPA/Repairs/Maint					-
260	1565	522210	Vehicle Repair and Maint.					-
260	1565	522310	Purchases Service/Rental of Land					-
260	1565	522320	Equip Rental / Lease					-
260	1565	523260	Liability Insurance-GIRMA					-
260	1565	523200	Communications	15,447.75			18,000	2,119
260	1565	523920	Bank/Finance Chgs	70.00				-
52-Total Purchased/Contracted Services				129,884.50	45,000	50,000		77,119
53 - SUPPLIES								
General Supplies & Materials								
260	1565	531260	General Supplies					-
53-Total General Supplies & Materials				-	-	-		-
54 - Public Safety CAPITAL OUTLAY								
260	3200	542200	ARPA Capital	-	-	135,000		-
260	1565	542300	Furniture and Fixtures					-
260	1565	542500	Public Safety Violent Crime	19,574.00				-
54-Total Public Safety Capital Outlay				19,574.00	-	135,000		-
57 - PAYMENTS TO OTHERS								
260	7600	572020	Veterans Community Outreach	1,677.13	-	-		-
	7600	573080	Home Weatherization and Repairs	80,592.20	-	-		-
260	7600	573082	Clarkston Community Center	31,409.98	-	-		-
260	7600	573083	Amani Workforce Development	30,770.00	-	-		-
260	7600	573092	Food Distribution	115,892.00	-	100,000	100,000	125,000
260	7600	573097	Utility Assistance	2,520.43	-	-		-
260	7600	574000	Bad Debt Expense	3,576.09	-	-		-
Total 57 - TOTAL PAYMENTS TO OTHERS				266,437.83	-	100,000.00		125,000.00
TOTAL PUBLIC SAFETY EXPENSES				656,477.75	434,874	674,874		605,221

AMERICAN RESCUE PLAN GRANT AMOUNT	4,719,115.00	
SPENT IN FY2021	(1,012,864.00)	3,706,251
SPENT IN FY2022	(895,843.00)	2,810,408.00
PROJECTED SPENDING IN FY2023	(862,031.00)	1,948,377.00
PROJECTED SPENDING IN FY2024	(668,282.00)	1,280,095.00
PROJECTED SPENDING IN FY2025	(674,874.00)	605,221.00
PROJECTED SPENDING IN FY2026	(605,221.00)	-

2026 PROPOSED BUDGET
ARPA Detail

FUND	DEPT	LINE ITEM	DESCRIPTION		
51 - PERSONAL SERVICES/EMPLOYEE BENEFITS					
Salaries and Wages Expense				Cost	Notes
260		511100	ARPA/Salaries	369,090.00	
			Description		
			Administrative Assistant	56,506.00	1590
			Accountant	73,645.00	1510
			Code Enforcement	65,776.00	7400
			Diversity Equity Inclusion	86,888.00	1570
			Public Safety	86,275.00	3200
260		511200	ARPA/Salaries Part Time		
260		511300	ARPA/Overtime		
260		512100	ARPA/Group Ins		
260		512200	ARPA/FICA	24,128.00	
260		512300	ARPA/Medicare	5,643.00	
260		512400	ARPA/Retirement		
260		512600	ARPA-Unemployment		
260		512700	ARPA/Work Comp	4,241.00	
260		512905	ARPA/Protective Gear		
260		512910	ARPA/Uniforms		
		Total 51 - APRA Personal Services/Benefits		403,102.00	
52 - PURCHASED/CONTRACTED SERVICES					
				Cost	Notes
260		521100	Tax Billing/Collection Services	-	
260		521110	Gen Adm-Board Elections	-	
260		521200	Purchased Services	-	
			Description		
				-	
				-	
260		521210	City Attorney	-	
260		521215	ARPA/Professional	-	
			Description		
			Grant Administrator	-	
260		521216	Clarkston CARES	75,000.00	Subsidizes GF CARES Program
				75,000.00	
260		523200	Communications	2,119.00	

2026 PROPOSED BUDGET
ARPA Detail

260		523210	Postage		
260		523910	Other Miscellaneous Expense		Other expenses not covered under other line items.
260		523920	Bank/Finance Chgs	-	
		52-Total Purchased/Contracted Services		77,119.00	
53 - SUPPLIES					
				Cost	Notes
			General Supplies & Materials		
		53-Total General Supplies & Materials		-	
54 - ARPA CAPITAL OUTLAY					
				Cost	Notes
260		542200	ARPA Capital		
260		542300	Furniture and Fixtures		
260		542400	Computer Equipment	-	
		54-Total Building & Grounds Capital Outlay		-	
57 - PAYMENTS TO OTHERS					
				Cost	Notes
260		573092	Food Distribution	125,000.00	
		Total 57 - TOTAL PAYMENTS TO OTHERS		125,000.00	
				-	
TOTAL ADMIN 011 EXPENSES				605,221.00	
Departmental Total				605,221.00	
Round up total					
Departmental Budget				605,221.00	



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9B	Proclamation	NO

SUBJECT: To consider a proclamation designating November as Native American Heritage Month.

PRESENTER CONTACT: Yolanda McGee

PHONE NUMBER: 404-754-6960

DEPARTMENT: Administration

PURPOSE:

National Native American Heritage Month is observed in November to honor the culture, history, and achievements of Native Americans and Alaska Natives. It is a time to celebrate their significant contributions, educate the public about various tribes, and raise awareness about the challenges they have faced and continue to face. The month was officially designated by President George H.W. Bush in 1990.

IMPACT: History of Native American.

FUNDING SOURCE: N/A

RECOMMENDATION: To approve designating the month of November as Native

American Month.

National Native American Heritage Month 10/2025

National Native American Heritage Month is observed every November to honor the culture, history, and achievements of Native Americans and Alaska Natives. It is a time to celebrate their significant contributions, educate the public about various tribes, and raise awareness about the challenges they have faced and continue to face. The month was officially designated by President George H.W. Bush in 1990.

The official theme for National Native American Heritage Month 2025 has not yet been announced, as themes are typically released closer to November. However, based on previous years, the month will likely focus on celebrating the diverse cultures and histories of Native American and Alaska Native communities, while also addressing contemporary issues like the legacy of federal policies.

There is no single "National Native American Heritage Color" for 2025, as colors hold diverse and specific meanings across different tribes and cultures. However, **red** is frequently cited as a powerful and significant color, symbolizing life, war, and love, while **black, white, and yellow** also hold deep symbolic importance for many Native American groups, representing things like death, peace, and the four directions or seasons.

City of Clarkston Proclamation Native American Heritage Month November 2025

WHEREAS, November is recognized nationally as Native American Heritage Month, a time to honor, raise awareness, and support the Native American culture

WHEREAS, the City of Clarkston, Georgia, is proud of its diverse and inclusive community, which thrives because of the contributions of Native Americans to the city of Clarkston

WHEREAS, the theme for this year's Native American Heritage Weaving together our past, present and future: This theme, used by the Bureau of Indian Affairs for its November celebration, emphasizes the connection between historical injustices, such as the Federal Indian Boarding Schools, and ongoing work to address the resulting intergenerational trauma.

WHEREAS, we reflect on the courage, drive, and will power to stand by Native Americans and

WHEREAS, the City of Clarkston remains committed to fostering equity, justice, and opportunity for all, and to creating a future where every individual is celebrated for their unique contributions to our community; and

WHEREAS, on this month, we encourage all residents, businesses, and organizations in Clarkston to participate in events, programs, and initiatives that promote education, awareness, and appreciation of Native Americans and the contributions they make,

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia, do hereby proclaim the month of November 2025, as **Native American Heritage month** in the City of Clarkston and encourage all citizens to join in recognizing and honoring the invaluable contributions Native Americans bring to our city, state, and nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this 28th day of October 2025.

Mayor Signature

City Clerk



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9C	New Business Items	NO

SUBJECT: To consider a proclamation designating October as National Code Compliance Month.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: To recognize and honor the City of Clarkston's Code Compliance team.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: Designate October as National Code Compliance Month.

City of Clarkston
National Code Compliance



Proclamation
Month — October 2025

WHEREAS, Code Enforcement Officers provide for the safety, health, and welfare of citizens living in communities throughout the United States through the enforcement of building, zoning, housing, environmental, property maintenance, and other local codes and ordinances; and

WHEREAS, the City of Clarkston, Georgia, recognizes that its Code Enforcement Officers are dedicated, well-trained, and highly responsible individuals who are committed to promoting life safety and enhancing neighborhood aesthetics through their daily work; and

WHEREAS, these professionals play a vital role in maintaining the beauty, functionality, and integrity of Clarkston's neighborhoods—helping to ensure that homes, businesses, and public spaces remain safe, clean, and welcoming for all residents; and

WHEREAS, building relationships and fostering knowledge of the community are integral components of a proactive and professional approach to code enforcement, reinforcing trust and collaboration between residents and local government; and

WHEREAS, effective and professional Code Enforcement Officers positively impact property values, community image, and quality of life while shaping public understanding of municipal government and the shared responsibility of maintaining our community standards; and

WHEREAS, October has been nationally designated as National Code Compliance Month, providing an opportunity to recognize and celebrate the vital contributions of Code Enforcement Officers to the health, safety, and sustainability of our communities; and

WHEREAS, the City of Clarkston proudly acknowledges the continued dedication and service of its Code Enforcement team, whose efforts uphold the values of community pride, safety, and well-being;

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia, do hereby proclaim the month of October 2025 as National Code Compliance Month in the City of Clarkston, and encourage all residents, businesses, and organizations to join in recognizing and honoring the important contributions of our Code Enforcement Officers, who help make Clarkston a cleaner, safer, and more vibrant place to live, work, and thrive.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this **X day of October 2025**.

Mayor Beverly H. Burks, City of Clarkston



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9D	New Business Items	NO

SUBJECT: To consider a proclamation designating October as National Community Planning Month.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: To recognize and honor the Community Planning staff.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: Designate October as National Community Planning Month.

**City of Clarkston
National Community**



**Proclamation
Planning Month —**

October 2025

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, and communities, including the City of Clarkston; and

WHEREAS, professional planners and community development staff play a vital role in helping Clarkston navigate this change through data-driven insights, strategic planning, and collaborative decision-making that enhance how residents live, work, and thrive; and

WHEREAS, community planning provides all residents with an opportunity to be meaningfully involved in shaping the future of their neighborhoods, ensuring equitable access to resources, sustainable growth, and a strong sense of place; and

WHEREAS, the full benefits of effective planning require public officials, community leaders, and residents who understand, support, and value thoughtful planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the American Planning Association endorses this national observance as an opportunity to highlight how planning is essential to every community and how planners are uniquely positioned to identify solutions to housing, transportation, and land use challenges; and

WHEREAS, the City of Clarkston is proud to recognize the ongoing efforts of its Planning and Economic Development Department, Planning and Zoning Board, and all community partners whose dedication and expertise ensure that Clarkston remains a connected, inclusive, and forward-thinking city; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly acknowledge the commitment and service of appointed and professional planners who contribute their time, creativity, and skill to improving the City of Clarkston;

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia, do hereby proclaim the month of October 2025 as National Community Planning Month in the City of Clarkston and encourage all residents, businesses, and organizations to join in celebrating the contributions of those involved in planning and development who help shape a brighter future for our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this X day of October 2025.

Mayor Beverly H. Burks, City of Clarkston



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9E	New Business Items	NO

SUBJECT: To consider an alcohol license application for delivery services at GB License, LLC dba goPuff located at 808 Park North Blvd., Clarkston, GA 30021.

PRESENTER CONTACT: Tomika Mitchell

PHONE NUMBER: 404-719-0313

DEPARTMENT: City Clerk's Office

PURPOSE: The Alcohol Review Committee (ARC) reviewed a renewal alcohol license application submitted by GB License, LLC dba goPuff for delivery services at 808 Park North Blvd., Clarkston, GA 30021. The application requests approval for delivery services of beer, wine, and malt beverages under a new manager, David Onyskiw.

IMPACT:

The Alcohol Review Committee confirmed that the business license has been issued and noted a change in management. A background check on the new manager, David Onyskiw revealed a reckless driving charge from 2020.

FUNDING SOURCE: N/A

RECOMMENDATION: The Alcohol Review Committee recommends approval of this application.

#6199

ALCOHOLIC BEVERAGE LICENSE RENEWAL APPLICATION

This application must be typed or printed legibly and signed under oath. All questions must be fully answered. If additional space is needed, please use a separate sheet of paper. Please note, holding an alcoholic beverage license with the City of Clarkston is a privilege.

☒ Renewal 20 25 (Year)

Date: 12/31/2024

Contact Name: Sard & Leff, LLC; Mindy L. Thompson, Esq. Phone: 770-644-0800

Business/Trade Name: GB License, LLC

D/B/A: goPuff

Business Address: 808 Park North Boulevard, Clarkston, GA 30021

Email Address: david.onyskiw@gopuff.com

Emergency Contact Name: David J. Onyskiw Phone: [REDACTED]

TYPE OF BUSINESS

- ☐ Convenience Store
☐ Grocery Store
☒ Package Store
☐ Manufacturer
☐ Specialty Beverage Store
☐ Restaurant
☐ Wholesale
☐ Other: _____

RECEIVED**DEC 31 2024****CITY OF CLARKSTON****TYPE OF LICENSE AND FEES**

Retail Dealers On-Premise Consumption/Retail Dealers Package

- ☐ Beer/Malt Beverages \$750
☐ Wine \$750
☒ Beer/Wine/Malt Beverages \$1,000
☐ Distilled Spirits \$2,500
☐ Wholesale Wine or Beer/Malt \$350
☐ Wholesale Beer/Wine/Malt \$450
☐ Wholesale Distilled Spirits (City) \$5,000, No location in City \$450
☒ Administrative Application Fee (applicable to all Licenses) \$200.00

Employee Work Permit Initial/Renewal \$50.00 (per employee). Complete application & background check at the Clarkston Police Department located at 3921 Church St., Clarkston, GA 30021.

FOR OFFICE USE ONLY

Department	Date	Approve/Deny	Comments
City Clerk			
Planning & Economic Development			
Police Department			
Quality of Life Officer			
City Manager			

APPLICANT INFORMATION

Full Name: GB License, LLC Date of Birth: N/A
Current Address: 537 N. 3rd Street, Philadelphia, PA 19123
Email Address: michelle.carlson@gopuff.com
Phone: [REDACTED]

Name of Agent or Representative (if different from applicant): David John Onyskiw, Manager
Address: [REDACTED]
Email Address: david.onyskiw@gopuff.com
Phone: [REDACTED]

Have you ever been arrested? ☒ Yes ☐ No (If yes, explain) 09/14/2020, Hall County, GA: Reckless Driving

BUSINESS INFORMATION

Type of business entity: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☒ Other 20344006160
Federal Tax ID Number: 83-3337833 State Tax ID Number: 308-632770

Do you own the property? ☐ Yes ☒ No (If No, please provide name, address, and contact number for the landlord and a copy of current lease.) Sealy Park North Investors I, LLC
[REDACTED]

Name each person(s) having a financial interest in the Establishment.

Full Name	Position	Social Security Number	Address	% of Interest
Rafael Iishayev	CEO, Treasurer Assistant Secretary	[REDACTED]	[REDACTED]	0%
Yakir Gola	President and Secretary	[REDACTED]	[REDACTED]	0%
GB License Holdings, LLC	Member	[REDACTED]	[REDACTED]	100%

Have you or anyone with interest in the establishment ever or do you currently hold an alcohol beverage license with any other municipality, county, or state? ☒ Yes ☐ No

Please see attached Exhibit "A" for a list of alcohol licenses held by GB License, LLC in Georgia.

If so, have you or anyone holding an interest in the establishment ever been placed on probation or had your license revoked? ☐ Yes ☒ No (If yes, please explain on separate sheets of paper and attach hereto.)

Provide name, address, Social Security Number, and phone number for each Manager if different from owner.

Full Name	Position	Social Security Number	Address	% of Interest
David John Onyskiw	Manager	[REDACTED]	[REDACTED]	0%

Annual Sales Beer/Wine \$ 26,671.49 Annual Gross Sales (Non-Alcohol/Food) \$ 1,035,612.16
Annual Sales from Distilled Spirits \$ N/A Annual Sales Other \$ 344,159.15

Why am I receiving this document?

Below is confirmation of your Sales and Use Tax Certificate of Registration.

View and print additional copies of this Certificate of Registration by logging into your Georgia Tax Center (GTC) account at <https://gtc.dor.ga.gov>.

What am I required to do?

- You must publicly display this certificate in your place of business.
- You must timely file sales and use tax returns, even if no tax is due.
- You are to file monthly, unless the Georgia Department of Revenue notifies you of a different filing frequency.
- Returns and payments are due no later than the 20th day of the month following the period being reported.

What should I do if there are changes to my business?

- A business may update its officers, mailing address, trade name, and NAICS code through GTC.
- If you open a new business location, you must register the location by logging into your GTC account and registering a new tax account.
- If the business is sold or closes, you must file a final return and submit payment within 15 days of the sale or closure.
- If there are errors on your certificate or other changes to your business, such as a change in ownership or name change, contact the Taxpayer Services Division at (877) 423-6711 or via email at st-license@dor.ga.gov.

Sales and use tax returns may be filed electronically through GTC.



ST-2 THIS CERTIFICATE MUST BE PUBLICLY DISPLAYED AS PROVIDED BY LAW

SALES AND USE TAX CERTIFICATE OF REGISTRATION

STATE OF GEORGIA
DEPARTMENT OF REVENUE
Taxpayer Services Division

Issued pursuant to the Retailers' and Consumers' Sales and Use Tax Act of 1951, as amended.
The person named below is authorized and empowered to collect state and local sales and use taxes.

STATE TAXPAYER IDENTIFIER: 20344006760	EFFECTIVE DATE: 01-Jul-2021	SALES TAX NUMBER: 308632770	COUNTY NAME: DEKALB
NAICS:454390 - Other Direct Selling Establishments		Secondary NAICS: None	

GB LICENSE, LLC
GOPUFF
808 PARK NORTH BLVD STE 108
CLARKSTON, GA 30021-1946

IMPORTANT - This Certificate is
NON TRANSFERABLE

Robyn A. Crittenden

State Revenue Commissioner

EACH PLACE OF BUSINESS MUST BE REGISTERED SEPARATELY.

VERIFICATION OF APPLICATION

I hereby make application for an Alcoholic Beverage License for the City of Clarkston. I understand that holding this license is a privilege. I do hereby affirm and swear that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fee and further that it is my/our responsibility to conform with said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language, and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.



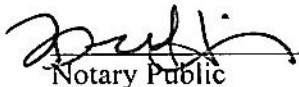
Signature of Applicant or Agent

David J. Onyskiw

Print or Type Name

I certify that David J. Onyskiw (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 18 day of December, 2024.



Notary Public

My commission expires on: 10/21/2028



PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION
OWNERS/ MANAGERS/ ASSISTANT MANAGERS

Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership, or profit-sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A copy of verifiable identification must be provided at the time of application.

1. David John Onyskiw [REDACTED]
Full Name of Applicant and Address

2. Social Security Number: [REDACTED]

3. Driver's License Number: [REDACTED]

4. Date of Birth: [REDACTED]/1970 Place of Birth: [REDACTED]

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.
a. ☒ (X) by birth
b. ☐ () Naturalized

Date: _____ Place: _____ Court: _____

Petition Number: _____ Certificate Number: _____

Derived Parent Certificate Number(s) _____

Alien Registration Number: _____

Native Country: _____ Date of Port Entry: _____

6. How long have you been a legal resident of Georgia? 34 Years Months

7. Marital Status: ☐ () Single ☐ () Married ☐ () Widowed ☒ (X) Divorced ☐ () Separated

8. If married, give spouse's full name N/A

9. Physical Description of Applicant Caucasian Race Male Sex 6'5 Height 225 Weight
54 Age Brown Hair Color Brown Eyes

10. Education and training specific to restaurant/alcohol field. Internal alcohol awareness training. Sales and delivery driver training is required by state law.

11. Have you ever used or been known by any other name? ☐ () yes ☒ (X) No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. N/A

13. Are you registered to vote in the state of Georgia? ☒ (X) yes ☐ () No

County Registered Gwinnett County Number of years registered Ten

14. For the last calendar year, did you file and pay any County property tax? ☐ () yes ☒ (X) No

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION Con't

15. For the last calendar year, did you file and pay any City property tax? () Yes (X) No

Name of City N/A

16. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application?

 Yes X No

17. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.
GB License, LLC d/b/a goPuff

18. Position of applicant in dealer's business. Manager

19. Does applicant have any ownership/profit sharing interest in the business? () Yes (X) No

State annual salary of applicant, or the estimated annual profit or compensation derived from this business.

\$ Salary

20. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? () Yes (X) No

If yes, explain: N/A

21. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? () Yes (X) No
If yes, give names and locations and amount of interest in each.

22. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. () Yes (X) No If yes, explain:

23. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit?
() Yes (X) No If yes, explain:

24. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? () Yes (X) No If yes, explain:

25. Have you ever been denied a bond by a commercial surety company? () Yes (X) No
If yes, explain:

26. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. () Yes (X) No

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION con't

Verification of Personnel Statement

I, David J. Onyskiw, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby authorize the City of Clarkston and/or its agents to obtain and receive any criminal history record information pertaining to me which may be in the files of any federal, state or local criminal justice agency. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.



Applicant's Signature (full name in ink)

12/18/2024
Date

David J. Onyskiw

Applicant's Name (Print or Type)

renewals@sardandleff.com

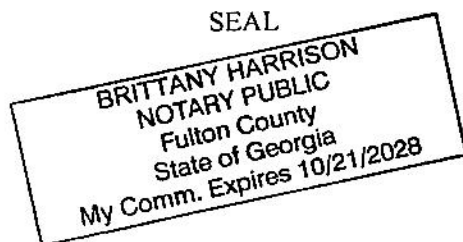
Email Address

I certify that David J. Onyskiw (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 18 day of December, 2024



Notary Public



REGISTERED AGENT CONSENT AND INFORMATION FORM

CITY OF CLARKSTON OFFICE OF THE CITY CLERK

Sec. 3-6(l) All licensed establishments must have and continuously maintain in DeKalb County a registered agent upon whom any process, notice or demand required or permitted by law or under this chapter to be served upon the licensee or owner may be served. This person must be a resident of DeKalb County. The licensee shall file the name of such agent, along with the written consent of such agent with the city.

I, Taneisha LaShun Patrick, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors thereof and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the city of Clarkston, Georgia. I understand the basic purpose is to have and continuously maintain a Registered Agent upon which any process, notice, or demand required or permitted by law or under said ordinance to be served upon the licensee or owner may be served. I understand that the Registered Agent must be a citizen of the United States and a resident of DeKalb County Georgia. I hereby authorize the Clarkston Police Department to obtain and review copies of any criminal and/or driver's histories in my name or any alias used by me in the past or at the present. I understand that this information may be used against me during the course of the Clarkston Police Department's investigation. I further certify that I will notify the City of Clarkston Office of the City Clerk of any changes effecting my status and/or position with this company.

This 30 day of December, 2024.

T. Patrick
Signature of Agent

tpatrick@sardandleff.com
Email Address

Taneisha LaShun Patrick
Type or Print Name of Agent

[REDACTED]
Type or Print Agent's Home Address

[REDACTED]
Type or Print City, State and Zip Code

02/2008
Type or Print Date Moved into the Above Address

[REDACTED]
Type or Print Social Security Number

[REDACTED]
Type or Print Driver's License Number

[REDACTED] 1981
Type or Print Date of Birth

[REDACTED]
Type or Print Area Code and Phone Number

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Clarkston, Georgia Business or Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Clarkston.

(Circle one) Occupational Tax Certificate, Alcohol License, Taxi Permit or Other Public Benefit.

I am stating the following for GB License, LLC

(THE NAME OF PERSON APPLYING ON BEHALF OF BUSINESS, CORPORATION, PARTNERSHIP OR OTHER PRIVATE ENTITY)

1. X I am a United States Citizen

2. _____ I am a legal permanent resident of the United States 18 years of age or older. Please include your Alien Registration Number below your signature.*

3. _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

*OCGA § - 1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Number and Document Source

In making the above statement under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of OCGA Section 16-10-20.

David J. Onyskiw
Signature of Applicant

12/18/2024 Date of Birth 1970
Date

David J. Onyskiw
Printed Name

SUBSCRIBED AND SWORN BEFORE ME
ON THIS 18 DAY OF December,
2024.

Brittany Harrison
Notary Public
My Commission Expires: 10/21/2028

*Alien Registration Number for Non-citizens

BRITTANY HARRISON
NOTARY PUBLIC
Fulton County
State of Georgia
My Comm. Expires 10/21/2028



PRIVATE EMPLOYER E-VERIFY AFFIDAVIT REQUIRED

Effective July 1, 2013, any private company with more than 10 full-time employees, along with every public employer, regardless of its size, must register with the federal E-Verify program to check the legal status of new hires.

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

[REDACTED]
Federal Work Authorization User Identification Number

07/29/2019

Date of Authorization

GB License, LLC

Name of Private Employer

If your business employs less than ten (10) employees, please check ☐ this box and sign below.

By checking this box and signing this form below you are stating affirmatively that your business employs less than ten (10) employees and that your business is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 18, 2024 in Atlanta (city) GA (State)

[Signature]
Signature of Authorized Officer or Agent

David J. Onyskiw, Authorized Agent

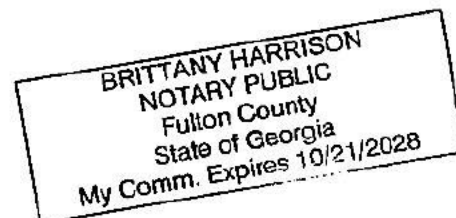
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON
THIS 18 DAY OF December 2024.

[Signature]
NOTARY PUBLIC

My Commission Expires:

10/21/2028



****FORM REQUIRED**** This form must be completed and returned with your Alcoholic Beverage Renewal Application and payment. Failure to return this completed Private Employer Affidavit with your renewal application and payment will delay the issuance of your occupational certificate.

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION
OWNERS/ MANAGERS/ ASSISTANT MANAGERS

Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership, or profit-sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A copy of verifiable identification must be provided at the time of application.

1. Yakir Aaron Gola, [REDACTED]
Full Name of Applicant and Address

2. Social Security Number: [REDACTED]

3. Driver's License Number: [REDACTED]

4. Date of Birth: [REDACTED] Place of Birth: [REDACTED]

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.
a. ☒ by birth
b. ☐ Naturalized

Date: _____ Place: _____ Court: _____

Petition Number: _____ Certificate Number: _____

Derived Parent Certificate Number(s) _____

Alien Registration Number: _____

Native Country: _____ Date of Port Entry: _____

6. How long have you been a legal resident of Georgia? 0 Years 0 Months

7. Marital Status: ☐ Single ☒ Married ☐ Widowed ☐ Divorced ☐ Separated

8. If married, give spouse's full name Shiran Mayron Gola

9. Physical Description of Applicant Caucasian Race Male Sex 5'8 Height 150 Weight
31 Age Brown Hair Color Brown Eyes

10. Education and training specific to restaurant/alcohol field. internal alcohol awareness training, sales and delivery;
training is required by state law

11. Have you ever used or been known by any other name? ☐ yes ☒ No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. N/A

13. Are you registered to vote in the state of Georgia? ☐ yes ☒ No

County Registered _____ Number of years registered _____

14. For the last calendar year, did you file and pay any County property tax? ☐ yes ☒ No

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION Con't

15. For the last calendar year, did you file and pay any City property tax? () Yes (X) No

Name of City _____

16. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application?

_____ Yes X _____ No

17. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.
GB License, LLC d/b/a goPuff

18. Position of applicant in dealer's business. President and Secretary

19. Does applicant have any ownership/profit sharing interest in the business? () Yes (X) No

State annual salary of applicant, or the estimated annual profit or compensation derived from this business.

\$ _____ Salary

20. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? () Yes (X) No

If yes, explain: N/A

21. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? () Yes (X) No

If yes, give names and locations and amount of interest in each.

22. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. (X) Yes () No If yes, explain: _____
Please see attached Exhibit "A"

23. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit?

() Yes (X) No If yes, explain: _____

24. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? () Yes (X) No If yes, explain: _____

25. Have you ever been denied a bond by a commercial surety company? () Yes (X) No

If yes, explain: _____

26. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. () Yes (X) No

EXHIBIT "A"

Related Businesses

Name	Name and Address of Premises
GB License, LLC	goPuff - 1000 South Pioneer Drive SE, Smyrna, GA 30082
GB License, LLC	goPuff - 1905 Commerce Road, Athens, GA 30607
GB License, LLC	goPuff - 2233 Faulkner Road NE, Atlanta, GA 30324
GB License, LLC	goPuff - 515 Means Street, Ste. B, Atlanta, GA 30318
GB License, LLC	goPuff - 808 Park North Boulevard, Clarkston, GA 30021
GB License, LLC	goPuff - 1383 Blashfield Street SE, Suite B, Atlanta, GA 30315

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION con't

Verification of Personnel Statement

I, Yakir A. Gola, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby authorize the City of Clarkston and/or its agents to obtain and receive any criminal history record information pertaining to me which may be in the files of any federal, state or local criminal justice agency. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

Yakir A. Gola
Applicant's Signature (full name in ink)

12-13-24
Date

Yakir A. Gola
Applicant's Name (Print or Type)

renewals@sardandleff.com
Email Address

I certify that Yakir A. Gola (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 13 day of DECEMBER, 2024.

Stephanie Ross
Notary Public

Commonwealth of Pennsylvania - Notary Seal
Stephanie Ross, Notary Public
Philadelphia County
My commission expires February 11, 2025
Commission number 1393458
Member, Pennsylvania Association of Notaries

SEAL

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION
OWNERS/ MANAGERS/ ASSISTANT MANAGERS

Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership, or profit-sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A copy of verifiable identification must be provided at the time of application.

1. Rafael Illishayev; [REDACTED]
Full Name of Applicant and Address

2. Social Security Number: [REDACTED]

3. Driver's License Number: [REDACTED]

4. Date of Birth: [REDACTED] 1993 Place of Birth: [REDACTED]

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.
a. () by birth
b. (X) Naturalized

Date: 06/30/2011 Place: _____ Court: [REDACTED]

Petition Number: _____ Certificate Number: [REDACTED]

Derived Parent Certificate Number(s) _____

Alien Registration Number: [REDACTED]

Native Country: [REDACTED] Date of Port Entry: _____

6. How long have you been a legal resident of Georgia? N/A Years N/A Months

7. Marital Status: () Single (X) Married () Widowed () Divorced () Separated

8. If married, give spouse's full name Rebecca Taylor Rafailov Illishayev

9. Physical Description of Applicant Caucasian Race Male Sex 5'10 Height 170 Weight
31 Age Brown Hair Color Brown Eyes

10. Education and training specific to restaurant/alcohol field. internal alcohol awareness training, sales and delivery;
training is required by state law

11. Have you ever used or been known by any other name? () yes (X) No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. N/A

13. Are you registered to vote in the state of Georgia? () yes (X) No

County Registered _____ Number of years registered _____

14. For the last calendar year, did you file and pay any County property tax? () yes (X) No

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION Con't

15. For the last calendar year, did you file and pay any City property tax? () Yes (X) No

Name of City _____

16. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application?

_____ Yes X No

17. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.
GB License, LLC d/b/a goPuff

18. Position of applicant in dealer's business. CEO, Treasurer and Assistant Secretary

19. Does applicant have any ownership/profit sharing interest in the business? () Yes (X) No

State annual salary of applicant, or the estimated annual profit or compensation derived from this business.

\$ _____ Salary

20. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? () Yes (X) No

If yes, explain: N/A

21. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? () Yes (X) No

If yes, give names and locations and amount of interest in each.

22. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. (X) Yes () No If yes, explain: _____

Please see attached Exhibit "A"

23. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit?

() Yes (X) No If yes, explain: _____

24. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? () Yes (X) No If yes, explain: _____

25. Have you ever been denied a bond by a commercial surety company? () Yes (X) No

If yes, explain: _____

26. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. () Yes (X) No

EXHIBIT "A"

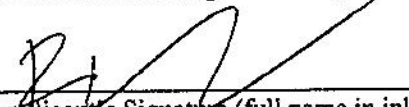
Related Businesses

Name	Name and Address of Premises
GB License, LLC	goPuff - 1000 South Pioneer Drive SE, Smyrna, GA 30082
GB License, LLC	goPuff - 1905 Commerce Road, Athens, GA 30607
GB License, LLC	goPuff - 2233 Faulkner Road NE, Atlanta, GA 30324
GB License, LLC	goPuff - 515 Means Street, Ste. B, Atlanta, GA 30318
GB License, LLC	goPuff - 808 Park North Boulevard, Clarkston, GA 30021
GB License, LLC	goPuff - 1383 Blashfield Street SE, Suite B, Atlanta, GA 30315

PERSONNEL STATEMENT - ALCOHOLIC BEVERAGE APPLICATION con't

Verification of Personnel Statement

I, Rafael Illishayev, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby authorize the City of Clarkston and/or its agents to obtain and receive any criminal history record information pertaining to me which may be in the files of any federal, state or local criminal justice agency. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.


Applicant's Signature (full name in ink)

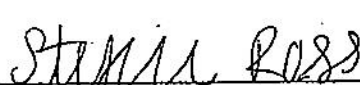
12-13-24
Date

Rafael Illishayev
Applicant's Name (Print or Type)

renewals@sardandleff.com
Email Address

I certify that Rafael Illishayev (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 13 day of DECEMBER, 2024.


Notary Public

Commonwealth of Pennsylvania - Notary Seal
Stephanie Ross, Notary Public
Philadelphia County
My commission expires February 11, 2025
Commission number 1393458
Member, Pennsylvania Association of Notaries

SEAL

This license must be posted in a conspicuous place at the location and available for immediate inspection at all times that the location is open.

For changes to your license:

- Ownership - you must reapply at <https://gtc.dor.ga.gov>.
- Mailing address - update at <https://gtc.dor.ga.gov>.

To ensure you have your license please reapply by November 1 of each year.

Monthly returns and/or reports are required for some licences. For more information on filing requirements, required signs, or to view applicable laws and regulations, visit <https://dor.georgia.gov/> and click the Alcohol & Tobacco tab, or call the Atlanta Regional Office at (404) 417-6605.

Georgia Department of Revenue

(Cut here before displaying)

STATE OF GEORGIA - DEPARTMENT OF REVENUE

License to Sell Alcoholic Beverages

As set forth and defined in Title 3

Georgia Alcoholic Beverage Code and Regulations Pertaining Thereto

Not Valid Without Local License If Required - Non Transferable

EFFECTIVE DATE 01-Jan-2025

LICENSE EXPIRES 31-Dec-2025

BOND EXPIRES

STATE TAXPAYER IDENTIFIER
20268876709

LICENSE NUMBER
0097529

DATE ISSUED
24-Oct-2024

LICENSE FEE
\$100.00

LOCAL LICENSE ISSUED BY
City CLARKSTON

THIS LICENSE AUTHORIZES THE BELOW LICENSEE TO SELL
GB LICENSE, LLC: Retail - Beer and Wine

DBA
GOPUFF

AT THE FOLLOWING LOCATION
808 PARK NORTH BLVD STE 108 CLARKSTON GA 30021-1946

COUNTY
DEKALB

GB LICENSE, LLC
537 N 3RD ST
PHILADELPHIA PA 19123-2936

Failure to pay any tax accruing under said Act to the Department of Revenue, or violation of any provisions of said Act or any valid rule and regulation made pursuant thereto, shall be grounds for cancellation of this license by the Commissioner of Revenue

Frank M. Russell

State Revenue Commissioner

THIS LICENSE MUST BE DISPLAYED CONSPICUOUSLY AT LOCATION SHOWN HEREON



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: NOVEMBER 6, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9F	New Business Items	NO

SUBJECT: To consider a resolution authorizing an emergency contract for the 40 Oaks Structure Encapsulation Project to be funded through SPLOST II.

PRESENTER CONTACT: Marcus Seaton

PHONE NUMBER: 678-431-1538

DEPARTMENT: Public Works

PURPOSE: To protect the 40 Oaks House (aka Smith House) from further structural deterioration due to water penetration through various areas of partial roof collapse.

IMPACT: The front/back porch and kitchen roof areas have exhibited significant structural failure. To minimize further impact of water penetration and further deterioration of these areas, and more importantly protection of the “original” structure of the house, staff recommends encapsulating the entire roof of the house. Although the exterior wood lap siding appears to allow some minimal degree of moisture, a 100% thermal barrier through encapsulating all sides is cost prohibitive primarily due to the asbestos that is contained within this siding material. Encapsulating the sides would require penetration into the lap siding. Any form of securing the tarp to the wood lap siding will result in asbestos exposure.

It should be noted that the tarp for the roof structure is a heavy-duty white vinyl coated PVC material that will last for several years. It’s a FEMA recommended material. The

tarp will be attached to the house fascia, soffit where no lead or asbestos exists. The project scope and specifications are detailed and specific as to the tarp material, installation and 1 year of maintenance by the contractor in the event the tarp detaches from the roof. The tarp material is 20 mils thick, waterproof, fire retardant, mildew/acid and UV resistant. The “method and means” for the installation are the responsibility of the selected contractor.

FUNDING SOURCE: Funding source for this project would be SPLOST II. The 40 Oaks House was identified as a Parks & Recreational Category in the SPLOST II Program. Bid scope requires completion within 30 days of NTP issuance and \$250/day liquidated damages.

RECOMMENDATION: NEXT STEPS: (1) Contingent on council approval, prepare a contract for signature at the November 6 council meeting, (2) If approved in November, obtain all bonding and issue a NTP in November

Attachments: Exhibit A – Existing Images









NATIONAL
RENT-A-FENCE
800-352-5675

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA AUTHORIZING AN EMERGENCY CONTRACT WITH _____ FOR THE 40 OAKS STRUCTURE ENCAPSULATION PROJECT.

* * * * *

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

Section 1. That the City Council authorizes an emergency contract with _____ for the 40 Oaks Structure Encapsulation Project in the amount of \$_____ to be funded out of SPLOST II. A copy of said contract is attached to this resolution as "Exhibit A" and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2025.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

and the front porch is fully and securely encapsulated.

The Contractor shall complete a Project Delay Tracker form to be included with each submitted invoice. The City will provide the form. The dates and details included in the form must be discussed with the City Inspector and all parties must concur with the dates /details before inclusion in the pay application.

A 10% retainage will be held on all pay applications.

Attached hereto is an executed Bid Bond in the amount of 26,000 Dollars (\$ (Five Percent of Amount Bid). **Bid Bond Amount to be for the bid amount submitted.**

If this bid shall be accepted by the City of Clarkston and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract or furnish satisfactory proof of carriage of the insurance required within seven days from the date of Notice of Award of the Contract, then the City of Clarkston may, at its option, determine that the undersigned abandoned the Contract and there upon this bid shall be null and void, and the sum stipulated in the attached Bid Bond shall be forfeited to the City of Clarkston as liquidated damages.

Bidder acknowledges receipt of the following addenda:

Addendum No.

Date viewed

_____	_____
_____	_____
_____	_____
_____	_____

Add additional pages as necessary for the Addendum.

Bidder further declares that the full name and resident address of Bidder's Principal is as follows:

Signed, sealed, and dated this _____ day of _____, 20____

Bidder JMLEE CONSTRUCTION (Seal)
Company Name

Bidder Mailing Address:

1932 AUSTIN DR
DECATUR GA
30032

Signature: Austin Fleury
Print Name: AUSTIN FLEURY
Title: COO

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

**BID BOND
CITY OF CLARKSTON, GEORGIA**

BIDDER (Name and Address):

J.M. Lee Construction Company, 1932 Austin Dr., Decatur, GA 30032

SURETY (Name and Address of Principal Place of Business):

Great Midwest Insurance Company, 800 Gessner Road, Suite 600, Houston, TX 77024

OWNER (hereinafter referred to as the "City" (Name and Address):

City of Clarkston

ATTN: CITY MANAGER

736 PARK NORTH BOULEVARD

SUITE 120

CITY OF CLARKSTON, GA 30021

BID

BID DUE DATE: October 28, 2025

PROJECT (Brief Description Including Location):

"40 OAKS HOUSE STRUCTURE ENCAPSULATION"

BOND

BOND NUMBER: BIDBOND01

DATE (Not later than Bid due date): October 28, 2025

PENAL SUM: Five Percent of Amount Bid

5% of Amount Bid

(Words)

(Figures)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby to the City, subject to the terms printed below or on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent or representative.

BIDDER

J.M. Lee Construction Company (Seal)

Bidder's Name and Corporate Seal

By: [Signature]
Signature and Title:

Attest: [Signature]
Signature and Title:

SURETY

Great Midwest Insurance Company

Surety's Name and Corporate Seal

By: [Signature]
Signature and Title: Tiffany Soto, Attorney-in-Fact
(Attach Power of Attorney)

Attest: [Signature]
Signature and Title: Linda Roberts, Surety Account Manager



- Note:
- (1) Above addresses are to be used for giving any notice required by the terms of this Bid Bond.
 - (2) Any singular reference to Bidder, Surety, the City or any other party shall be considered plural where applicable.

POWER OF ATTORNEY

Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that **GREAT MIDWEST INSURANCE COMPANY**, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint: Sarah Hancock, Edward Mooney, Annette Wisong, Joseph R. Williams, Angela D. Ramsey, Rebecca E. Howard, Tiffany Soto, Linda Adams Roberts, Haley Rhoads, Julie Karnes, Robert Allen Yarbrough

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **GREAT MIDWEST INSURANCE COMPANY**, on the 1st day of April, 2025 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed One-Hundred Million dollars (\$100,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by electronic mail on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by electronic mail to any certificate of any such power and any such power or certificate bearing such electronic signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **GREAT MIDWEST INSURANCE COMPANY**, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 8th day of April, 2025.

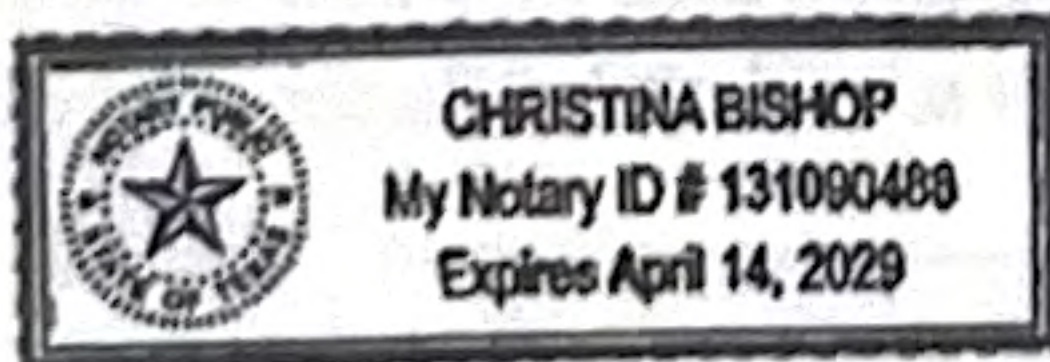
GREAT MIDWEST INSURANCE COMPANY



BY Mark W. Haushill
Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 8th day of April 2025, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of **GREAT MIDWEST INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY Christina Bishop
Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of **GREAT MIDWEST INSURANCE COMPANY**, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 28th Day of October 2025.



BY Patricia Ryan
Patricia Ryan
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

QUALIFICATIONS SIGNATURE AND CERTIFICATION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, including but not limited to Title 32, Chapter 4, Article 4, Part 2 and Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

Authorized Signature GA 7712 Date 10/27/25

Print/Type Name AUSTIN FLEURY

Print/Type Company Name Here J M LEE CONSTRUCTION

CORPORATE CERTIFICATE

I, AUSTIN FLEURY, certify that I am the Secretary of the Corporation named as Contractor in the foregoing bid; that J M LEE CONSTRUCTION who signed said bid in behalf of the Contractor, was then (title) COO of said Corporation; that said bid was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of GA.

This 27 day of October, 2025

GA 7712 (Seal)
(Signature)

(BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE)

LUMP SUM BID

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

LIST OF SUBCONTRACTORS

I do _____, do not _____, propose to subcontract some of the work on this project. I propose to Subcontract work to the following subcontractor(s):

Company #1

Company Name: _____

Company Address: _____

Company President & Phone Number: _____

Company #2:

Company Name: _____

Company Address: _____

Company President & Phone Number: _____

Company #3:

Company Name: _____

Company Address: _____

Company President & Phone Number: _____

PRIME CONTRACTOR PERFORMANCE OF WORK

Prime contractor certifies that a minimum of 75% of the total bid amount submitted will be performed by the prime contractor's employees

Authorized Signature Austin Fleury Date 10/28/25

Print/Type Name AUSTIN FLEURY

Print/Type Company Name Here J M LEE CONSTRUCTION

(BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE)

LUMP SUM BID

Description: Provide all materials, labor, supplies and equipment to encapsulate the entire roof of the 40 Oaks House, including the front porch roof, with a white fire retardant vinyl tarp. Encapsulation on the sides of the house is **not** in the project scope. Lump Sum Bid Amount shall also include all costs for repair/re-installation of the tarp for a period of 1 year with the maintenance tasks commencing when the punch list is approved.

TOTAL LUMP SUM BID AMOUNT \$ 26,000

Print Total Lump Sum Bid Price: (print) TWENTY SIX THOUSAND DOLLARS

COMPANY J M LEE CONSTRUCTION

ADDRESS 1932 AUSTIN DR DECATUR GA 30032

AUTHORIZED SIGNATURE Austin Fleury

PRINT / TYPE NAME AUSTIN FLEURY

TITLE COO

NOTE: The Lump Sum Bid Amount SHALL include the cost of purchasing the 100% Performance Bond. The bond will remain in-place until the one year maintenance period expires. Refer to the Scope and Specifications section of this Request for Quotes for maintenance requirements.

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

DISCLOSURE FORM

**"40 OAKS HOUSE
STRUCTURE ENCAPSULATION"**

This form is for disclosure of campaign contributions and family member relations with City of Clarkston's officials/employees or City Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder J M LEE CONSTRUCTION

Name and the official position of the Clarkston City Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

List the dollar amount/value and description of each campaign contribution made over the past four (4) years by the Applicant/Opponent to the named Clarkston City Official.

Amount/Value

Description

N/A

N/A

Please list any family member that is currently (or has been employed within the last 12 months) by the City of Clarkston and your relation:

N/A

N/A

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

**"40 OAKS HOUSE
STRUCTURE ENCAPSULATION"**

VENDOR QUESTIONNAIRE

Questionnaire must be completed by ALL Vendors and returned with quotation response. Any additional pages provided should be clearly labeled.

1. How long have you been in business?

2021

2. Give us background information on your company, including the closest office location.

A. How many company employees?

2

B. Please provide the name and address of your local offices (s)

J M LEE CONSTRUCTION 1932 AUSTIN DR DECATUR GA 30032

3. Have you performed similar tasks for a governmental agency (Georgia city or county) in the past ten (10) years?

Yes _____ No /

If yes, name of government agency, point of contact and contract amount of project (s). Provide most recent project (s).

If no experience with a government agency, provide name (s) and project(s) for most recent private entities.

4. Is the firm registered with the State of Georgia as an incorporated business?

Yes / No _____

Certification Date: 2/17/21

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

CLIENT REFERENCE SHEET

References must be provided by ALL responding Vendors using the form below. It is the vendor's responsibility to provide **COMPLETE** and **ACCURATE** reference information on the form below, **INCLUDING EMAIL ADDRESSES.**

1. PRIME ON PEACHTREE

Company

1029 PEACHTREE ST NE ATLANTA, GA 30309

Address, City, State, Zip Code

217-841-9628

Telephone Number

Fax Number

JARVIUS

Name of Contact Person

E-Mail Address

Type of Project and

Dates:

2. BLACK COFFEE

Company

1246 ALLENE AVE SW ATLANTA, GA 30310

Address, City, State, Zip Code

404-590-6826

Telephone Number

Fax Number

CARL

Name of Contact Person

E-Mail Address

Type of Project and

Dates:

3. PRIME EXPRESS BAR

Company

678 10TH ST NW ATLANTA GA 30318

Address, City, State, Zip Code

217 550 4144

Telephone Number

Fax Number

TONY

Name of Contact Person

E-Mail Address

Type of Project and

Dates: