



CITY COUNCIL MEETING AGENDA
TUESDAY, FEBRUARY 3, 2026 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Lynn Bayonne
Council
Member

Yterenickia Bell
Council
Member

Dean Moore
Council
Member

Mark Perkins
Council
Member

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A. Business of the Month — January 2026
- B. Employee of the Month — December 2025
- C. To approve the following meeting minutes:
 - 1. December 2, 2025 - City Council Meeting
 - 2. January 6, 2026 - City Council Meeting
 - 3. January 23, 2026 - Special Called City Council Meeting
 - 4. January 27, 2026 - City Council Work Session

4. REPORTS

- A. City Manager's Report - 2025 Recap of the City of Clarkston
- B. City Attorney's Report
- C. City Council Reports
- D. Mayor's Report

5. PUBLIC COMMENTS

Any member of the public may address the Council during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be

limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

6. OLD BUSINESS

7. CONSENT AGENDA

- A.** To approve an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article II, administration of the city code; to provide for written notice by the city, at the applicant's expense, to nearby property owners by USPS regular mail; and to require that such notice be mailed at least twenty calendar days prior to the public hearing associated with the proposed zoning decision.
- B.** To approve a resolution authorizing the reappointment of the City Auditor, Mauldin & Jenkins for the FY 2025 Audited Financial Statement to be audited during FY 2026 and approve the 2025 Audit Engagement Letter.
- C.** To approve a resolution authorizing an agreement with Sumter Local Government Consulting Services for governmental finance services, including performance and oversight of the Finance Department services.
- D.** To approve a resolution authorizing an agreement with Sumter Local Government Consulting Services for Interim City Clerk services and appoint Emmie Niethammer as Interim City Clerk.

8. NEW BUSINESS

- A.** To consider an ordinance to amend Chapter 3 of the City Code concerning alcohol; to allow grandfathered licenses for the sale of distilled spirits by the package to be transferred to a new licensee; and to allow such licenses to be transferred to a new location within the city.
- B.** To consider a bid award and professional services agreement to the most responsive and responsible bidder, Aquatic Management, Inc. for the 2026 Milam Park Pool Management Contract in the amount of \$79,015.

9. EXECUTIVE SESSION

- A.** To discuss a personnel matter.

10. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Tuesday, February 3, 2026. The public may participate in the meeting in-person or by using the following information below:

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_ZVoapEgRLyJ9-XU64RgGg

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



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: Business of the Month — January 2026

PRESENTER CONTACT: Jacob Bouie

PHONE NUMBER: 470-292-9569

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: Employee of the Month — December 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: FEBRUARY 3, 2026

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

SUBJECT: To approve the following meeting minutes:

1. December 2, 2025 - City Council Meeting
2. January 6, 2026 - City Council Meeting
3. January 23, 2026 - Special Called City Council Meeting
4. January 27, 2026 - City Council Work Session

PRESENTER CONTACT: City Clerk, Tomika Mitchell

PHONE NUMBER:

DEPARTMENT: City Clerk's Office

PURPOSE: To approve City Council meeting minutes.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, DECEMBER 2, 2025

On Tuesday, December 2, 2025 at 7:00 PM, the City Council of Clarkston, Georgia met in a Regular 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); Xavier Todd (Assistant 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 Mayor called the meeting to order at 7:02 p.m.

2. ROLL CALL

All members of the City Council were present.

Vice Mayor Johnson made a motion to move Item 8K to 8A. Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Presentation of C.A.R.E.S. Grant Awardees

City Manager Miller-Thornton stated the CARES Grant initiative is aimed to provide funding to nonprofit organizations that directly serve Clarkston residents.

The following organizations were awarded the CARES Grant funding in the amount of \$10,000: Omega Support Center, Inc., Catholic Charities Atlanta (CCA), Center for Victims of Torture Georgia and Inspiritus.

B. Employee of the Month — November 2025

City Manager Miller-Thornton, recognized the November 2025 Employee of the Month,

Johnathan English from the Public Works Department, highlighting his hard work, dedication, and outstanding contributions to the City of Clarkston.

- C. To approve the following meeting minutes:
 1. November 6, 2025 - City Council Meeting
 2. November 6, 2025 - Called City Council & Downtown Development Authority Meeting
 3. November 14, 2025 - Special Called City Council Meeting
 4. November 25, 2025 - City Council Work Session

Councilmember Hood made a motion to approve the City Council meeting and Work Session minutes. Councilmember Carroll 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 brief report and update covering all departments and city events.

B. City Attorney's Report

No report was presented by the City Attorney.

C. City Council Reports

The Councilmembers provided brief updates on the meetings and events they attended, as well as the projects they are currently working on. Councilmembers Carroll and Hood each delivered brief farewell remarks as outgoing Councilmembers.

D. Mayor's Report

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

5. PUBLIC COMMENTS

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

Cathy Burroughs, Tim Hall, Joshua Deaton, Debbie Gathmann, Simone Wilson presented public comments.

6. OLD BUSINESS

- A. To consider a resolution requesting the Georgia General Assembly to adjust the Clarkston municipal boundaries to facilitate the delivery of municipal services.

Councilmember Perkins provided a brief overview and clarification of the requested resolution requesting the Georgia General Assembly adjust the Clarkston municipal boundaries to fully incorporate parcels that currently pay Clarkston Ad Valorem Tax in order to facilitate the delivery of municipal services.

Councilmember Carroll made a motion to approve the resolution requesting the Georgia General Assembly adjust the Clarkston Municipal boundaries to fully incorporate the 20 parcels. Councilmember Bell seconded the motion.

The Council briefly discussed this item.

Mayor Burks called for the vote and declared the motion tied (3-3). Vice Mayor Johnson and Councilmembers Adde and Hood voted "no." With Mayor Burks also voting "no," the motion failed.

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

Interim Public Works Director, Marcus Seaton, provided a brief overview of the 40 Oaks property stating that 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.

Mr. Seaton recommended approval of a contract with J.M. Lee Construction in the amount of \$31,000.

The Council briefly discussed this item.

City Engineer, Larry Kaiser provided a brief overview of the history of this item and the cost estimates from 2018 to current of what it would cost to rehabilitate the property.

Vice Mayor Johnson made a motion to approve a resolution for the emergency contract for the 40 Oaks Structure Encapsulation Project to be funded through SPLOST II in the amount of \$31,000. Councilmember Adde duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-1). Councilmember Bell voted "no".

7. CONSENT AGENDA

- A.** To approve the proposed 2026 City Council Regular Meeting and Work Session dates.
- B.** To approve a resolution awarding a professional service agreement to the most responsive and responsible bidder, F.S. Scarborough, LLC., to provide resurfacing, striping, street patching and related tasks as specified in the GDOT Local Road Assistance (LRA) 2025 Street Resurfacing Invitation-to-Bid in the amount of \$284,704.22, to be funded out of SPLOST II.

- C. To approve a resolution awarding a professional services agreement to the most responsive and responsible bidder, Hasbun Construction, LLC, for the construction of gazebos and related streetscape amenity installations on Market Street in the amount of \$82,073.28, to be funded out of SPLOST I.
- D. To approve a resolution awarding a professional services agreement to the most responsive and responsible bidder, Freese & Nichols, to provide Conceptual Design Services for the Norman Rd. Dam Rehabilitation/Replacement Project in the amount of \$402,958.00, to be funded out of SPLOST II.
- E. To approve a resolution awarding a professional service agreement to the most responsive and responsible bidder, KB Advisory Group, to complete an Annexation Feasibility Study in the amount of \$87,000.00, to be funded out of the General Fund budget.
- F. To approve the submittal of the Local Maintenance Improvement Grant (LMIG) streets maintenance list for 2026 funding, rollover the 2026 LMIG funds to FY 2027, and upload the 2026 LMIG grant application with the rollover.
- G. To approve a Letter of Support for Heavenly Culture, World Peace, Restoration of Light (HWPL) Georgia.

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

Item 8K.

To consider a resolution awarding a professional service agreement to the most responsive and responsible bidder, Pond & Company, for the re-write of the City's Comprehensive Plan in the amount of \$151,458.00, to be funded out of the General Fund budget.

Planning and Economic Development Director Richard Edwards provided a brief overview of the scope and components of the City's Comprehensive Plan.

Vice Mayor Johnson made a motion to approve a resolution awarding Pond & Company, for the re-write of the City's Comprehensive Plan in the amount of \$151,458.00, to be funded out of the General Fund budget. Councilmember Bell seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0-1). Councilmember Adde abstained.

8. NEW BUSINESS

- A. To consider an ordinance to provide the adoption of a budget proposed by the

City Manager containing estimates of the proposed revenues and expenditures of the City of Clarkston, Georgia, and to provide for the levy of taxes for expenses of said city for the fiscal year beginning January 1, 2026, and ending December 31, 2026.

City Manager Miller-Thornton requested approval of the following amendments, reducing the professional services, consultant line item by \$5,000 and increasing the digitization line item by \$5,000 and changing it to financial software.

Councilmember Bell made a motion to approve the amendments and the ordinance to provide the adoption of a budget proposed by the City Manager containing estimates of the proposed revenues and expenditures of the City of Clarkston, Georgia, and to provide for the levy of taxes for expenses of said city for the fiscal year beginning January 1, 2026, and ending December 31, 2026. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- B.** To consider the change of ownership and alcohol license application for Buddha Gurung for Montreal Gas & Co., LLC, DBA Chevron Food Mart, located at 1109 Montreal Rd., Clarkston, GA 30021.

City Clerk, Tomika Mitchell provided a brief overview of the change of ownership alcohol license application for the sale of beer, wine, and malt beverages for Buddha Gurung for Montreal Gas & Co., LLC, DBA Chevron Food Mart, located at 1109 Montreal Rd., Clarkston, GA 30021.

Vice Mayor Johnson made a motion to approve the change of ownership and alcohol license application for Buddha Gurung for Montreal Gas & Co., LLC, DBA Chevron Food Mart, located at 1109 Montreal Rd., Clarkston, GA 30021. Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0-1). Councilmember Adde abstained.

- C.** To consider the change of ownership and alcohol license application for Bishal Aryal for 935 Investments, LLC, DBA Stop & Save, located at 935 N. Indian Creek, Clarkston, GA 30021.

City Clerk, Tomika Mitchell provided a brief overview of the change of ownership alcohol license application for the sale of beer, wine, and malt beverages for Bishal Aryal for 935 Investments, LLC, DBA Stop & Save, located at 935 N. Indian Creek, Clarkston, GA 30021.

Councilmember Bell made a motion to approve the change of ownership and alcohol license application for Bishal Aryal for 935 Investments, LLC, DBA Stop & Save, located at 935 N. Indian Creek, Clarkston, GA 30021. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0-1). Councilmember Adde abstained.

- D.** To consider the change of ownership and alcohol license application for Raj

Limbu for Pulse Gas, LLC, DBA Brockett Shell and Food, located at 1307 Brockett Rd., Clarkston, GA 30021.

City Clerk, Tomika Mitchell provided a brief overview of the change of ownership alcohol license application for the sale of beer, wine, and malt beverages for Raj Limbu for Pulse Gas, LLC, DBA Brockett Shell and Food, located at 1307 Brockett Rd., Clarkston, GA 30021.

Councilmember Carroll made a motion to approve the change of ownership and alcohol license application for Raj Limbu for Pulse Gas, LLC, DBA Brockett Shell and Food, located at 1307 Brockett Rd., Clarkston, GA 30021. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0-1). Councilmember Adde abstained.

- E.** To consider a resolution appointing members to the Greenway Trail Steering Committee in support of Phase I of the Greenway Trails Project.

City Manager Miller-Thornton provided a brief overview of this item.

Councilmember Perkins made a motion to approve a resolution appointing members to the Greenway Trail Steering Committee in support of Phase I of the Greenway Trails Project. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

Mayor Burks exited the meeting at 8:49 p.m.

Vice Mayor Johnson presided over the meeting.

- F.** To consider an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article VII to add a definition for Townhomes and amend definitions for Duplex, Triplex, Quadplex, and Multiple Family Dwelling.

Mayor Burks entered the meeting at 8:52 p.m. and assumed presiding duties.

Planning and Economic Development Director, Richard Edwards provided a brief overview of this item.

Councilmember Perkins made a motion to approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article VII to add a definition for Townhomes and amend definitions for Duplex, Triplex, Quadplex, and Multiple Family Dwelling. Councilmember Carroll duly seconded the motion.

The Council briefly discussed this item.

Councilmember Perkins made a motion to amend the original motion to replace "dwellings" with families under Section 1, paragraph 1, of the ordinance.

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

Mayor Burks called for the vote for the original motion to approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article VII to add a definition for Townhomes and amend definitions for Duplex, Triplex, Quadplex, and Multiple Family Dwelling and declared the motion approved (6-0).

- G. To consider an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article IV to add amend the Use Table to expand the allowance of duplexes, townhomes, and home occupations.

Planning and Economic Development Director, Richard Edwards provided a brief overview of this item.

The Council briefly discussed this item.

Councilmember Carroll made a motion to approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article IV to add amend the Use Table to expand the allowance of duplexes, townhomes, and home occupations with an amendment of removing "allowing duplexes in NR-2" with a conditional use. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion failed by a (3-3) tie. Vice Mayor Johnson and Councilmembers Adde and Hood voted "no," and Mayor Burks exercised her authority to break the tie by also voting "no."

- H. To consider an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Articles III, Sec. 305 to amend residential zoning district dimensional requirements in the NR-1, NR-2, and NR-3 zoning districts.

Planning and Economic Development Director, Richard Edwards provided a brief overview of this item.

During the overview, Mayor Burks made a point of order, as Vice Mayor Johnson stated she voted incorrectly on the previous item.

Councilmember Perkins made a motion to reconsider the previous agenda item. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

Previous Item Motion: To consider an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article IV to add amend the Use Table to expand the allowance of duplexes, townhomes, and home occupations with an amendment of removing "allowing duplexes in NR-2" with a conditional use.

Mayor Burks read the previous motion: *To approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article IV to add amend the Use Table to*

expand the allowance of duplexes, townhomes, and home occupations with an amendment of removing "allowing duplexes in NR-2" with a conditional use. Mayor Burks called for the vote and declared the motion approved (4-2). Councilmembers Adde and Hood voted "no."

Planning and Economic Development Director, Richard Edwards, continued with the brief overview of the item that was originally being discussed.

To consider an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Articles III, Sec. 305 to amend residential zoning district dimensional requirements in the NR-1, NR-2, and NR-3 zoning districts.

Councilmember Carroll made a motion to approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Articles III, Sec. 305 to amend residential zoning district dimensional requirements in the NR-1, NR-2, and NR-3 zoning districts. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion failed by a (3-3) tie. Vice Mayor Johnson and Councilmembers Adde and Hood voted "no," and Mayor Burks exercised her authority to break the tie by also voting "no."

- I. To consider an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article III to update development standards for townhomes in the NR-CD, RC, and TC zoning districts.

Planning and Economic Development Director, Richard Edwards provided a brief overview of this item.

The Council briefly discussed this item.

Councilmember Bell made a motion to approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article III to update development standards for townhomes in the NR-CD, RC, and TC zoning districts. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion failed by a (3-3) tie. Vice Mayor Johnson and Councilmembers Adde and Hood voted "no," and Mayor Burks exercised her authority to break the tie by also voting "no."

- J. To consider an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article VI to amend the off-street parking requirements.

Planning and Economic Development Director, Richard Edwards provided a brief overview of this item.

The Council briefly discussed this item.

Councilmember Carroll made a motion to approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article VI to amend the off-street parking requirements, removing Section 2 ("A" and "B") from the resolution, leaving only Section

1. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion failed (2-4). Vice Mayor Johnson and Councilmembers Adde, Hood and Perkins voted "no."

Councilmember Perkins made a motion to reconsider the previous motion. Councilmember Carroll duly seconded the motion.

The Council continued the discussion on this item.

Mayor Burks called for the vote and declared the motion approved to reconsider the previous motion (6-0).

Previous Motion: To approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article VI to amend the off-street parking requirements, removing Section 2 from the resolution, leaving only Section 1.

Mayor Burks read the previous motion: *To approve an ordinance to amend the City of Clarkston Zoning Ordinance, Appendix A, Article VI to amend the off-street parking requirements, removing Section 2 "A" and "B"*. Mayor Burks called for the vote and declared the motion approved (6-0).

- K.** To consider a resolution awarding a professional service agreement to the most responsive and responsible bidder, Pond & Company, for the re-write of the City's Comprehensive Plan in the amount of \$151,458.00, to be funded out of the General Fund budget.

Vice Mayor Johnson made a motion to approve a resolution awarding Pond & Company, for the re-write of the City's Comprehensive Plan in the amount of \$151,458.00, to be funded out of the General Fund budget. Councilmember Bell seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0-1). Councilmember Adde abstained.

- L.** To consider a resolution requesting that a sound barrier be erected along the eastern right-of-way of Interstate 285.

Councilmember Carroll provided a brief overview of this item.

Councilmember Hood made a motion to approve a resolution requesting that a sound barrier be erected along the eastern right-of-way of Interstate 285. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- M.** To consider amending the Parks Master Plan to include consideration of the Clarkston Lake area.

Councilmember Carroll provided a brief overview of this item.

City Manager Miller-Thornton provided additional information on this item.

Councilmember Perkins made a motion to approve amending the Parks Master Plan to include consideration of the Clarkston Lake area. Councilmember Carroll 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 the meeting. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 10:02 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JANUARY 6, 2026

On Tuesday, January 6, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Regular 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 Mayor called the meeting to order at 7:01 p.m.

2. ROLL CALL

Vice Mayor Johnson and Councilmembers Adde, Bayonne, Bell, and Moore were present.

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

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

Judge David Will administered the Oath of Office to the re-elected Councilmember Yterenickia Bell and newly elected Councilmembers Lynn Bayone and Dean Moore.

Each re-elected and newly elected Councilmember expressed their appreciation to the community.

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

Mayor Burks presented an appreciation award to outgoing Councilmembers Susan Hood and Jamie Carroll recognizing their years of dedication and outstanding service to the City of Clarkston.

Councilmembers Hood and Carroll expressed their appreciation to the community.

4. PUBLIC HEARING

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

Randy Gibbs with Pond & Co. provided an overview and update on the start of the Clarkston Comprehensive Development Plan Update.

The public hearing opened at 7:40 pm.

There were no public comments.

The public hearing closed at 7:40 p.m.

5. REPORTS

- A.** City Manager's Report

City Manager, ChaQuias Miller-Thornton provided a brief report and update covering all departments and city events.

- B.** City Attorney's Report

No report presented by the City Attorney.

- C.** City Council Reports

Councilmembers shared brief updates on meetings and events they attended, as well as current projects they are working on.

- D.** Mayor's Report

The Mayor shared brief updates on meetings and events she attended and other news of the city.

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.

There were no public comments.

7. NEW BUSINESS

- A.** To discuss and approve the selection of a Vice-Mayor.

Councilmember Bayonne nominated current Vice Mayor Debra Johnson for the Vice Mayor seat for 2026.

Councilmember Bayonne made a motion to select current Vice Mayor Debra Johnson as Vice Mayor. Councilmeber Adde duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

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

Councilmember Bell made a motion to approve the official start of the Clarkston Comprehensive Development Plan Update to the Mayor, City Council, Clarkston's citizens and key stakeholders. Councilmeber Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- C.** To discuss and approve the appointment of Erica Barton to the Historic Preservation Commission.

Vice Mayor Johnson made a motion to approve the appointment of Erica Barton to the Historic Preservation Commission with the term ending on December 31, 2028. Councilmeber Moore duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- D.** To discuss and approve the appointment of Lisa Bily to the Historic Preservation Commission.

Vice Mayor Johnson made a motion to approve the appointment of Lisa Bily to the Historic Preservation Commission with the term ending on December 31, 2028. Councilmeber Moore duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- E.** To discuss and approve the appointment of Michele Maserjian to the Downtown Development Authority.

Councilmember Perkins made a motion to approve the appointment of Michele Maserjian to the Downtown Development Authority with the term ending on December 31, 2028, replacing John Gagne. Councilmeber Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- F.** To discuss and approve the official acceptance of the resignation of Chairman Dr. Johnny Garcia from the Downtown Development Authority.

Councilmember Bell made a motion to approve the official acceptance of the resignation of Chairman Dr. Johnny Garcia from the Downtown Development Authority. Councilmeber Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- G.** To discuss and approve the official acceptance of the resignation of Nebiyu Ermiyas from the Downtown Development Authority.

Councilmember Moore made a motion to approve the official acceptance of the resignation of Nebiyu Ermiyas from the Downtown Development Authority. Councilmeber Perkins duly seconded

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

8. ADJOURNMENT

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

The meeting was adjourned at 8:14 p.m.

ATTEST:

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 FRIDAY, JANUARY 23, 2026

On Friday, January 23, 2026 at 5:15 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; Lynn Bayonne; Dean Moore; and Mark Perkins. Absent: Yterenickia Bell. The following City staff were present: ChaQuias Miller-Thornton (City Manager) and Tomika R. Mitchell (City Clerk).

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 5:15 p.m.

2. ROLL CALL

Councilmember Bell was absent.

3. NEW BUSINESS

- A. Discussion to declare a local state of emergency through Thursday, January 29, 2026.

City Manager Miller-Thornton addressed the approaching winter storm and recommended that the City follow the Governor and DeKalb County in declaring a local state of emergency starting Friday, January 23, 2026 through Thursday, January 29, 2026.

The Council briefly discussed.

Councilmember Perkins made a motion to approve declaring a local state of emergency through Thursday, January 29, 2026. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

4. ADJOURNMENT

Vice Mayor Johnson made a motion to adjourn. Councilmember Perkins duly seconded the motion.

Rita Viletti presented public comments on this item.

Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting adjourned at 5:19 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, JANUARY 27, 2026

On Tuesday, January 27, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Lynn Bayonne; Yterenickia Bell; Dean Moore; 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); Xavier Todd (Assistant 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 7:00pm

2. ROLL CALL

All members of Council were present.

Councilmember Perkins made a motion to add an item to the agenda as Item 7H, to discuss a request from the owner of 590 Woodland Ave. for the City Council to approve a discount of interest incurred on a lien for demolition performed by the City at the property. Councilmember Moore duly seconded the motion. The Mayor called for the vote and declared the motion approved (6-0).

3. PUBLIC HEARING

- A.** To hear public comments on the proposed text amendment to the City of Clarkston Zoning Ordinance, Appendix A, Article II to amend the written notice to adjacent and nearby property owners requirement.

Planning and Economic Development Director, Richard Edwards provided a brief overview of the proposed text amendment, which would require standard USPS mailing notices, as opposed to certified mail return receipts requested for the Planning and Zoning Board and City Council notices. It would also extend the mailing period from 15

days to 20 days. Further, it would have staff sending out the mailed notices, as opposed to the applicant.

The public hearing opened at 7:04 p.m.

There were no public comments.

The public hearing closed at 7:05 p.m.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A.** Presentation of the Safe Streets and Roads for All (SS4A) Quarterly Status Update by Kimley-Horn.

Larry Kaiser of Collaborative Infrastructure introduced this item and provided a brief overview of the project.

Christina Pastore with Kimley-Horn provided an update on engagement, North Indian Creek and Montreal Rd., next steps and milestones pertaining to the Safe Streets for All project.

- B.** Presentation of the Greenway Trail Conceptual Design Status Update by AtkinsRealis USA, Inc.

Larry Kaiser of Collaborative Infrastructure introduced this item and provided a brief overview of the concept design.

John Boudreau of AtkinsRealis USA, Inc. provided an overview of the project area and trial alignments.

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.

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

There were no public comments.

6. OLD BUSINESS

There were no Old Business items to discuss.

7. NEW BUSINESS

- A.** To discuss the proposed text amendment to the City of Clarkston Zoning Ordinance, Appendix A, Article II to amend the requirement for written notice to adjacent and nearby property owners.

The Planning and Economic Development Director, Richard Edwards, presented a draft of the written notice that would be sent to the adjacent and nearby property owners.

The Council briefly discussed this item.

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

- B.** To discuss updating the alcohol license requirements to allow established alcohol license owner's the right to change location within the city and be able to get the required alcohol license.

Vice Mayor Johnson provided a brief overview pertaining to amending Chapter 3 of the city code concerning alcohol licenses. Vice Mayor Johnson stated this would allow grandfathered licenses for the sale of distilled spirits by the package to be transferred to a new license and to allow such licenses to be transferred to a new location within the city. This change would also allow grandfathered alcohol license holders the flexibility to relocate anywhere within the city, as long as the location complies with existing zoning regulations for the sale of alcohol. It would also extend to these license holders the same relocation rights currently granted to alcohol license holders who sell or transfer ownership of a business.

Attorney, Stephen Quinn provided further clarification on the current city code and what the recommended revisions to the city code would allow.

The Council briefly discussed this item.

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

- C.** To discuss a resolution authorizing the reappointment of the City Auditor, Mauldin & Jenkins for the FY 2025 Audited Financial Statement to be audited during FY 2026 and to consider the 2025 Audit Engagement Letter.

City Manager, Miller-Thornton, provided a brief overview of the item pertaining to the reappointment of Mauldin & Jenkins as the City Auditor for the FY 2025 audited financial statement to be audited and the 2025 audit engagement letter. The audit scope and objectives have not changed since the previous engagement with them and recommended approval.

Ms. Miller-Thornton also stated that the staff will present an RFP for solicitation of audit

services, since Mauldin & Jenkins has been the city's auditor for a long time, and it's prudent for cities to put this service out to bid at some point.

The Council briefly discussed this item.

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

- D.** To discuss a bid award and professional services agreement for the most responsive and responsible bidder for the 2026 Milam Park Pool Management Contract - Aquatics Management, Inc, Contractor.

Parks and Recreation Director, Michael Duncan, provided a brief overview of the city's solicitation for bids for the 2026 Milam Park Pool Management Contract. Three bids were received and were evaluated and staff selected the most responsive and responsible bidder, Aquatics Management, Inc.

The contract is under review with the City Attorney's office.

The Council briefly discussed this item.

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

- E.** To discuss a proposal for governmental finance services as provided by Sumter Local Government Consulting Services for performance and oversight of finance department services.

City Manager Miller-Thornton presented the purpose of this item, which is to provide interim services related to the customary duties of finance department personnel. Timely reconciliation and reporting of the City's financials is important to support budgeting and budget-related decision-making. Currently, the City needs to engage assistance in completing FY2025 reconciliation of funds and accounts, FY2025 close-out, FY2025 audit preparation, and day-to-day financial management and reporting functions. Services provided by Sumter Local Government Consulting will offer assistance across several functions of the finance department. The Administration anticipates engagement of services through FY2025 audit completion in June 2026.

Warren Hutmacher of Sumter Local Government Consulting provided a brief overview of the scope of work that will be provided to the city.

The Council briefly discussed this item.

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

- F.** To discuss a resolution approving an agreement for Interim City Clerk services with Sumter Local Government Consulting Services and appoint Emmie

Niethammer as Interim City Clerk.

City Manager Miller-Thornton presented the purpose of this item, which is to provide interim services related to the customary duties of the City Clerk. The Charter of the City of Clarkston provides for the position of City Clerk. This is an executive-level administrative position responsible for managing and safeguarding the official records, select administrative operations, and legislative functions of the City. The City Clerk provides high-level support to the City Manager, Mayor, and City Council and oversees the daily operations of select City Hall administrative office functions and staff. The position requires extensive interaction with elected officials, leaders of City departments, business owners, the City Attorney, auditors, and the public, demanding a high degree of professionalism, confidentiality, accuracy, and independent judgment.

Warren Hutmacher of Sumter Local Government Consulting provided a brief overview of the scope of work that will be provided to the city.

The Council briefly discussed this item.

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

- G.** To discuss the recommendation for Parks & Recreation SPLOST II Projects at Milam Park.

Parks and Recreation Director, Michael Duncan provided recommendations for the Parks & Recreation SPLOST II Projects at Milam Park and asked for the Council's consent to solicit bids for the projects to improve the park and bring the recommendations back to Council before any projects are initiated at the park.

The Council briefly discussed this item.

The Council consented to staff moving forward to solicit bids.

Michelle Maserjian provided public comments.

Item 7H. To discuss a request from the owner of 590 Woodland Ave. for the City Council to approve a discount of interest incurred on a lien for demolition performed by the City at the property.

City Attorney, Stephen Quinn provided a brief background on this case, which involved the city putting a lien on the named property that accrued interest in the amount of \$13,647.10 and a payoff amount of \$27,724.83. The executor of the estate is asking for about a \$10,000 discount on the payoff amount decreasing it to \$17,000.

The Council briefly discussed this item.

Michelle Maserjan provided public comments.

Council decided they are not interested in discounting the interest incurred on a lien for demolition performed by the City at the property. Mr. Quinn will follow up with the real estate attorney and inform them that the Council is not interested.

8. EXECUTIVE SESSION

Councilmember Perkins made a motion to enter Executive Session to discuss potential litigation and a personnel matter. Councilmember Bell duly seconded the motion. The Mayor called for the vote and declared the motion approved (6-0).

- A.** To discuss potential litigation.
- B.** To discuss a personnel matter.

Vice Mayor Johnson made a motion to conclude Executive Session. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared Executive Session adjourned (6-0).

Executive Session adjourned at 9:36 p.m.

The City Council reconvened the Work Session.

There was no action taken out of Executive Session.

9. ADJOURNMENT

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

The meeting adjourned at 9:43 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: City Manager's Report - 2025 Recap of the City of Clarkston

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To provide city-related updates and information.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: City Attorney's Report

PRESENTER CONTACT: City Attorney, Stephen Quinn

PHONE NUMBER:

DEPARTMENT: Attorney's Office

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

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: City Council Reports

PRESENTER CONTACT: City Councilmembers

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE: To provide city-related updates and information.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: Mayor's Report

PRESENTER CONTACT: Mayor Beverly Burks

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE: To provide city-related updates and information.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: To approve an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article II, administration of the city code; to provide for written notice by the city, at the applicant’s expense, to nearby property owners by USPS regular mail; and to require that such notice be mailed at least twenty calendar days prior to the public hearing associated with the proposed zoning decision.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: To review and discuss the proposed text amendment.

IMPACT: The proposed text amendment would require standard USPS mailing notices, as opposed to certified mail return receipts requested for the Planning and Zoning Board and City Council notices. It would also extend the mailing period from 15 days to 20 days. Further, it would have staff sending out the mailed notices, as opposed to the applicant.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval of this text amendment.

Sec. 205. Common procedures.

- (a) *City manager review.* Upon receipt of an application for a rezoning, future land use map amendment, variance, conditional use permit, planned unit development, or upon notice from two (2) or more mayor and city council members of a proposed text amendment, and within thirty (30) days of receipt of the formal application and all required information, the city manager shall review the application (or proposed text amendment) and prepare a written analysis of the application (or proposed text amendment), which shall be provided to the planning and zoning board as well as the mayor and city council.
- (b) *Planning and zoning board review.*
- (1) All applications for rezoning, future land use map amendment, variance, conditional use permit, planned unit development, and all proposed amendments to the text of the zoning ordinance shall be submitted to the planning and zoning board for review. Such review shall be conducted based upon the standards set forth in the appropriate section of this zoning ordinance, depending on the type(s) of the applications. When a complete application is received, the planning and zoning board shall consider the application at its next regularly scheduled meeting, unless deferred pursuant to this section.
 - (2) The city clerk shall cause notice of the time, place, and purpose of the public meeting and a copy of the Planning and Economic Development Director's report on the application to be published on the city's website at least seven (7) days prior to the public hearing.
 - (3) The applicant shall post a sign or signs provided by the city in a conspicuous place on the property a minimum of fifteen (15) calendar days prior to the public meeting that shall comply with the following requirements:
 - i. Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
 - ii. Clearly indicate the following information
 - a. Present zoning classification of the property;
 - b. Proposed zoning classification or special use; date and time; and
 - c. Location of the public hearing.
 - iii. Be maintained by the applicant to prevent removal from the property or destruction.
 - (4) Written notice to adjacent and nearby property owners. ~~The applicant shall give written notice. The local government shall, at the applicant's expense, give written notice shall be given by USPS certified mail return receipt requested regular mail~~ to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed ~~such that they are received~~ a minimum of ~~fifteen (15)~~ twenty (20) calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. ~~The return receipts shall be provided to the city manager within one (1) week of receipt. Fees for mailed written notices shall be pre-paid by the applicant in accordance with the fees provided in the official fee schedule of the City of Clarkston.~~
 - (5) Upon motion, the planning and zoning board may defer any application which it deems to be incomplete. The fact that a required community open house meeting has not yet been held shall cause the application to be deemed incomplete and necessitate a deferral. A complete application may be deferred on only one (1) occasion.

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- (6) The planning and zoning board shall make a recommendation to the mayor and city council with respect to its findings. The recommendations shall be a part of the permanent record of the application and shall be reported at any meeting of the mayor and city council which considers the application. In addition, the city clerk shall cause the planning and zoning board's recommendation to be posted on the city's website from the time that it is available until a final decision on the application is made by the mayor and city council.
- (7) Failure to act.
- i. Failure by the planning and zoning board to act upon any application shall not cause a delay of process unless such failure is due to incomplete data or information in an application. Should the planning and zoning board fail to act upon any complete application, it shall pass to the mayor and city council with a notation thereon that the planning and zoning board has reviewed but failed to act upon the application.
 - ii. If the planning and zoning board fails to submit a report within thirty (30) days of its first meeting after it has considered an application that is complete in all respects, it shall be deemed to have recommended approval of the proposed amendment. However, the planning and zoning board and the applicant for an amendment may jointly agree to postpone action for a thirty (30) day period.
- (8) The mayor and city council shall hear the application at their next meeting which complies with O.C.G.A. § 36-66-1 et seq., as it now exists and may be amended hereafter.
- (9) Provisions for application withdrawal shall be as established in Sec. 207.
- (c) *Mayor and city council.*
- (1) Before the mayor and city council shall approve or deny any rezoning, future land use map amendment, variance, conditional use permit, planned unit development, or text amendment they shall hold a public hearing thereon, to be conducted pursuant to procedures outlined in this zoning ordinance and those provided in O.C.G.A. § 36-66-1 et seq., as it now exists and may be amended hereafter.
 - (2) Notwithstanding any other provisions of this chapter to the contrary, when a proposed zoning decision relates to an amendment of the zoning ordinance to revise one (1) or more zoning classifications or definitions relating to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owners to deviate from the existing zoning requirements of a single-family residential zoning, or rezoning of property from single-family residential to a category that allows multifamily uses if the rezoning is initiated by the City rather than the property owner, then such zoning decision must be adopted in the following manner:
 - i. The zoning decision shall be adopted at two (2) regular meetings of the local government making the zoning decision, during a period of not less than twenty-one (21) days apart.
 - ii. Prior to the first meeting provided for in subparagraph (i) of this paragraph, at least two (2) public hearings shall be held on the proposed action. Such public hearings shall be held at least three (3) months and not more than nine (9) months prior to the date of final action on the zoning decision. Furthermore, at least one (1) of the public hearings must be held between the hours of 5:00 P.M. and 8:00 P.M. The hearings required by this paragraph shall be in addition to any hearing required under subsection (i) of this Code section.
 - iii. Notice requirements for such hearings are in subsection (d).
 - (3) Final action.

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- i. The mayor and city council shall approve, approve with conditions, or deny the request. Such final zoning action may occur at the time of the public hearing or at the next regularly scheduled mayor and city council meeting.
 - ii. The mayor and city council shall not be bound by but shall consider the recommendations of the planning and zoning board in its deliberations on the application.
 - (4) Provisions for application withdrawal shall be as established in Sec. 207.
 - (d) *Public notice of public hearings.*
 - (1) Legal notice. Notice of a hearing pursuant to this ordinance shall be published in the legal organ of the city in which the legal advertisements of the city are published. Where the proposed action includes any combination of zoning decisions under subparagraphs (C), (E), or (F) of paragraph (4) of O.C.G.A. § 36-66-3 for the same property, the local government shall cause to be published within a newspaper of general circulation within the territorial boundaries of the local government a notice of the hearing at least fifteen (15) but not more than forty-five (45) days prior to the date of the hearing. The notice shall state the time, place, and purpose of the hearing. Notices announcing public hearing for considering an application to rezone property or an application for a special use shall also include the location of the property, and the present and proposed zoning classification or the proposed special use of the property, as appropriate.
 - (2) Property posting. The applicant shall post a sign or signs provided by the city in a conspicuous place on the property a minimum of fifteen (15) calendar days prior to a public hearing that shall comply with the following requirements:
 - i. Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
 - ii. Clearly indicate the following information
 - a. Present zoning classification of the property;
 - b. Proposed zoning classification or special use; date and time; and
 - c. Location of the public hearing.
 - iii. Be maintained by applicant to prevent removal from the property or destruction for the period commencing on the date the public notice appears in the newspaper through the date of the public hearing.
 - (3) Written notice to adjacent and nearby property owners. ~~The applicant shall give written notice~~The local government shall, at the applicant's expense, give written notice ~~shall be given~~ by USPS ~~certified mail return receipt requested~~ regular mail to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed ~~such that they are received~~ a minimum of ~~twenty (20) fifteen (15)~~ calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. ~~The return receipts shall be provided to the city manager within one (1) week of receipt. Fees for mailed written notices shall be pre-paid by the applicant in accordance with the fees provided in the official fee schedule of the City of Clarkston.~~
 - (4) A quasi-judicial officer, board, or agency shall provide for a hearing on each proposed action. Notice of such hearing shall be provided at least 30 days prior to the quasi-judicial hearing, with such notice being made as provided for in subsection (1) of this Code section and with additional notice being mailed to the owner of the property that is the subject of the proposed action.
 - (5) The local government shall give notice of such hearings outlined in subsection (d) by:

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- i. Posting notice on each affected premises in the manner prescribed by subsection (b) of this Code section; provided, however, that when more than five hundred (500) parcels are affected, in which case posting notice is required every five hundred (500) feet in the affected area; and
 - ii. Publishing in a newspaper of general circulation within the territorial boundaries of the local government a notice of each hearing at least fifteen (15) days and not more than forty-five (45) days prior to the date of the hearing.
 - iii. Both the posted notice and the published notice shall include a prominent statement that the proposed zoning decision relates to or will authorize multifamily uses or give blanket permission to the property owner to deviate from the zoning requirements of a single-family residential zoning of property in classification previously relating to single-family residential uses. The published notice shall be at least nine (9) column inches in size and shall not be located in the classified advertising section of the newspaper. The notice shall state that a copy of the proposed amendment is on file in the office of the clerk or the recording officer of the local government and in the office of the clerk of the superior court of the county of the legal situs of the local government for the purpose of examination and inspection by the public. The local government shall furnish anyone, upon written request, a copy of the proposed amendment, at no cost.
- (6) The provisions of paragraph (5) of this section shall also apply to any zoning decisions that provide for the abolition of all single-family residential zoning classifications within the territorial boundaries of a local government or zoning decisions that result in the rezoning of all property zoned for single-family residential uses within the territorial boundaries of a local government to multifamily residential uses of property.
 - (7) Posting of property associated with an amendment to the official zoning map initiated by the City of Clarkston shall not be required.
 - (8) All hearings of any quasi-judicial officer, board or agency and city council shall be open to the public and shall comply with the Georgia Open Meetings Act.

(Ord. No. 480, § 1, 6-6-23)

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE TEXT OF THE CLARKSTON ZONING ORDINANCE, APPENDIX A, ARTICLE II, ADMINISTRATION, OF THE CITY CODE; TO PROVIDE FOR WRITTEN NOTICE BY THE CITY, AT THE APPLICANT'S EXPENSE, TO NEARBY PROPERTY OWNERS BY USPS REGULAR MAIL; AND TO REQUIRE THAT SUCH NOTICE BE MAILED AT LEAST TWENTY CALENDAR DAYS PRIOR TO THE PUBLIC HEARING ASSOCIATED WITH THE PROPOSED ZONING DECISION.

WHEREAS, the City's Zoning Ordinance sets forth common procedures for the review of zoning applications, which include public notice and hearing procedures; and

WHEREAS, the City Council desires to amend Section 205, "Common procedures," of the City's Zoning Ordinance to require written notice to adjacent and nearby property owners be sent via USPS regular mail at least twenty (20) days prior to the public hearing date; and

WHEREAS, such written notice shall be mailed by the City, with all costs of mailing paid for in advance by the applicant at the rate(s) set forth in the official fee schedule of the City; and

WHEREAS, the City has fully complied with the requirements of the Zoning Procedures Law in adopting this ordinance.

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

SECTION 1. Appendix A, Article II, Division 1, Section 205, Common procedures, of the City of Clarkston Code of Ordinances is hereby amended by amending subsection (b)(4) to read as follows:

"(4) Written notice to adjacent and nearby property owners. The local government shall, at the applicant's expense, give written notice by USPS regular mail to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed a minimum of twenty (20) calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. Fees for mailed written notices shall be pre-paid by the applicant in accordance with the fees provided in the official fee schedule of the City of Clarkston."

SECTION 2. Appendix A, Article II, Division 1, Section 205, Common procedures, of the City of Clarkston Code of Ordinances is hereby amended by amending subsection (d)(3) to read as follows:

“(3) *Written notice to adjacent and nearby property owners.* The local government shall, at the applicant’s expense, give written notice by USPS regular mail to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed a minimum of twenty (20) calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. Fees for mailed written notices shall be pre-paid by the applicant in accordance with the fees provided in the official fee schedule of the City of Clarkston.”

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

Notice Published in DeKalb Champion: 12/18/25

Public Hearing Held by City Council: 01/27/2026

SO ORDAINED, this ____ day of _____, 2026.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

Beverly H. Burks, Mayor

ATTEST:

Tomika Mithcell, City Clerk

Approved as to Form:

Stephen Quinn
Stephen G. Quinn, City Attorney



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: To approve a resolution authorizing the reappointment of the City Auditor, Mauldin & Jenkins for the FY 2025 Audited Financial Statement to be audited during FY 2026 and approve the 2025 Audit Engagement Letter.

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To review and discuss the Engagement Letter contract and appointment of Mauldin & Jenkins as City Auditor to complete the FY 2025 financial statement audit during 2026.

IMPACT: In accordance with the Charter, Sec. 4.05, Annual Audit, the mayor and council may employ a public accountant or a certified public accountant to make an annual audit of all financial books and records of the city. The accountant shall file the report with the mayor, at a time agreed to between the accountant and the mayor, and shall prepare a summary of the report which shall be furnished or made available to the mayor and every councilmember. Mauldin & Jenkins has provided financial audit services to the City for several years.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends the City Council vote to approve the attached Engagement Letter (contract) for audit services for the year ended December 31, 2025, to occur in FY2026 in the amount of \$60,000.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA, AUTHORIZING THE REAPPOINTMENT OF THE AUDITOR, MAULDIN & JENKINS, LLC.

* * * * *

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

Section 1. That the City Council hereby authorizes the reappointment of Mauldin & Jenkins, LLC as the Auditor. The auditor will conduct an annual audit of all financial books and records of the City in compliance with the requirements of State general law. A copy of said engagement letter is attached to this resolution as "Exhibit A" and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 202__.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

“Exhibit A”



January 7, 2026

Honorable Mayor and Members of the
City Council and City Manager
City of Clarkston, Georgia
736 Park North Boulevard, Suite 120
Clarkston, Georgia 30021

Attn: ChaQuias Miller Thornton, City Manager

We are pleased to confirm our understanding of the services we are to provide the City of Clarkston, Georgia (the City) for the year ended December 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City of Clarkston, Georgia as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund and each major special revenue fund. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Schedule of Changes in the City's Net Pension Liability and Related Ratios.
3. Schedule of City Contributions – Pension Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.
2. Schedule of Projects Constructed with Special Purpose Local Option Sales Tax Proceeds.
3. Combining and individual fund statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on -

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

According to GAAS, significant risks include the risk of management's override of internal controls. Accordingly, we have considered this item as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to

prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Clarkston, Georgia's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of

tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Clarkston's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City of Clarkston's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. You acknowledge that the working digital files used to prepare your financial statements constitutes proprietary information to us, and we reserve all rights to these files. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including

federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and to prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such

as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document. In the event that Mauldin & Jenkins is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins will not be included without our prior permission or consent.

Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

As an attest client, Mauldin & Jenkins, LLC cannot retain or store documents, data, or records on behalf of the City of Clarkston. This is in accordance with the ET section 1.295.143 of the *AICPA Code of Professional Conduct*. The City is solely responsible for maintaining its own data and records.

In that regard, SuraLink is used solely as a method of transferring data to Mauldin & Jenkins, LLC and is not intended for the storage of the City's information. All information you will provide through SuraLink is a copy and you will maintain original documents and data as part of your records.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Clarkston, Georgia; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Georgia Department of Audits and Accounts or its designee, a federal agency

providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in April 2026 and to issue our reports no later than June 30, 2026. Josh Carroll is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$60,000 for the year ended December 31, 2025. This fee includes the audit of one major federal grant program. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. A service charge of 1.5% per month (18% annually) will be added onto any balances not paid within 30 days. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Members of the City Council for the City of Clarkston. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Clarkston, Georgia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Josh Carroll

RESPONSE:

This letter correctly sets forth the understanding of the City of Clarkston, Georgia.

By: _____

Title: _____



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: To approve a resolution authorizing an agreement with Sumter Local Government Consulting Services for governmental finance services, including performance and oversight of the Finance Department services.

PRESENTER CONTACT: ChaQuias Miller-Thornton

PHONE NUMBER: 404-984-8186

DEPARTMENT: City Manager's Office

PURPOSE: The purpose of this item is to provide interim services specifically related to the customary duties of finance department personnel.

IMPACT: Timely reconciliation and reporting of the City's financials is important to support budgeting and budget related decision-making. Currently, the City needs to engage assistance in completing FY2025 reconciliation of funds and accounts, FY2025 close-out, FY2025 audit preparation, and day-to-day financial management and reporting functions. Services provided by Sumter Local Government Consulting will offer assistance across several functions of the finance department.

FUNDING SOURCE: \$15,000/month is proposed in consideration for the services to be rendered to finance department services. The Administration anticipates engagement of services through FY2025 audit completion in June of 2026.

RECOMMENDATION: Approval of the proposal for professional consulting services to be provided by Sumter Local Government Consulting Services for finance department services.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA AUTHORIZING AN AGREEMENT WITH SUMTER LOCAL GOVERNMENT CONSULTING FOR GOVERNMENTAL FINANCE SERVICES, INCLUDING PERFORMANCE AND OVERSIGHT OF THE FINANCE DEPARTMENT SERVICES.

* * * * *

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

Section 1. The City Council hereby approves the execution of an agreement with Sumter Local Government Consulting for governmental finance services for performance and oversight of finance department services for the City of Clarkston. A copy of said agreement is attached to this resolution as "Exhibit A" and are incorporated herein for all purposes.

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

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A



**AGREEMENT with the City of Clarkston, GA
1/21/2026**

Proposal 2026-16 (v.1) Finance Department Services

OVERVIEW

Sumter Local Government Consulting (LGC) is pleased to provide professional services to the City of Clarkston, GA.

Sumter LGC will provide professional services to the City of Clarkston's Finance Department.

The proposal includes a detailed scope of work and a corresponding fee proposal.

BACKGROUND

Sumter LGC was established in 2021 to help local governments tackle complex challenges through executive search, interim staffing, and consulting services.

Sumter LGC offers decades of experience in local government, helping cities and counties tackle challenges and seize opportunities for talent acquisition, staffing enhancements, and effective problem-solving.

SCOPE OF SERVICES

- A. Sumter LGC understands that we will provide professional governmental accounting and finance services for the City of Clarkston, specifically the customary duties of the Finance Department. The professional services will be provided in accordance with industry best practices, Georgia law, GASB standards, and the City's Charter and Code of Ordinances. Sumter LGC will coordinate with the client to balance on-site and remote work, ensuring the completion of the scope of services. It is assumed that Sumter LGC will provide services on a full-time basis, with an average of 3 days on site per week.
1. Provide the City of Clarkston with qualified professionals to deliver professional services to fulfill the duties of the Finance Department and to oversee finance functions in coordination with the City Manager.
 2. Manage the relationship between the consultants provided by Sumter LGC and the City, addressing any issues and personnel-related matters. Sumter LGC will pay the consultants and replace them as necessary at the client's discretion.
 3. The consultants assigned to this project will work for Sumter LGC and are not entitled to receive any "employee" benefits from the City of Clarkston under this agreement.
 4. The assigned consultants will be primarily responsible for the accounting, budgeting, and reporting functions of the City. Services will include, but not be limited to, the following:
 - a. Reviewing and entering journal entries
 - b. Preparing budget amendments and performing budget transfers
 - c. Preparing monthly reports
 5. Pre-audit preparations and full cooperation with the City's external auditors
 6. Closeout of FY 2025 and preparation for FY 2025 audit work
 7. Preparation and monitoring of the annual budget.
 8. Other duties, not inconsistent with the general responsibilities of the Finance Department.

TERM

This agreement will remain in effect indefinitely from the commencement date, unless either party provides written notice of termination, as documented below.

Either party can terminate this agreement with a minimum of 30 days' notice for any reason, with prorated fees owed to the consultant up to the end of the 30-day notice period.

PRICING

<u>FEES FOR PROFESSIONAL SERVICES</u>	<u>FEE TYPE</u>	<u>Rate</u>
Professional services rendered for finance department services. Client is invoiced on the 1st of each month.	Monthly	\$15,000

Agreed to by Sumter Local Government Consulting, Inc,

Warren Hutmacher

Warren Hutmacher, President
Sumter Local Government Consulting

Approved and accepted by the City of Clarkston, GA:

Signature

Name and Title

Date: _____



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: To approve a resolution authorizing an agreement with Sumter Local Government Consulting Services for Interim City Clerk services and appoint Emmie Niethammer as Interim City Clerk.

PRESENTER CONTACT: ChaQuias Miller-Thornton

PHONE NUMBER: 404-984-8186

DEPARTMENT: City Manager's Office

PURPOSE: The purpose of this item is to provide interim services specifically related to the customary duties of the City Clerk.

IMPACT: Need/Impact:

The Charter of the City of Clarkston provides for the position of City Clerk. This is an executive-level administrative position responsible for managing and safeguarding the official records, select administrative operations, and legislative functions of the City. The City Clerk provides high-level support to the City Manager, Mayor, and City Council and oversees the daily operations of select City Hall administrative office functions and staff. The position requires extensive interaction with elected officials, leaders of City departments, business owners, the City Attorney, auditors, and the public, demanding a high degree of professionalism, confidentiality, accuracy, and independent judgment.

FUNDING SOURCE: \$14,500/month is proposed in consideration for the services to be

rendered to the City for interim City Clerk services.

RECOMMENDATION: Approve of the proposal for professional consulting services to be provided by Sumter Local Government Consulting Services for Interim City Clerk services.

RESOLUTION NO. _____

A RESOLUTION BY THE CLARKSTON CITY COUNCIL TO APPROVE AN AGREEMENT FOR INTERIM CITY CLERK SERVICES WITH SUMTER LOCAL GOVERNMENT CONSULTING SERVICES AND TO APPOINT EMMIE NIETHAMMER AS INTERIM CITY CLERK.

WHEREAS, the City is in need of interim city clerk services; and

WHEREAS, Sumter Local Government Consulting Services is a reputable provider of such services.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the Agreement for Interim City Clerk services with Sumter Local Government Consulting Services is hereby approved and the Mayor is authorized to sign the same. A copy of said agreement is attached to this resolution as "Exhibit A" and are incorporated herein for all purposes.

BE IT FURTHER RESOLVED that Emmie Niethammer is hereby appointed as Interim City Clerk, effective February 16, 2026, and until further action of the City Council

SO RESOLVED, this _____ day of _____, 2026.

CITY COUNCIL OF THE
CITY OF CLARKSTON, GEORGIA

BEVERLY H. BURKS, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk



**PROPOSAL for the City of Clarkston, GA
1/14/2026**

Proposal 2026-13 - Interim City Clerk

OVERVIEW

Sumter Local Government Consulting (LGC) is pleased to propose professional consulting services to the City of Clarkston.

Sumter LGC will provide an Interim City Clerk for the City of Clarkston.

The proposal includes a detailed scope of work and a corresponding fee proposal for interim services.

BACKGROUND

Sumter LGC was established in 2021 to help local governments tackle complex challenges through executive search, interim staffing, and consulting services.

Sumter LGC offers decades of experience in local government, helping cities and counties tackle challenges and seize opportunities for talent acquisition, staffing enhancements, and effective problem-solving.

SCOPE OF SERVICES

A. Sumter LGC understands that we will provide interim services, specifically the customary duties of a City Clerk. The professional services will be provided in accordance with industry best practices, Georgia law, the City’s Charter, Code of Ordinances, and Job Description.

1. Provide the City of Clarkston with a qualified candidate willing and able to provide professional services to perform the duties of the Interim City Clerk. The City can review resumes, interview candidates, and select a qualified candidate.
2. Manage the relationship between the City and the Interim City Clerk, assisting with any issues and addressing personnel-related matters. Sumter LGC will pay the interim professional and replace them as necessary at the client’s discretion.
3. The interim professional will be an independent contractor and is not entitled to receive any “employee” benefits from the City of Clarkston under this agreement.

B. City may terminate this agreement at any time, for any or no reason, effective immediately upon providing notice to Sumter LGC.

PRICING

<u>FEES FOR PROFESSIONAL SERVICES</u>	<u>FEE TYPE</u>	<u>Rate</u>
Professional services rendered to the City for interim City Clerk services. Client is invoiced on the 1 st of each month.	Monthly	\$14,500

Either party may terminate this agreement for any reason, with prorated fees owed to the consultant up to the date of termination.

Agreed to by Warren Hutmacher, President,

Warren Hutmacher

Warren Hutmacher, President
Sumter Local Government Consulting

Approved and accepted by the City of Clarkston, GA:

Signature

ChaQuias Miller Thornton, City Manager

Date: _____

Approved as to form:

Stephen Quinn
Stephen G. Quinn
City Attorney



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: To consider an ordinance to amend Chapter 3 of the City Code concerning alcohol; to allow grandfathered licenses for the sale of distilled spirits by the package to be transferred to a new licensee; and to allow such licenses to be transferred to a new location within the city.

PRESENTER CONTACT: Vice Mayor Johnson

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE: To discuss amending Chapter 3 of the city code concerning Alcohol. To allow Grandfathered Licenses for the sale of distilled spirits by the package to be transferred to a new license and to temporarily allow such licenses to be transferred to a new location within the city.

IMPACT: This change would allow grandfathered alcohol license holders the flexibility to relocate anywhere within the city, as long as the location complies with existing zoning regulations for the sale of alcohol. It would also extend to these license holders the same relocation rights currently granted to alcohol license holders who sell or transfer ownership of a business.

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

Sec. 3-70. New licenses prohibited; existing licenses grandfathered.

- (a) Effective July 3, 2016, the city no longer issues new licenses for the sale of distilled spirits by the bottle. Licensees holding a city license, or a DeKalb County license in the case of subsequently annexed locations, for package sales of distilled spirits on July 2, 2016, shall be permitted to continue operating under their existing licenses ~~at their current locations~~ in conformity with the terms of this article.
- (b) A grandfathered license for the sale of distilled spirits by the package may be renewed annually and may be transferred to a new qualified licensee. A new qualified licensee that obtains a grandfathered license pursuant to this subsection shall be subject to all the requirements and limitations for grandfathered licensees. A grandfathered licensee shall not expand its operation or facility without prior approval from the city council.
- (c) ~~Distilled spirits by the bottle may only be sold within the city under a license grandfathered under subsection (a) upon the terms and conditions set forth in this article. Grandfathered licenses as described in subsection (a) may be renewed at the same location only. A grandfathered licensee shall not expand its operation or facility.~~ A grandfathered license may be transferred to a new qualified ~~licensee, at the same~~ location ~~only~~, pursuant to Section 3-7(g) of this ~~C~~chapter. After such date, licenses to sell distilled spirits by the package may not be transferred to another ~~licensee~~ location.

(Ord. No. 264, 11-5-02; Ord. No. 405, § 8, 12-6-16)

Sec. 3-7. - Each location to have a separate license; transferability of alcoholic beverage licenses; fee required to change establishment owner, manager, partnership, stockholders or establishment name.

[...]

- (g) Any licensee who desires to transfer the location of any establishment licensed to sell alcoholic beverages within the city shall so notify the city clerk prior to any transfer of location. The request for transfer shall be accompanied by a survey as required by subsection (a) of this section. The city clerk shall determine whether the new location is in compliance with all provisions of this chapter. No change in location of a licensed establishment shall be permitted unless the new location complies with all provisions of this chapter. The city council shall have the authority to approve or deny the transfer of location in the same manner that it may approve or deny the issuance of a new license. An investigative fee of two hundred dollars (\$200.00) shall be paid by the licensee at the time that an application is made for the transfer of an establishment location. Should a transfer of location be approved, with no change of ownership of the business, the license fee paid for the old location shall be applied to the new location.

[...]

(Ord. No. 264, 11-5-02)

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY CLARKSTON TO AMEND CHAPTER 3 OF THE CITY CODE CONCERNING ALCOHOL; TO ALLOW GRANDFATHERED LICENSES FOR THE SALE OF DISTILLED SPIRITS BY THE PACKAGE TO BE TRANSFERRED TO A NEW LICENSEE AND TO TEMPORARILY ALLOW SUCH LICENSES TO BE TRANSFERRED TO A NEW LOCATION WITHIN THE CITY; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, O.C.G.A. § 3-3-1 declares that engaging in the business of selling alcohol in Georgia is a privilege and not a right; and

WHEREAS, O.C.G.A. § 3-3-2(a) authorizes the City to exercise discretionary power to control the business of package alcohol sales; and

WHEREAS, the City of Clarkston acted in 2016 to prohibit new licenses to sell distilled spirits by the package in order to protect the public health and welfare; and

WHEREAS, the City Council now desires to provide the opportunity for grandfathered licenses to be transferred to a new licensee and to temporarily allow transfers to new locations within the City (which would not increase the number of package stores in the City).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON AS FOLLOWS:

SECTION 1. Section 3-70 of the City Code is hereby repealed and replaced with the following language:

“Sec. 3-70. New licenses prohibited; existing licenses grandfathered.

- (a) Effective July 3, 2016, the city no longer issues new licenses for the sale of distilled spirits by the bottle. Licensees holding a city license, or a DeKalb County license in the case of subsequently annexed locations, for package sales of distilled spirits on July 2, 2016, shall be permitted to continue operating under their existing licenses in conformity with the terms of this article.
- (b) A grandfathered license for the sale of distilled spirits by the package may be renewed annually and may be transferred to a new qualified licensee. A new qualified licensee that obtains a grandfathered license pursuant to this subsection shall be subject to all the requirements and limitations applicable to grandfathered licensees. A grandfathered licensee shall not expand its operation or facility without prior approval from the city council.
- (c) A grandfathered license may be transferred to a new qualified location, pursuant to Section 3-7(g) of this chapter. After such date, licenses to sell distilled spirits by the package may not be transferred to another location.”

SECTION 2. This Ordinance shall be effective immediately upon its adoption by the City Council and signature by the Mayor.

SECTION 3. All provisions of the City Code in conflict herewith are hereby repealed. The provisions of Chapter 3 of the City Code shall be construed consistent with the prohibition of new licenses for sale of distilled spirits by the package but to allow the renewal or transfer of existing licenses for sale of distilled spirits by the package only in a manner consistent with this Ordinance.

SO ORDAINED, this _____ day of _____, 2026.

ATTEST:

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

By _____
Tomika Mitchell, City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen G. Quinn, City Attorney



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

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

SUBJECT: To consider a bid award and professional services agreement to the most responsive and responsible bidder, Aquatic Management, Inc. for the 2026 Milam Park Pool Management Contract in the amount of \$79,015.

PRESENTER CONTACT: Michael Duncan

PHONE NUMBER: 404-725-8466

DEPARTMENT: Parks and Recreation

PURPOSE: Discussion and approval of the 2026 Milam Park Pool Management Contract for the pool season starting March 1, 2026 through December 31, 2026.

IMPACT: N/A

FUNDING SOURCE: \$80,000 budgeted from the General Fund

RECOMMENDATION: Staff recommends approval.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA AWARDED THE MILAM PARK POOL MANAGEMENT CONTRACT TO AQUATIC MANAGEMENT, INC. FOR THE 2026 SWIM SEASON.

* * * * *

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

Section 1. That the City Council awards Aquatic Management, Inc. the pool management contract for the 2026 Swim Season to provide opening and closing services, swimming pool chemical supply, pool cleaning services, and lifeguard management services at Milam Park with Sears Pool Management Consulting, Inc. in the amount of \$79,015 to be funded out of the General Fund from March 1, 2026 to December 31, 2026. A copy of said services agreement is attached to this resolution as "Exhibit A" and are incorporated herein for all purposes.

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

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9A	Executive Session	NO

SUBJECT: To discuss a personnel matter.

PRESENTER CONTACT: City Manager, ChaQuias Miller-Thornton

PHONE NUMBER:

DEPARTMENT: City Manager's Office

PURPOSE: To discuss a personnel matter.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A