

MONTHLY

REPORT

June 2026



CHAQUIAS MILLER-THORNTON
City Manager

CITY OF
CLARKSTON

where possibilities grow

cmthornton@cityofclarkston.com

www.clarkstonga.gov



City Manager’s Report June 2026

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EXECUTIVE OFFICE

Chief Executive Officer – City Manager

The City Manager serves as the Chief Executive and Administrative Officer of the City and is responsible for the day-to-day operations. As City Manager, Ms. Miller-Thornton ensures that legislative decisions are translated into the administrative and operational execution of city services. Many of the departmental activities and initiatives that are found in this report are accomplished and/or performed subject to collaboration with, guidance by, and/or oversight of the City Manager.

Contracts:

- Thoms & Hutton Engineering Co. for an amount not to exceed \$25,000 for On-Call Economic Development Services. This contract is for on-call Economic Development Services.

Project Initiatives:

The City Manager participates in project initiatives to offer connectivity between high-level policy and organizational vision and day-to-day operations. The goal is to ensure that the vision set by the elected officials is translated into project results that benefit the community.

- The City Manager participated in the following as related to current and/or upcoming project and plan initiatives:
 - The City Manager continues with bi-weekly/regular Project Management Team meetings for:
 - Phase I of the City's Safe Streets for All (SS4A) – Safety Action Plan
 - Safety Action Plan – PMT Meeting – 06/03/2026
 - Safety Action Plan – PMT Meeting – 06/17/2026
 - Phase I of the City's Greenway Trail Project – Conceptual Design
 - Trail Design – PMT Meeting 06/03/2026
 - Trail Design – PMT Meeting 06/17/2026
 - Clarkston's Annexation Study
 - In June no meeting were held as the consultant worked to conduct stakeholder interviews with members of City Council
 - Clarkston's 2046 Comprehensive Plan Rewrite
 - Comp Plan Workshop – 06/12/2026
 - Comp Plan PMT Meeting – 06/09/2026
 - Clarkston's Facilities Master Plan
 - Tour of Facilities held in June 2026
 - Clarkston's Housing Assessment (CDAP)
City of Clarkston received a Community Development Assistance Program award to staff support to conduct a comprehensive Housing Assessment focused on understanding housing affordability, displacement risks, and housing conditions throughout the city. The study will take a community-centered approach by engaging renters, homeowners, refugees, immigrant households, and other residents to ensure that future housing strategies reflect both technical data and lived experiences. This partnership with ARC provides an important

opportunity to better understand the housing challenges facing our community and create informed strategies that preserve the character and inclusiveness that make Clarkston unique.

- Scope Meeting – 06/03/2026
- Taskforce Review Meeting – 06/15/2026
- Clarkston's Milam Park Upper Field Conversion
 - Engineering Proposal Evaluation – 06/22/2026
- Clarkston's Norman Road Dam Rehabilitation Project
 - PMT Meeting – 06/10/2026
- Clarkston's Parks and Recreation Master Plan
 - Meeting to discuss 04/28/2026 presentation to Council – 04/16/2026
- Sages Software Go Live Meeting – 06/12/2026

ADMINISTRATION

Chief Administrative Officer – City Manager

Administrative Initiatives:

The City Manager is leading the following administrative initiatives:

- Composition of the City's Capital Improvements Plan
- Composition of the City's Culture Management Plan
- Operations/Personnel Capacity Assessment

Meetings:

- Bi-weekly Executive Leadership Team meetings continue to be held. The City Manager provides for these meetings as a way to maintain connectivity across departments, to aid in continuity of process in front-office to back-office systems, and to engage in project specific initiatives that require the Team's involvement to ensure success of the initiative.
 - ELT Meeting – 06/24/2026
- The City Manager conducts periodic meetings during each month with department staff to brief regarding department specific operations and/or concerns. Meetings are also held to discuss department specific plans and initiatives, service updates, etc.
 - Planning Team Meetings were held on 06/29/2026 to ensure the minimization of service gaps during transition of the City's Planning and Economic Development Director.

In addition to scheduled and real-time meetings attended and/or held relative to the day-to-day administrative and operational affairs of the city, the City Manager also attended and/or participated in the following meetings.

- On 06/02/2026 the City Manager and City Clerk Hanson met with representatives of the DeKalb County Tax Commissioner's Office to discuss components of property tax collection such as appeals values, collection rates, and procedures for notification and collection of delinquent taxes.
- On 06/03/2026 the City Manager and Planning Department Staff met with Atlanta Regional

Commission's Regional Housing Planning Coordinator Kristin Allen. The meeting focused on setting the scope for Clarkston's Housing Assessment initiative.

- On 06/08/2026 the City Manager attended the Dekalb City Manager's Luncheon. This is a meeting of area managers that focuses on sharing strategies for local government policy implementation and operations.
- On 06/09/2026 through 06/11/2026 the City Manager and Mayor Burks attended the Safer Cities Summit held by Axon in Pheonix Arizona. AI technology and innovation for cities and public safety organizations was the focus of the summit.
- On 06/15/2026 the City Manager and Planning Department staff met with Atlanta Regional Commission's Regional Housing Planning Coordinator Kristin Allen in a Taskforce Review Meeting for the Clarkston Housing Assessment initiative.
- On 06/17/2026 the City Manager and Economic Mobility Manager McKinley Jeter met with Christopher Pike of Urban Pulse to discuss economic development strategy planning and support for the City.
 - Commercial vacancy analysis and redevelopment strategies
 - Market research, data analysis, and stakeholder engagement
 - Small business outreach and support strategy
 - Workforce development strategy alignment
- On 06/18/2026 the City Manager attended the City's Planning and Zoning Board Meeting. Ms. Miller-Thornton assisted planning consultants Clark Patterson Lee in presenting the first draft of zoning amendments regarding mobile food vendors.
- On 06/26/2026 through 06/29/2026 the City Manager attended the Georgia Municipal Association's Annual Convention.
- The City Manager attended several development pre-concept and planning meetings for developments proposed within the cities incorporated limits.

Legislative Considerations:

- **State Legislation** Georgia Senate Bill 447 is a major permitting reform law designed to streamline local review processes, reduce delays, and increase transparency. Effective July 1, 2026, it enforces strict statutory deadlines on local issuing authorities for building and land disturbance permits

Key Provisions of SB447

- Local governments have 45 days for initial reviews following the submission of a complete application, 20 days for a first resubmission, and 14 days for subsequent resubmissions. Missed deadlines mean automatic approvals or fee refunds to the applicant.
- The law prohibits local authorities from introducing new, unrelated comments in later review cycles, ensuring that once an applicant addresses prior objections, projects can move forward.
- Any permit denial must be documented in writing, complete with specific citations tied directly to federal, state, or local code.

City Manager Miller-Thornton has engaged with the City's Legal Administration (Attorney Stephen Quinn) and the City's Building Official (Michael Nier) to analyze impact and to identify any process considerations that are necessary to ensure compliance.

Martha Revelo, Chief of Intergovernmental Affairs for DeKalb County, has communicated with DeKalb cities regarding the County's response to SB447. DeKalb County's Planning and Sustainability Department is actively working with county departments to evaluate internal processes, review capacity, and ensure compliance with the new statutory requirements. The City Manager's Office is working with Ms. Revelo to coordinate with DeKalb departments/offices that require review/approval of development plans within the City's jurisdiction.

Required Reports

City Manager Miller-Thornton completed the City's 2026 Government Management Indicators Survey report and submitted the same to the Department of Community Affairs on 06/30/2026. This survey collects data on local government operations, including financial management practices, service delivery arrangements, public facilities provided, and planning efforts which is helpful in identifying trends in local government operations.

Events

06/04/2026 - 1st 2026 Community Pop-up was held in the Milam Park Upper Parking Lot near Parkside Subdivision. 13 community members attended including a staff member of the DeKalb County Schools.



06/05/2026 - The Executive Leadership Team (City Manager/Department Heads/Managers) held its mid-year ELT Retreat at Trilith. The purpose of the retreat was:

- Translation of Council goals into Operational Actions
- Education and kick-off of the City's Capital Improvement Plan and Revenue Development Plan initiatives

06/19/2026 – The Juneteenth event was cancelled and rescheduled to Friday, July 3 from 5pm to 9pm. This was done out of an abundance of caution due to the projected severe weather.

06/23/2026 - The Mayor, Council and City Manager participated in the Opening Ceremony for the 2026 Community Youth Summer Basketball Camp.



Upcoming Events

Event: Food Giveaway
Date: Saturday, July 18, 2026
Location: Flourish Park and Silver Oaks Apartments
Time: 10am

Event: Back-to-School Bookbag Giveaway
Date: Saturday, July 25, 2026
Location: Milam Park
Time: 10am – 2pm

Event: National Night Out
Date: Tuesday, August 4, 2025
Location: Milam Park
Time: 5pm – 8pm

City Clerk's Office

Cindy Hanson, Interim City Clerk

Executive Summary/Highlights:

During the month of June, the Office of the City Clerk continued efforts to process 2026 business license applications.

Staff met with Sages for an overview of the Building Permit application. Later in the month staff met to perform testing on the Building Permit application and evaluate possible changes that need to be addressed prior to going live in July.

The City Clerk attended Terminal Agency Coordinator (TAC) Training and Certification at the GBI Headquarters. The City Clerk was certified as Terminal Agency Coordinator for the city administration. A Terminal Agency Coordinator (TAC) is a designated liaison between a local law enforcement or criminal justice agency and state or federal authorities (such as the FBI or state Departments of Public Safety). TACs oversee the security and use of criminal and/or non-justice information networks, ensuring strict compliance with all state and federal regulations. The certification is relevant to completion of GBI audits for use of the City's Administrative Originating Agency Identifier when conducting back ground checks, records review, etc for administrative purposes (ie. Alcohol license applications, employee background checks, etc.)

Key Performance Indicators (KPIs) & Metrics:

Business Licenses:

Business license applications for new and renewed businesses are continually being processed. During the month of June forty-three (43) licenses have been issued including business, coin operated amusement machines, hookah, and alcohol, with another fifty-eight (58) applications currently being processed for invoicing. There are 14 applications awaiting further documentation from the applicant.

Open Records Requests:

- Number of requests (YTD): 564
- Number of requests received this month: 76

Project Updates/Status:

- Application needs for the business licensing software are in the process of entered for Sages to build the program. A timeline has been established with Sages to have the Business License application live in late October/early November.
- Scheduling a meeting with MCCi for a quote to digitize city records.

Upcoming Goals/Projects:

- Get additional quotes for digitization of city records.
- Disposal/shredding of records that have exceeded retention schedule.

Staffing/Personnel Updates:

- None

Photos or Infographics:

- None

Equity, Diversity & Inclusion

Yolanda McGee Equity, Diversity & Inclusion Officer

Executive Summary / Highlights

The Office of Equity, Diversity & Inclusion (EDI) remains focused on strengthening the City of Clarkston's commitment to equity, inclusion, and community engagement. Through ongoing initiatives and collaborative efforts, the department continues to support fair access to resources, encourage diverse representation, and cultivate an environment that values respect, cultural awareness, and meaningful participation for all residents.

Key Performance Indicators (KPIs) & Metrics

During this reporting period, the Office of Equity, Diversity & Inclusion continued building meaningful relationships throughout DeKalb County to elevate the City of Clarkston's presence and collaborative efforts. The EDI Officer participated in several countywide meetings and engaged directly with members of the DeKalb County leadership team to strengthen partnerships and identify opportunities for shared impact. These connections continue to foster open communication, increase collaboration, and position Clarkston as an active and engaged leader in advancing equity and inclusion across the region.

Project Updates / Status

Planning efforts remain underway for the City's rescheduled Juneteenth Festival, now taking place on July 3 after being postponed due to weather concerns. City staff and event partners continue to refine logistics and programming to deliver a successful celebration that honors the significance of Juneteenth while engaging the community.

Coordination is also progressing for the Parks and Recreation FIFA Viewing Event on July 15, presented in partnership with Refugee Coffee. This collaborative initiative is designed to bring residents together through a shared cultural and recreational experience that reflects Clarkston's diverse community.

In addition, the city is exploring the development of a Community Resources Event to connect residents with local service providers and community organizations. Planning discussions are focused on expanding access to information and resources that support housing stability, employment, family services, and overall community well-being.

Major Accomplishments

- Participated in the **Global Inclusion Leadership Meeting**, engaging with regional leaders and partners to exchange best practices and strengthen inclusive initiatives.
- Attended the **DeKalb County Continuum of Care (CoC) Monthly Meeting**, contributing to collaborative discussions focused on housing stability, homelessness prevention, and the expansion of supportive services throughout the region.
- Successfully coordinated planning efforts for the City's **Juneteenth Celebration/4th of July**.
- Met with a newly established nonprofit organization serving the Clarkston community to explore partnership opportunities. The organization provides multilingual translation services in **Pashto, Farsi, Dari, Arabic, and Swahili**, as well as operates a food pantry and offers programs that support children and families.

Upcoming Goals / Projects

Continued collaboration with nonprofit organizations throughout the area to strengthen community partnerships and expand access to resources and support services for residents. Ongoing efforts focus on connecting individuals and families with programs that address essential needs and enhance overall community well-being.

Staffing / Personnel Updates

- None

Photos or Infographics

- None

Executive Assistant/Special Projects Management

Keisha Dixon, Executive Assistant/Special Projects Manager

Executive Summary/Highlights:

Over the past month, the Special Projects function continues to focus on clearing this role of responsibilities that lie within another department/section. Key accomplishments include continued transitioning of duties related to VC3 and building management to the new Communications and Technology and Public Works Department. Weekly meetings with VC3, with the involvement of this function, will discontinue as of July 31, 2026, as we consider moving towards a new agreement with the company (more details will follow as the project progresses). Participated in various meetings regarding operational initiatives and future planning for events. These efforts have already resulted in freeing up time to focus on special projects held in the city manager's office to include Requests for Proposals and Event Planning and Management. The renewed focus will ensure that events are planned in a timely manner and communication is done in enough time for our residents and visitors can plan accordingly.

Key Performance Indicators (KPIs) & Metrics

N/A

Project Updates / Status

The following projects are currently underway:

- **City's Juneteenth Festival.** The event was originally scheduled for **Friday, June 19 2026**. Out of an abundance of caution, it was postponed and rescheduled to **Friday, July 3, 2026**. With this new date, we were afforded the opportunity to also commemorate Independence Day. This function submitted a theme for consideration "**Two Freedoms, One Country: A Celebration of Juneteenth and Independence Day in America. Honoring our Past. Celebrating our Freedoms. Building our Future.**" We were able to retain the majority of our committed vendors and entertainment. preparations are confirmed and we are on track to host an amazing event. Advertisement banners and yard signs were remade and placed as well as the 285 Billboard, digital sign in front of the old Police Department, the City's website and social media pages. Constant contact reminders were sent daily during the two week time period leading up to the event. This project is being spearheaded, jointly, with the Equity, Diversity and Inclusion Officer.
- **Request for Proposals (RFPs).** Currently, RFPs for Janitorial Services, Grant Writing Services, and Food Supply Services are set to be published on 07/10/2026. The additional time was needed to ensure that we have properly handled the process for solicitation.
- **IT and Other Communications Activities.** Responsibility for managing the VC3 account has been turned over the Christin Taylor, Communications and Technology Officer. She is now listed as the main point of contact for VC3. She is now fully responsible for computer inventory, assigning of devices, and retrieval of devices when an employee leaves as well as ticket management. We continue to work through various items related to IT concerns.
- **VC3 related items.** All things VC3 (new employee set ups, disabling former employee accounts, ticket monitoring and bill reconciliations) have been transitioned to the Communications and Technology Officer. While she serves as the person responsible for all things IT, there are some things that still require my assistance until July 31, 2026.
- **Meetings.** Meet with RnB Studios to tour all City of Clarkston owned properties as a part of the Facilities Master Plan Review.
- **Miscellaneous.** Contract expiration/renewal dates are being monitored. The ultimate responsibility lies within each department.

Upcoming Goals/Projects: Began planning for the Back-to-School, Veterans' Day Breakfast and Winter Wonderland 2026. Additionally, we are seeking approval for a couple of more events for the City. More details will follow.

Staffing/Personnel Updates: N/A

Photos or Infographics: N/A

Finance

FY2024 Audit and FY2025 Reconciliation

The City Administration/Finance Departments continue to work towards completion of the City's 2024 audit. As of 06/30/2026 78% of audit items were completed (submitted and reviewed), 21% of audit items were submitted and under review. A total of 99% of audit items have been submitted to the City's Auditors. This total is an increase of 1% of audit items recorded as submitted at the beginning of June 2026. The audit report draft is being composed and the City Manager is set to begin composition of the Management Discussion and Analysis report this week. FY2024 audit report is scheduled to be presented to Council during the July 28th work session meeting.

The Administration/Finance Departments and Finance Support are also engaged in reconciliation of FY2025 revenue and expenditures/expenses – all funds. FY2025 audit will begin immediately upon completion of the FY2024 audit.

FY2024 Audit Update Meeting was held on 06/02/2026 to include the City Manager's Office, Finance and Finance Support Staff, and the City's Auditors. The next meeting is scheduled during the week of July 13th.

Currently, 2 third-party support staff consultants (Sumter Consulting) are working with the City to complete both time-sensitive audit related and close-out tasks.

Human Resources & Risk Management

Dr. Dwight L Baker, Director of Human Resources and Risk Management

Executive Summary/Highlights

The Office of Human Resources and Risk Management continued advancing strategic workforce initiatives throughout June 2026. Primary efforts focused on executive recruitment, onboarding, employee relations, policy administration, risk management, workers' compensation, benefits administration, labor relations, and organizational support. The department remained committed to the City's priorities of People | Protection | Performance.

Key Accomplishments

Successfully completed the onboarding of Chief of Police James Bullock , Planning and Economic Development Director Keedra Jackson, Assistant Public Works Director Bernard Kendrick and Public Works Laborer Joseph Heri.

Managed the Lieutenant promotional assessment process, including structured interviews, scenario exercises, and written assessments.

- Continued continuous recruitment activities for Police Officer vacancies.
- Developed and finalized the Reserve Police Officer job description and offer documentation.
- Administered employee relations matters, counseling memoranda, and supervisory guidance.
- Coordinated Workers' Compensation return-to-work activities and restricted duty assignments.
- Managed EAP referrals and return-to-work coordination for applicable employees.
- Administered benefits, payroll corrections, and HRIS support with Finance.
- Supported Juneteenth event planning through volunteer coordination, liability waivers, and risk management review.
- Continued collaboration with executive leadership on staffing, policy implementation, and organizational initiatives.

Project Updates / Status

- Police Officer Recruitment – Continuous recruitment remains active.
- Lieutenant Promotional Process – Assessment process completed; recommendations prepared.
- Leadership Recruitment – Completed the recruitment process for the Finance Director, a key leadership position.
- Policy & Compliance – Continued review and implementation of HR policies and operational procedures.
- Workers' Compensation & Risk Management – Ongoing case management and return-to-work coordination.

Major Accomplishments

- Strengthened executive leadership transitions through coordinated onboarding.
- Successfully administered a comprehensive promotional assessment process.
- Maintained compliance with HR, benefits, risk management, and workers' compensation requirements.
- Provided timely employee relations support while maintaining operational continuity.

Upcoming Goals / Projects

- Continue Police Officer recruitment and hiring.
- Support implementation of recommendations from the Lieutenant assessment process.
- Advance policy updates and employee training initiatives.
- Continue organizational development and workforce planning efforts.
- Support FY 2026-2027 staffing and HR strategic initiatives.

Staffing / Personnel Updates

- Chief of Police onboarded.
- Planning & Economic Development Director onboarded.
- Assistant Public Works Director onboarded.
- Public Works Laborer.
- Police Officer recruitment remains ongoing.
- Reserve Police Officer program documentation completed.

Operational Highlights

Throughout June 2026, Human Resources and Risk Management remained actively engaged in recruitment, executive onboarding, employee relations, policy administration, benefits, payroll support, risk management, workers' compensation, and strategic organizational initiatives. The department continued providing operational support to the City Manager, department directors, and employees while promoting accountability, compliance, and service excellence.

Technology and Communications

Christin Taylor, Technology and Communications Officer

Executive Summary/Highlights:

Over the past month, the Communications and Technology Officer's function has continued strengthening the City's digital presence, enhancing cross-departmental collaboration, and supporting high-visibility community initiatives through strategic communications and project coordination. Key accomplishments include streamlining internal communications processes, advancing website modernization efforts, initiating a comprehensive IT and cybersecurity assessment, and expanding collaborative support across multiple departments.

A major area of progress involved increased partnership with City departments to elevate public engagement and awareness around key community initiatives. Communications and Technology worked closely with the Parks and Recreation Department to support outreach and promotional efforts surrounding the Milam Park Pool Opening, ensuring timely dissemination of information and increasing community awareness and participation. Collaboration with the City Manager's Office supported planning and communication efforts for the City's Juneteenth Celebration, including event promotion, community engagement initiatives, branding, and digital outreach intended to strengthen participation and celebrate the City's cultural diversity.

Additionally, the department partnered extensively with the Police Department on a strategic recruitment campaign designed to increase visibility, strengthen applicant outreach, and enhance the City's ability to attract qualified candidates. Efforts included development of branded recruitment materials, digital and social media content, and enhanced messaging focused on highlighting the values, opportunities, and community impact associated with serving the City of Clarkston.

These initiatives have contributed to improved public engagement, more consistent and timely messaging, stronger interdepartmental alignment, and greater visibility of City programs and services.

At the same time, several critical issues remain priorities moving forward, including addressing aging technology infrastructure, formalizing cybersecurity policies and protocols, and managing resource constraints that impact implementation timelines and scalability.

Overall, the past month has established a stronger operational and strategic foundation while demonstrating the value of integrated communications support across City functions. Focus in the coming months will center on implementation of a phased technology modernization strategy, strengthening cybersecurity readiness, expanding digital engagement efforts, and continuing to enhance transparency and service delivery through effective communication tools and collaborative partnerships.

Key Performance Indicators (KPIs) & Metrics:

The VC3 support ticket report as of May 26, 2026, reflects an increase in a number of tickets of outstanding issues and strong resolution performance. At the time of reporting, there are 9 open tickets compared to 73 closed tickets, indicating that most reported issues have been successfully resolved.

The VC3 support ticket report reflects strong overall service performance and issue resolution effectiveness. A total of 82 support tickets were managed during the reporting period, with 73 tickets successfully resolved and 9 tickets remaining open. This represents a ticket closure rate of approximately 89%, demonstrating efficient handling of reported technical issues and support requests. The current open ticket rate of 11% indicates a manageable outstanding workload and suggests that unresolved issues remain relatively low compared to overall activity levels.

Additionally, the closed-to-open ticket ratio of approximately 8.1:1 reflects a strong operational performance level, with more than eight issues resolved for every active issue still pending. These metrics indicate a positive trend in service responsiveness and support effectiveness while also highlighting the need for continued monitoring of outstanding issues to maintain service quality and ensure timely resolution. Future performance reporting should also consider additional indicators such as average response time, average resolution time, service level agreement (SLA) compliance, customer satisfaction ratings, and recurring issue trends to provide a more comprehensive view of technology service performance.

Monthly Achievements and Milestones:

Communications & Public Engagement

- Successfully increased cross-departmental collaboration and communication workflows between Communications and Technology and City departments.
- Expanded public outreach efforts through coordinated messaging and improved digital communication strategies.
- Improved consistency and timeliness of City messaging across multiple communication channels.
- Increased visibility and awareness of City initiatives, events, and services through targeted communication campaigns.

City Manager's Office – Juneteenth Celebration/Independence Day

- Supported planning and promotional activities for the **City of Clarkston Juneteenth Celebration/Independence**
- Developed event branding, visual assets, and community-focused messaging materials.
- Enhanced public awareness and participation efforts through strategic digital outreach.
- Assisted in strengthening community engagement around cultural and civic initiatives.

Police Department Recruitment Initiative

- Launched a strategic recruitment communications campaign for the **Clarkston Police Department**.
- Developed recruitment of branding and visual marketing materials across digital platforms.
- Created recruitment graphics, social media assets, banners, and promotional messaging to attract qualified applicants.
- Increased visibility of career opportunities and strengthened department outreach efforts.

Technology & Digital Infrastructure

- Continued advancement of website modernization initiatives to improve user experience and accessibility.
- Initiated a citywide IT and cybersecurity assessment to identify infrastructure and operational needs.
- Identified key technology gaps and future infrastructure priorities.
- Began development of a phased technology modernization strategy.

Organizational Development & Strategic Progress

- Improved internal alignment and coordination among departments.
- Established foundational processes supporting long-term communication and technology improvements.
- Increased integration of communications planning into departmental projects and initiatives.
- Strengthened the City's ability to proactively support public information and engagement efforts.

Project Updates/Status:

- **Website Modernization Initiative – In Progress (On Track)**
Key improvements to website navigation, accessibility, and content organization continue to move forward. Initial updates have been deployed, with additional enhancements planned to improve the user experience and provide residents with easier access to City services, information, and community resources. Recent efforts have also focused on strengthening event promotion capabilities and improving the visibility of departmental initiatives through more streamlined content management processes.
- **IT Infrastructure Assessment – In Progress (On Track)**
A comprehensive review of current systems, hardware, software, and network infrastructure has been completed. Findings identified several priorities related to lifecycle replacement schedules, system standardization opportunities, infrastructure modernization, and risk mitigation measures. Assessment results are now being incorporated into future technology planning efforts and will help guide strategic investments.
- **Communications Standardization Project – In Progress (On Track)**
Development of a centralized communications workflow, content calendar, and standardized messaging practices continues to improve consistency and coordination across City departments. Early implementation has resulted in improved internal alignment and more efficient planning for City initiatives, public announcements, and community engagement efforts.

Recent efforts have supported increased collaboration with the **Parks and Recreation Department, City Manager's Office, and Police Department**, helping ensure coordinated messaging for key City initiatives and events.

- **Digital Engagement Expansion (social media & Outreach) – In Progress (On Track)**
Increased activity and more strategic content planning continue to improve public engagement and outreach effectiveness. Enhanced coordination across departments has supported several high-visibility projects, including:
 - Promotional and public awareness efforts for the **Milam Park Pool Opening**
 - Community outreach and event communications supporting the **City Juneteenth Celebration**
 - Development and launch of a strategic **Clarkston Police Department Recruitment Campaign**

These efforts have increased visibility of City programs and services while strengthening community awareness and engagement.

- **Technology Modernization Roadmap – In Development**
Using findings from the completed infrastructure assessment, a phased Technology Modernization Roadmap is currently being developed to guide future investments in systems, cybersecurity, infrastructure, and digital service delivery. The roadmap will establish short-term priorities and long-term strategies to improve operational efficiency, strengthen technology resiliency, and enhance service delivery across the organization.
- **Cross-Department Strategic Communications Support – In Development**
Communications and Technology has expanded its role as a strategic support function by Integrating communications planning into major City initiatives and departmental projects. Increased collaboration across departments has strengthened message consistency, improved public-facing communication efforts and enhanced the City's ability to proactively engage residents and stakeholders.

Staffing/Personnel Updates: N/A.

Photos or Infographics:



COURTS

Lillian Triplett, Chief Court Clerk

Executive Summary/Highlights:

During the reporting period, the Clarkston Municipal Court processed a total of **357 transactions**, generating **\$83,456.62** in revenue collections. The Court maintained strong financial operations while managing a variety of payment types, including court fines, bond payments, probation payments, diversion payments, and miscellaneous receipts. The Court successfully processed a high volume of financial transactions while maintaining accountability and accurate recordkeeping. Probation-related collections continued to be the primary revenue source, reflecting ongoing compliance efforts and case management activities. Diversion Program participation remained strong, contributing significantly to overall revenue collections. The Court's diverse payment options support efficient collections and customer service.

Overall, the Court demonstrated effective financial stewardship, processing more than **\$83,000 in collections** while maintaining efficient transaction management and supporting the Court's operational and compliance objectives.

Revenue by Category

- **Probation Payments:** \$43,032.62 (175 transactions)
 - Represented the largest source of collections, accounting for approximately **51.4%** of total revenue.
- **Diversion Program Payments:** \$16,691.00 (87 transactions)
- **Court Payments:** \$14,115.00 (59 transactions)
- **Cash Bond Payments:** \$9,598.00 (5 transactions)
- **Miscellaneous Receipts:** \$20.00 (2 transactions)

Payment Method Breakdown

Collections were received through multiple payment methods, demonstrating accessibility and convenience for defendants:

- **Checks:** \$60,748.62
- **Cash:** \$12,028.00
- **Credit Cards:** \$5,055.00
- **Other Payment Methods:** \$5,625.00

Monthly Report from Professional Probation Services (PPS)

During the month of May 2026, a total of 56 citations were referred to probation. Of those citations, 46 were successfully completed, while 12 were unsuccessful.

The Court supervised a total of 33 probationers during the reporting period. Of these individuals, 28 successfully completed probation, and 5 were unsuccessful in meeting the requirements of their probation. There were no modifications of probation terms during the month.

Summary Statistics

- Citations Referred to Probation: 56
 - Successful: 46
 - Unsuccessful: 12
- Probationers Supervised: 33
 - Successful: 28
 - Unsuccessful: 5
- Modifications of Terms: 0

Court Sessions

Court was held five (5) times this month.

- **Code Enforcement** – June 3rd, 2026 at 4:00pm
Total Case Count: 22 Total Defendants: 6
Five (5) defendants failed to appear = 58.33% appearance rate
- **Bench Trials** – June 3rd, 2026 at 5:00pm
Total Case Count: 7 Total Defendant Count: 5
Two (2) defendants failed to appear = 85.17% appearance rate
- **Compliance** - June 8th, 2026 at 10:00am
Total Case Count: 31
Two (2) defendant's failed to appear = 93.54%
- **Plea and Arraignment** - June 9th, 2026 at 10:00am
Total Case Count: 71
Ten (10) defendants failed to appear = 85.91% appearance rate
- **Plea and Arraignment** - June 18th, 2026 at 10:00am
Total Case Count: 88
Two (2) defendants failed to appear = 90% appearance rate

Staffing/Personnel Updates:

- No updates at this time.

Photos or Infographics:

- None

Parks and Recreation

Michael Duncan, Parks and Recreation Director

Executive Summary/Highlights:

Milam Park Pool – June 2026 Admission Report

The Milam Park Pool experienced a strong increase in attendance throughout the month of June, reflecting another successful summer season for the City of Clarkston Parks & Recreation Department. Favorable weather, family-friendly programming, and the availability of the community pool have contributed to a steady flow of visitors from both Clarkston residents and surrounding communities.

As of **June 30, 2026, at 12:00 p.m.**, the Milam Park Pool welcomed **4,407 guests** during the month of June. The attendance figures demonstrate that the pool continues to be a popular recreational destination for children, families, and individuals of all ages.

June 2026 Pool Admission Breakdown

Admission Category	Total Guests
Resident Youth (Ages 2–17)	2,093
Non-Resident Youth (Ages 2–17)	1,212
Toddlers (Ages 1 & Under)	90

Resident Adults (Ages 18–59)	544
Non-Resident Adults (Ages 18–59)	422
Seniors (Ages 60 & Over)	46
Total Guests	4,407

Attendance Highlights

- **Total attendance: 4,407 guests**
- **Resident attendance: 2,683 guests** (approximately **61%** of total attendance)
- **Non-resident attendance: 1,634 guests** (approximately **37%** of total attendance)
- **Toddlers (1 & under): 90 guests** (approximately **2%** of total attendance)
- **Youth attendance (ages 2–17): 3,305 guests**, representing approximately **75%** of all visitors.

The data indicates that youth and families continue to be the primary users of the Milam Park Pool, with children and teens accounting for three out of every four guests. Resident participation remains strong, while the pool also continues to attract visitors from neighboring communities, highlighting Milam Park Pool as a valued regional recreational amenity.

The City of Clarkston Parks & Recreation Department remains committed to providing a safe, clean, and enjoyable aquatic experience for all guests throughout the remainder of the 2026 pool season.

Key Performance Indicators (KPIs) & Metrics:

Monthly Reservation Statistical Report

The City of Clarkston Parks & Recreation Department continued to experience strong community participation in its rental facilities throughout the month of June 2026. Both indoor and outdoor facilities remained in high demand, providing residents, organizations, and visitors with affordable, well-maintained venues for a variety of events and activities.

Clarkston Women's Club

During the month of June 2026, the Parks & Recreation Department facilitated **14 reservations** at the **Clarkston Women's Club**. The facility hosted a diverse range of events, including birthday celebrations, family gatherings, community meetings, social events, organizational functions, and other private rentals. The continued utilization of the Women's Club demonstrates its value as one of the City's premier indoor event venues and reflects the community's confidence in the quality and accessibility of the facility.

Department staff coordinated each reservation by managing scheduling, customer service, rental agreements, facility access, inspections, and post-event evaluations to ensure the building remained clean, safe, and ready for future use.

Milam Park Pavilion

The **Milam Park Pavilion** remained one of the City's most requested rental amenities during June, with a total of **21 reservations**. The pavilion served as the location for numerous birthday parties, family reunions, cookouts, church gatherings, community celebrations, youth activities, and other recreational events.

It's convenient location within Milam Park, along with access to playgrounds, athletic fields, walking trails, and other park amenities, continues to make the pavilion a highly desirable destination for residents and visitors seeking an outdoor venue for special occasions.

Monthly Summary

Combined, the Parks & Recreation Department managed **35 facility reservations** during the month of June, demonstrating continued community engagement and strong demand for City-owned recreational facilities.

These rental statistics reflect the important role that Parks & Recreation facilities play in bringing the community together while generating revenue that supports facility maintenance and operational improvements. The department will continue to monitor monthly reservation trends, evaluate customer demand, and identify opportunities to enhance facility amenities, improve operational efficiency, and expand recreational opportunities for residents and visitors.

The Parks & Recreation Department remains committed to providing clean, safe, affordable, and welcoming facilities that support community gatherings, promote recreation, and enhance the overall quality of life for the citizens of Clarkston.

Project Updates/Status:

Parks & Recreation Master Plan – Consultant Update

Perez Planning & Designing, Inc. has completed the comprehensive Parks & Recreation Master Plan for the City of Clarkston. This important planning document establishes a long-term vision for the City's parks, recreational facilities, programs, and future capital investments. The Master Plan is intended to serve as a strategic guide for City leadership over the coming years, ensuring that parks and recreation services continue to meet the evolving needs of the community while supporting sustainable growth and enhancing residents' quality of life.

Throughout the planning process, the consulting team conducted a comprehensive evaluation of the City's parks and recreation system. This work included detailed assessments of existing park facilities, recreational amenities, athletic fields, playgrounds, trails, and support infrastructure, as well as an analysis of current recreational programming, operational practices, maintenance procedures, demographic trends, and future community needs.

In developing the Master Plan, Perez Planning & Designing, Inc. performed extensive on-site inspections of all City park facilities, reviewed existing operations and maintenance practices, evaluated recreational assets, benchmarked Clarkston's park system against national parks and recreation standards, and identified opportunities to enhance recreational services throughout the city. The consultant also developed recommendations for future capital improvement projects, facility enhancements, park renovations, new recreational amenities, operational improvements, and phased implementation strategies designed to guide future decision-making.

A key component of the planning process was public engagement. The consultant facilitated multiple opportunities for community participation through public meetings, stakeholder interviews, focus group discussions, and citywide community surveys. These outreach efforts provided residents, community organizations, elected officials, and City staff with the opportunity to share their priorities, identify areas of need, and provide valuable feedback regarding the future of parks and recreation in Clarkston. The information gathered through this engagement process was carefully evaluated and incorporated into the final recommendations to ensure the Master Plan reflects the community's vision and priorities.

Perez Planning & Designing, Inc. will present the completed Parks & Recreation Master Plan to the Mayor and City Council during the **July Council Work Session scheduled for Tuesday, July 28, 2026**. The presentation will provide a comprehensive overview of the planning process, key findings, community input, recommended capital improvements, implementation priorities, estimated project timelines, potential funding opportunities, and strategic recommendations for

future growth and development of the City's parks and recreation system.

Following the presentation and Council discussion, the completed Parks & Recreation Master Plan will be brought forward for formal consideration and adoption by the Mayor and City Council. Once adopted, the Master Plan will serve as the City's official roadmap for future parks and recreation planning, helping to prioritize investments, pursue grant funding opportunities, support capital improvement planning, and enhance recreational services for residents for years to come.

Upcoming Goals/Projects:

Milam Park Field – RFP and Proposal Evaluation Update

The Parks & Recreation Department has completed the Request for Proposals (RFP) process for professional civil engineering services related to the design of the proposed conversion of the Milam Park multipurpose athletic field from natural grass to synthetic turf. This project represents a significant investment in the City's parks infrastructure and is a key component of Clarkston's long-term strategy to improve recreational facilities, expand programming opportunities, increase field availability, and reduce long-term maintenance and operational costs.

The scope of work includes the preparation of conceptual site designs, engineering plans, technical specifications, permitting assistance, and the development of complete biddable construction documents necessary to competitively solicit contractors for the future construction of the synthetic turf field. The selected engineering consultant will also provide design support throughout the project development process to ensure the plans comply with all applicable engineering standards, regulatory requirements, and construction best practices.

This project has been identified as a high-priority initiative within the City's Parks & Recreation Master Plan and aligns with the City's long-term vision to modernize recreational facilities while meeting the growing demand for athletic field space. The design phase was also included as a required City-funded component of the Community Development Block Grant (CDBG) application submitted to DeKalb County in April 2026. If awarded, the CDBG funding would be utilized to assist with the construction phase of the project following completion of the engineering design.

To procure engineering services, the City issued a competitive Request for Proposals (RFP) inviting qualified firms with experience in athletic field design, civil engineering, and park development to submit proposals. The solicitation established evaluation criteria designed to identify the firm best qualified to successfully complete the project. Proposals were evaluated based on several factors, including:

- Project understanding and overall technical approach
- Experience with synthetic turf athletic field design and similar municipal projects
- Qualifications and experience of the proposed project team
- Ability to meet project schedules and deliverables
- Quality of previous work and references
- Overall cost competitiveness and value to the city

The city received proposals from the following firms:

- **Stantec**
- **Foresite Group**
- **Skyline Engineering & Construction, LLC**

A comprehensive evaluation of all submitted proposals was conducted by a review committee consisting of the City Manager, Parks & Recreation Director, Assistant Public Works Director, and City Engineer. Each proposal was independently reviewed, scored, and ranked in accordance with the evaluation criteria established in the RFP. Emphasis was placed on each firm's technical

expertise, experience with synthetic turf athletic facilities, project management capabilities, understanding of the City's project goals, and ability to produce high-quality engineering and construction documents.

Following completion of the evaluation process, **Skyline Engineering & Construction, LLC** received the highest overall ranking based on the technical evaluation. The evaluation committee determined that Skyline Engineering & Construction, LLC demonstrated the strongest qualifications, project approach, and overall value to successfully deliver the engineering services required for this important capital improvement project.

The Parks & Recreation Department will present a recommendation to award the professional services contract to Skyline Engineering & Construction, LLC for consideration by the Mayor and City Council in accordance with the City's procurement policies and procedures. Upon Council approval, the consultant will begin the design phase, including site analysis, concept development, engineering design, stakeholder coordination, and preparation of construction-ready bid documents. Completion of the design phase will position the city to move forward with securing construction funding and advancing one of the highest-priority projects identified in the Parks & Recreation Master Plan.

Major Accomplishments:

Clarkston Community Youth Summer Basketball Camp

In partnership with Clarkston First Baptist Church, the Veterans and Community Outreach Foundation (VCOF), and the City of Clarkston Parks & Recreation Department, the city successfully hosted the **2026 Clarkston Community Youth Summer Basketball Camp** for youth ages **7–17**. The four-day camp was held **June 23–26, 2026**, from **8:00 a.m. to 4:00 p.m.** each day at the **Clarkston First Baptist Church Gymnasium**.

The camp was created to provide local youth with a safe, structured, and engaging summer experience that combined athletic skill development with leadership training, character education, and community engagement. The program offered participants the opportunity to improve their basketball abilities while developing important life skills that extend beyond the game.

The camp was led by **Brian Rowsom**, former NBA player and founder of **Brian Rowsom Sports**. During his professional basketball career, Rowsom played for the **Indiana Pacers** and the **Charlotte Hornets** and has dedicated his post-playing career to mentoring young athletes through coaching, leadership development, and community outreach. Through Brian Rowsom Sports, he has positively impacted youth by promoting discipline, teamwork, perseverance, and academic success alongside athletic achievement.

Throughout the week, campers participated in a comprehensive schedule of activities designed to foster both athletic and personal growth. Daily programming included:

- Basketball skills instruction emphasizing shooting mechanics, ball handling, passing, defensive techniques, footwork, rebounding, and overall game fundamentals.
- Individual and team competitions are designed to reinforce skill development while encouraging teamwork, communication, and sportsmanship.
- Team-building exercises that promote leadership, cooperation, confidence, and respect among participants.
- Educational workshops focused on mental health awareness, character development, personal responsibility, goal setting, conflict resolution, and making positive life choices.
- Community engagement activities that encourage youth to build meaningful relationships with peers, coaches, mentors, and community leaders while strengthening their sense of belonging within the Clarkston community.

In addition to basketball instruction, campers received daily meals and snacks in a positive and supportive environment where they were encouraged to challenge themselves both on and off the court. Coaches and mentors emphasized the importance of education, respect, discipline, healthy lifestyles, and serving others within their community.

The 2026 Clarkston Community Youth Summer Basketball Camp provided participants with a memorable and rewarding summer experience that extended well beyond athletics. By combining sports instruction with mentorship, leadership development, and life-skills education, the program supported the social, emotional, mental, and physical well-being of every participant.

The Parks & Recreation Department extends its sincere appreciation to **Clarkston First Baptist Church**, the **Veterans and Community Outreach Foundation (VCOF)**, **Brian Rowsom Sports**, the volunteer coaches, community partners, sponsors, and all staff members whose dedication and collaboration made this program a tremendous success. Their collective commitment to investing in Clarkston's youth continues to strengthen the community and provide opportunities that positively impact the lives of young people for years to come.

Photos or Infographics:



PUBLIC SAFETY – POLICE

James Bullock – Chief of Police
Xavier Todd, Assistant Chief of Police

Executive Summary / Highlights

During the month of June, the Clarkston Police Department remained committed to enhancing public safety, strengthening community partnerships, and providing professional law enforcement services throughout the City of Clarkston. Notable connections include introductions with Envision Atlanta, Family Heritage Foundation, and Mt. Paran Clarkston. Additionally, we had 26 arrests during this period.

Key Performance Indicators (KPIs) & Metrics:

Part I – Crime Statistics

Reporting Period: May 28, 2026 – June 28, 2026

Offense Type	Number of Incidents
Homicide	0
Rape	0

Robbery	0
Assault	10
Burglary	1
Theft	17
Motor Vehicle Theft	7

Part II – Patrol Statistics

Reporting Period: May 28, 2026 - June 28, 2026

Activity Numbers

Citations Issued	97
Accident Reports	42
Incident Reports	147
Arrest	26

Criminal Investigations Division

CASE CLEARANCE REPORT		CLARKSTON POLICE - Criminal Investigations Division		
Date: 06/1- 06/13/26		OIC A. Cushenan		
DESCRIPTION	ASSIGNED	CLEARED		CASES CLEARED
Total Cases	26	20		
Closed - Arrest / Warrant	5			
Closed - Lack of Prosecution	15			
Closed - Nolle Prosse / Unfounded				
Closed - Missing Person Located	1			
Inactive - No Solv Factors/Pending GBI/GCIC				
Arrests / Warrants Obtained	18			
Search Warrants Obtained				
Burglary	1	1		
Theft By Taking Auto	1	1		
Theft (All Other)	6	4		

Harassing Calls				
Terroristic Threats				
Robbery/Armed Robbery	1	1		
Rape / Child Molestation / Cruelty to Children				
Entering Auto	6	4		Strokers
Criminal Damage / Trespass				
Fraud / Forgery/Identity Theft	1	1		
Death Investigations/Murder				
Agg Assault / Battery/Person Shot	3	3		Warrants Obtained
Missing Person / Runaway Juvenile	1	1		
Criminal Attempt				
Hi-Jacking of a Motor Vehicle				
ICAC Case	1			
Other	5	5		Drug/ Self Initiated
Total Cases Cleared	26	20		

	Earle	CUSHENAN	SALEH
Total Open Cases	3	6	4
Total Assigned/ Under Investigation	12	13	7
Warrants	6	4	8
Subpoena	4	0	1
Search Warrants	0	0	1

**Records Services with Fee
June 1 – June 27, 2026**

	Volume	Fees Collected
Alcohol Server & Adult	23	\$7,400.00
Entertainer Permits		
Background Checks	17	\$340.00
Reports	29	\$145.00
Open Records	4	\$87.99
Total	73	\$7,972.99

Key Accomplishments

- The Criminal Investigations Unit successfully advanced several active investigations, resulting in case closures and arrests. CID was assigned 26 cases and 20 was cleared with 5 arrests and 18 warrant
- The department conducted targeted patrol operations in high-traffic and high-crime areas. Officers responded to a call regarding a vehicle laying drags in the cul-de-sac of Casa Woods Lane. Using the FLOCK camera system, officers were able to identify the suspect vehicle, resulting in one arrest and the impoundment of the vehicle. The driver was arrested

- and charged with laying drags and reckless driving.
- Collaboration with local, county, state, and federal partners continued to strengthen regional public safety initiatives, and information-sharing efforts in partnership with Dekalb Chiefs Association.

Upcoming Goals and Projects

The Police Department's primary organizational objectives include the successful recruitment and selection of a new police officers, as well as filling one Lieutenant position. This leadership appointment will strengthen the department's organizational structure, improve span of control, enhance supervisory oversight, and support the continued delivery of effective and efficient public safety services to the community.

Operational Highlights

- The Police Department continues its ongoing recruitment campaign in collaboration with the Communications Manager and Human Resources to attract and hire qualified candidates.

Major Accomplishments

- N/A

Staffing/Personnel Updates:

- Officer J. Johnson tenured his resignation effective June 2, 2026
- Det. A. Selah tenured his resignation effective June 29, 2026
- Lieutenant assessment was conducted on June 25, 2026. Selection Pending
- Captain Steedle remains off due to workman comp.
- The department currently has only **10** sworn patrol positions filled, which includes **4** Sergeant positions and **6** Uniform Patrol. There are **3** administrative command positions filled to include Chief of Police, Assistant Chief, and Captain. There are **6** total vacancies within the department, consisting of **3** Uniform Patrol Officer positions, 1 Detective, 1 PIOH Sergeant, and 1 Lieutenant. Total funded capacity 21 sworn.

Photos or Infographics:

- N/A

Public Works

Marcus Seaton, Public Works Director

Bernard Kendrick, Assistant Public Works Director

Executive Summary/Highlights

During this period, Public Works coordinated activity across infrastructure repair, demolition, fleet planning, procurement, traffic safety, citizen-response items, and event preparation. Several procurement and project packages (Church Street railroad repair, 1172 Clark Street demolition, mailbox replacement, fleet pricing, and the revised Landscaping RFP) have been submitted and are awaiting approval. A traffic safety evaluation of the Mell Avenue intersection was completed and distributed to the Assistant Police Chief, and an upgraded lighting package has been requested from Georgia Power for three corridor locations. Staff also coordinated vendor outreach and site logistics for the upcoming Juneteenth event, including ADA-accessible restroom facilities, heat mitigation equipment, and an on-site walk-through, and submitted a fireworks permit application to DeKalb County for the July 3 event — which has since been approved by the DeKalb County Fire Marshal. Staff also met with Skyline Engineering & Construction to discuss converting the Milam Park grass field into a multi-purpose synthetic turf facility to support year-round athletic programming. Additionally, Joseph Heri was hired as full-time staff to support parks and streets maintenance and weekend rental operations. Was in attendance for the Executive Leadership Team (ELT) retreat, where discussion centered on upcoming projects and priorities for the final two quarters of the fiscal year.

Key Performance Indicators (KPIs) & Metrics

The following key performance indicators reflect departmental activity for this reporting period:

- **Projects Coordinated:** 10 active projects managed across infrastructure, procurement, event preparation, and traffic safety.
- **Procurement Packages Submitted:** 5 bids, quotes, or RFP documents submitted for review and approval (Church Street railroad repair, Clark Street demolition, mailbox replacement, fleet vehicle pricing, Landscaping RFP).
- **Citizen Requests Addressed:** 2 citizen-initiated items resolved or in progress (Tribble Drive drainage investigation, 4062 E Ponce de Leon mailbox replacement — completed).
- **Staffing:** 1 full-time staff member hired (Joseph Heri) to support parks maintenance, streets, and weekend rental operations.
- **Event Readiness:** Juneteenth/July 4th event logistics underway; fireworks permit submitted to DeKalb County; ADA-accessible facilities and heat mitigation equipment secured.
- **Lighting Improvement Requests:** Upgraded lighting package requested from Georgia Power for 3 corridors (North Montreal Road, E Ponce de Leon Avenue, Poplar Drive/East Avenue).

Project Updates/Status

Project / Item	Action Taken	Status
Church Street Railroad Repair	Coordinated repair; material quotes submitted for approval	Pending Approval
1172 Clark Street Demolition	Coordinated demolition project; bid documents submitted for approval	Pending Approval
Mailbox Replacement – 4062 E Ponce de Leon Ave	Coordinated replacement; quotes submitted for approval	Completed
Public Works Fleet – Replacement Vehicle Pricing	Coordinated pricing estimates; recommendation submitted for review	Pending Approval
Landscaping RFP (Revised)	Revised RFP document submitted for review	Pending Approval
Mell Avenue Traffic Pattern Evaluation	Evaluated traffic pattern; memo prepared and distributed to Assistant Police Chief and Police Chief	Distributed
Georgia Power – Upgraded Lighting Package	Requested upgrades for North Montreal Road, E Ponce de Leon Avenue, and Poplar Drive/East Avenue	Requested
Tribble Drive Drainage Investigation	Memo generated for citizen inquiry; submitted for review and approval	Pending Approval
Juneteenth Event – Vendor & Site Coordination	Reached out to vendors; ordered 2 portable restrooms (including ADA-accessible unit); reserved evaporative condensation fan blowers for extreme heat conditions; verified electrical outlet capacity for proper usage; conducted site walk-through to map vendor placement and event setup	In Progress
Juneteenth/July 4th Event – Fireworks	Gathered required paperwork from Big Grin	Completed

Permit	Fireworks; submitted fireworks permit application to DeKalb County for review and approval, for the event on July 3. Permit has been approved by the DeKalb County Fire Marshal.	
Milam Park Field Conversion	Met with Skyline Engineering & Construction to discuss converting the existing grass field into a multi-purpose synthetic turf recreational facility to support year-round athletic programming	In Progress

Upcoming Goals/Projects

- Obtain approvals on pending quotes/bids: Church Street railroad repair, 1172 Clark Street demolition, mailbox replacement, fleet vehicle pricing, and revised Landscaping RFP.
- Follow up with Georgia Power on requested lighting upgrades for North Montreal Road, E Ponce de Leon Avenue, and Poplar Drive/East Avenue.
- Determine next steps on the Mell Avenue traffic pattern findings in coordination with the Assistant Police Chief.
- Close out the Tribble Drive drainage citizen inquiry pending review and approval.
- Finalize remaining vendor confirmations and complete setup logistics ahead of the Juneteenth/July 4th event.
- Continue discussions with Skyline Engineering & Construction on the Milam Park synthetic turf conversion.

SS4A Project Coordination Update

- **Policy & Timeline:** Policy recommendations are due by the second week of July; a work session is targeted for the last Tuesday in July, with the final report due September 30. A meeting with Patrice is set for June 30 (2–3 PM).
- **Public Engagement:** Approximately 50 survey responses were collected at the pool event, with data now being cleaned and summarized.
- **Draft Report:** Executive summary, technical sections, engagement outcomes, and visual elements (maps, charts, infographics) are in development; a more complete draft is expected by week's end.
- **Near Miss Analysis:** Camera-based conflict data identified hotspots at Clarkston High School, Indian Creek Elementary, and Somali Plaza, which will help inform infrastructure recommendations.
- **Policy Recommendations:** Recommendations are being tailored to Clarkston's existing roadway network, with a focus on redesigns and intersection improvements rather than new roadway projects.
- **Administrative:** Outstanding invoices are being coordinated for approval, with several large invoices expected soon.

Staffing/Personnel Updates

Hired Joseph Heri as a full-time staff member responsible for maintenance of parks and streets. Joseph also covers weekend rentals, ensuring guests have access to their reservations.

Photos or Infographics

N/A