

MONTHLY

REPORT

May 2026



where possibilities grow

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City Manager's Report May 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:

- Urban Pulse Contract for an amount not to exceed \$25,000 for On-Call Economic Development Services. This contract is for on-call Economic Development Services.
- CPL Architecture, Engineers, and Landscape Architect, D.P.C. Contract for an amount not to exceed \$25,000 for On-Call Planning and Zoning Services.
- The Berkley Group Contract for an amount to not exceed \$25,000 for On-Call Planning and Zoning 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 05/06/2026
 - Safety Action Plan – Open House
 - Safety Action Plan – PMT Meeting 05/20/2026
 - Phase I of the City's Greenway Trail Project – Conceptual Design
 - Trail Design – PMT Meeting 05/06/2026
 - Trail Design – PMT Meeting 05/20/2026
 - Clarkston's Annexation Study
 - PMT Meeting 05/05/2026
 - Clarkston's 2046 Comprehensive Plan Rewrite
 - PMT Meeting 05/12/2026
 - Clarkston's Norman Road Dam Rehabilitation Project
 - Public Engagement Meeting – 05/28/2026 - approximately 40 persons gathered to gather community input and to discuss phases of the Norman Road Dam Rehabilitation Project.

- Clarkston's Parks and Recreation Master Plan
 - Meeting to discuss 04/28/2026 presentation to Council – 04/16/2026
- Economic Mobility Initiative – ICMA – 05/20/2026
- Sages Software Go Live Meeting – 05/12/2026

ADMINISTRATION

Chief Administrative Officer – City Manager

Administrative Initiatives:

City Manager Miller-Thornton completed Governmental Finance Officers recertification course requirements for Capital Improvements Plan Overview and received 3.0 CPE credits for completing the course. Seven quizzes and one final assessment was completed with an overall score of 98.75.

The education and information attained will be used to begin composition of a Comprehensive Capital Improvement Plan for the City.

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.
- 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.
 - Two Plannign Team Meetings were held during the month of May to ensure that service gaps were minimized 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 05/07/2026 the City Manager, Mayor Burks, elected officials and several staff members attended the State of DeKalb County 2026 event.
- On 05/19/2026 the City Manager, along with Economic Development Director, Jacob Bouie, attended the inaugural session of the DeKalb Economic Development Leadership Roundtable. Chamber President Frankie Atwarted and Board representatives discussed with cities the services as provided by the DeKalb Chamber, its business members, city members, and potential businesses and developments looking to locate in DeKalb County. There was opportunity for the City's to discuss some of the issues that DeKalb municipalities face relative economic development related processes like plan review, permitting, fire review, etc. Points of contact and best practices were shared around the table.

- On 05/27/2026 the City Manager, along with Public Works Director Marcus Seaton, joined other DeKalb cities, non-profits, and agencies in a meeting with the DeKalb Sanitation Division Director (Eugene MczKinnie). Director McKinnie provided information about the Sanitation Division's rebranding initiative. There was also discussion around the potential for new programs and the new rate structure that is currently being considered by DeKalb Commission.
- On 05/29/2026 the City Manager attended the 2026 Milam Park Pool Opening. Hundreds gathered to enjoy the festivities. There was music, free food and free entry into the pool area.

Legislative Considerations:

- **State Legislation** Georgia Governor Brian Kemp signed Senate Bill 33 into law on May 11, 2026, just ahead of the May 12 deadline for the 2026 legislative session. The legislation enacts broad property tax reform and mandates a statewide 3% cap on annual assessment increases for homesteaded properties.

Key Provisions of SB 33

- **Assessment Cap:** Limits how fast a primary residence's taxable assessed value can rise each year to either 3% or the rate of inflation, whichever is lower.
- **Statewide Standardization:** Makes the statewide base-year homestead exemption mandatory for all political subdivisions, stopping local opt-outs.
- **Local Option Sales Tax (LHOST):** Authorizes a new, optional Local Homestead Option Sales Tax (capped at 1%) that can be used to fund homestead exemptions, though this requires local legislation and voter approval.
- **Taxpayer Protections:** Protects homeowners from being retroactively assessed taxes due to honest government or administrative errors in applying exemptions.

City Manager Miller-Thornton has engaged with the City's Financial Advisors (Devenport) and City Attorney Stephen Quinn to determine impact on the City.

Events

Upcoming Events

Event: Juneteenth Celebration
 Date: Friday, June 19, 2026
 Location: Market Street
 Time: 5pm – 8pm

Event: 1st Community Pop-Up for 2026
 Date: Thursday, June 4, 2026
 Location: Upper Parking Lot of Milam Park (near Parkside Subdivision)
 Time: 3pm – 5pm

City Clerk's Office

Cindy Hanson, Interim City Clerk

Executive Summary/Highlights:

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

The City Clerk met with CivicPlus and Ikon Film Works to address and resolve issues related to the automatic upload of Zoom recordings for public meetings, as well as addressing sound issues during meetings.

The City Clerk attended the State of the County address with staff and elected officials.

On May 12, 2026 the City Clerk attended a webinar hosted by the Georgia Municipal Clerks Association (GMCA) titled "Setting up Records Areas & Digitizing Records". Training was completed for the SAGES Building Permit program, and Lightbox mapping program.

Key Performance Indicators (KPIs) & Metrics:

Business Licenses:

- Business license applications for new and renewed businesses are continually being processed. During the month of May thirty-seven (37) applications have been issued including business, coin operated amusement machines, hookah, and alcohol, with another forty-three (43) applications currently being processed.

Open Records Requests:

- Number of requests (YTD): 488
- Number of requests received this month: 86

Project Updates/Status:

- Application needs for the licensing software are in the process of being entered for Sages to build the program. Implementation of the licensing portion of the software will be determined later.
- Received quote from Starpoint USA regarding digitization of city records. Have reached out to MCCi for an additional quote.

Upcoming Goals/Projects:

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

Staffing/Personnel Updates:

- Cynthia Hanson was appointed as the City Clerk at the May 5, 2026 Council Meeting.

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 for the City's Juneteenth Festival has been successfully completed, and final preparations are currently underway. Key components, including vendor coordination, entertainment scheduling, and event logistics, have been finalized to ensure a well-organized and engaging celebration. The event remains on track for a successful and highly attended community experience that reflects the spirit, culture, and unity of the City of Clarkston.

Major Accomplishments

- Successfully participated in collaborative meetings with representatives from Mirador and Springdale Glen Apartment communities to strengthen community partnerships, discuss resident engagement opportunities, and support ongoing efforts related to communication, outreach, and neighborhood collaboration.
- Attended the DeKalb County Continuum of Care (CoC) monthly meeting and participated in regional discussions focused on housing stability, homelessness prevention, and supportive services. During the meeting, introductions were facilitated between apartment community representatives and CoC partners to encourage collaboration, strengthen community connections, and explore resource opportunities for residents.
- Facilitated strategic introductions and partnership-building discussions related to the Livable Centers Initiative (LCI) planning process. Follow-up engagement included the sharing of information regarding the Atlanta Regional Commission's (ARC) LCI framework and the Kensington LCI study area boundaries. As a result of continued collaboration, invitations were extended for City representation to participate on the Community Advisory Committee, creating additional opportunities for involvement in regional planning, community development, and stakeholder engagement efforts.

Upcoming Goals / Projects

- Execute the City of Clarkston's Annual Juneteenth Festival on June 19, 2026. This event will provide a family-friendly environment with inclusive activities designed to engage residents of

all ages, backgrounds, and communities.

Staffing / Personnel Updates

- No updates at this time.

Photos or Infographics

- None.

Finance

FY2024 Audit and FY2025 Reconciliation

The City Administration/Finance Departments continue to work towards completion of the City's 2024 audit. As of 05/30/2026 77% of audit items were completed (submitted and reviewed), 21% of audit items were submitted and under review. A total of 98% of audit items have been submitted to the City's Auditors. This total is an increase of 4% of audit items recorded as submitted at the beginning of May 2026.

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 Meeting was held on 05/13/2026 to include the City Manager's Office, Finance and Finance Support Staff, and the City's Auditors.

On May 15, 2026 the City Manager met with TRUIST representatives. TRUIST serves as one of the City's banking institutions. The meeting was held to discuss banking services and proposed services.

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 – May 2026

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

Executive Summary/Highlights

The Office of Human Resources and Risk Management continued supporting operational priorities throughout May 2026 through recruitment, workforce planning, onboarding, employee relations, leadership coordination, and organizational support initiatives. Efforts remained aligned with the City's commitment to operational excellence, employee accountability, and public service effectiveness under the framework: People | Protection | Performance.

Key Accomplishments

- Coordinated ongoing Police Officer continuous recruitment interviews and candidate scheduling
- Onboarded five (5) Pool Clerk/Concession Stand Attendants for Milam Park Summer operations
- Coordinated promotion of Officer Devin Patterson to Sergeant effective May 18, 2026
- Extended a conditional offer of employment for the Assistant Public Works Director position with a tentative start date of June 1, 2026
- Supported onboarding and transition coordination activities for newly appointed leadership

personnel

- Conducted employee offboarding and exit interview coordination
- Attended DMA Mental Health First Aid Training
- Completed GASB 101 – Leave Accruals at 12/31/2024 reporting requirements
- Facilitated the PSHRA Georgia Chapter Board Meeting on May 12, 2026
- Processed and monitored two (2) employee Random Drug Testing selections; both employees were compliant
- Reported three (3) new Workers' Compensation claims to the CorVel Reporting Line, all involving Police Department personnel
- Interviewed candidates for the Public Laborer and Assistant Public Works Director positions
- GMA-GIRMA PTSD Program Reporting – Completed submission of the Post-Traumatic Stress Disorder (PTSD) Program Census Information Report
- Completed the iNOVA vendor configuration update transitioning the vendor designation from Curative to City of Clarkston and establishing the account as "No Payment." As part of this transition, remittance responsibility will now be managed directly by the City of Clarkston, and iNOVA will no longer generate or issue vendor checks related to this account. The updated vendor will now display in the system as "City of Clarkston."
- Continued policy implementation, operational support, and employee accountability initiatives

Project Updates / Status

- Police Chief Recruitment & Transition – Ongoing onboarding and operational transition coordination
- Police Officer Recruitment – Active continuous recruitment process with scheduled candidate interviews
- Summer Operations Staffing – Completed onboarding support for seasonal Milam Park staff
- Leadership & Workforce Planning – Continued staffing evaluations and recruitment coordination
- Policy & Compliance Initiatives – Continued review and implementation of operational procedures and accountability measures

Major Accomplishments

- Successfully supported seasonal staffing operations for Milam Park Summer programming
- Facilitated the promotional advancement process for Sergeant Devin Patterson
- Advanced recruitment and workforce planning efforts across multiple departments
- Maintained organizational support for onboarding, employee relations, and operational continuity
- Continued collaboration with executive leadership regarding staffing and operational initiatives

Upcoming Goals / Projects

- Continue Police Officer recruitment and interview scheduling efforts
- Support onboarding and transition efforts for newly hired personnel
- Continuing refinement of operational procedures and HR processes
- Enhance employee engagement and workforce development initiatives
- Support leadership development and operational accountability efforts

Staffing / Personnel Updates

- Five (5) Pool Clerk/Concession Stand Attendants onboarded for summer operations at Milam Park

- Officer Devin Patterson promoted to Sergeant effective May 18, 2026
- Conditional offer extended for Assistant Public Works Director position
- Continued active recruitment efforts for Police Officer vacancies and operational staffing needs

Operational Highlights

- Throughout May 2026, the Office of Human Resources and Risk Management remained engaged in recruitment coordination, employee relations, operational planning, and workforce support activities. The department continued collaborating with executive leadership and department directors to support staffing needs, employee accountability, and organizational effectiveness.

Police Officer Recruitment Campaign Initiative

- The City of Clarkston launched a comprehensive Police Officer Recruitment Campaign designed to strengthen the Police Department's ability to attract, recruit, and retain qualified, community-oriented law enforcement professionals. The initiative incorporates strategic branding, targeted outreach, social media engagement, and community partnerships to position the City as an employer of choice within the public safety profession.

Recruitment Tagline: "Serve with Purpose. Lead with Integrity. Join Clarkston PD."

Executive Assistant/Special Projects Management

Keisha Dixon, Executive Assistant/Special Projects Manager

Executive Summary/Highlights:

Over the past month, the Special Projects function has been focused 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 continue 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:

- **Milam Park Pool Opening.** The Milam Park Pool opening was a great success. We had well over 600 people participate in the event. Parks and Rec, Public Works, Police and City Administration worked together to ensure proper coverage for this event. A final budget has

been requested in order to close out the event.

- **Planning for the City's Juneteenth Festival.** All entertainment has been confirmed. Ancillary items such as stage rental, MC confirmation and children's activities vendors have also been secured. Food truck and other vendors have been finalized. Public Works has secured the golf cart, industrial fans, and portable toilets. They will also ensure all electricity is working and generators are available for backups. Overall, preparations are confirmed and we are on track to host an amazing event. Advertisement banners and yard signs have been 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 will be sent once a week beginning June 1, 2026. 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 have been submitted to the City Manager for review. The goal is to have all solicitations reviewed and posted by June 8, 2026. The additional time is 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 to the Christin Taylor, Communications and Technology Officer. She is now listed as the main point of contact for VC3. She will also be responsible for computer inventory, assigning of devices, and retrieval of devices when an employee leaves as well as ticket management. The management of the AT&T landline account is being transitioned as well. We continue to work through various items related to IT concerns. 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.
- **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. 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

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.

Parks and Recreation – Milam Park Pool Opening

- Developed and executed a communications plan supporting the **Milam Park Pool Opening**.
- Created and distributed promotional materials and digital content to increase resident awareness and participation.
- Coordinated messaging across social media and public information channels to ensure timely community updates.
- Strengthened departmental collaboration to support community engagement initiatives.

City Manager's Office – Juneteenth Celebration

- Supported planning and promotional activities for the **City of Clarkston Juneteenth Celebration**.
- 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 month of May, the Municipal Court received the following payments: \$12,500.00 from Silver Oak Apartments; \$191,250.00 from 1000 Montreal Rd (Parc 1000) on May 13, 2026; and \$6,750.00 from Clarkston Station Apartments on May 15, 2026, for a total of \$210,500.00. With these payments, all three apartment complexes have satisfied their outstanding balances owed to the City. Additionally, 1000 Montreal Rd (Parc 1000) has stated that all units are habitable.

Court Sessions

- Code Enforcement – May 6th, 2026 at 4:00pm
Total Case Count: 273 Total Defendants: 12

Five (5) defendants failed to appear = 58.33% appearance rate

- Bench Trials – May 6th, 2026 at 5:00pm
Total Case Count: 33 Total Defendant Count: 14
Two (2) defendants failed to appear = 85.17% appearance rate

- Plea and Arraignment - May 11th, 2026 at 10:00am
Total Case Count: 29 Total Defendant Count: 15 One interpreter case
All defendants appeared = 100% appearance rate

- Plea and Arraignment - May 12th, 2026 at 10:00am
Total Case Count: 129 Total Defendant Count: 91 One interpreter cases
Ten (10) defendants failed to appear = 89% appearance rate

- Plea and Arraignment - May 21st, 2026 at 10:00am
Total Case Count: 93 Total Defendants: 70 Four interprete case
Fifteen (15) defendants failed to appear = 78.57% appearance rate

Project Updates/Status

The initial proposal for JusticeOne (CourtWare) was provided to both the Court and Police Department for review. During the review process, questions were raised regarding the City's ability to terminate the agreement after the initial one-year term, provided that the City gives a ninety (90) day written notice. Additionally, clarification was requested regarding the \$12,500.00 conversion fee and confirmation that it would include the conversion of all data from the two systems currently utilized by the Court and the one system utilized by the Police Department.

These questions were answered satisfactorily in the City's favor. Per TJ Hargen, the contract is expected to be received by close of business on May 26, 2026.

Staffing/Personnel Updates:

- No updates at this time.

Photos or Infographics:

- None

Parks and Recreation

Michael Duncan, Parks and Recreation Director

Milam Park Pool – 2026 Season Opening Update

On Thursday, May 14, 2026, the Milam Park swimming pool successfully passed its annual inspection conducted by the DeKalb County Board of Health. Following this approval, the City was able to open the pool for limited operations during Memorial Day weekend on Saturday, May 23rd; Sunday, May 24th; and Monday, May 25th.

The pool will remain closed from Tuesday, May 26th through Thursday, May 28th, as DeKalb County Schools are still in session and staffing levels are adjusted accordingly.

The Official Opening Day for the 2026 Pool Season is scheduled for Friday, May 29th, from 11:00 a.m. to 3:00 p.m. To celebrate the start of the season, admission will be free for all attendees. The first 400 guests will receive complimentary food, and City of Clarkston swag will also be distributed to the first 400 guests. A DJ will be onsite to provide music, and a variety of family-friendly activities will be available to ensure an enjoyable experience for all who attend.

This event will serve as the formal kickoff to the 2026 summer season and is expected to draw strong community participation.

Key Performance Indicators (KPIs) & Metrics:

Monthly Reservation Statistical Report

The City of Clarkston Parks & Recreation Department facilitated **17 rentals** of the Clarkston Women's Club during May 2026. These rentals supported a variety of community activities, including private events, meetings, and small gatherings, demonstrating continued interest in the facility as an accessible community space.

The Milam Park Pavilion was rented **19 times** in May 2026. Pavilion usage remains consistently high, reflecting strong community demand for outdoor gathering spaces for celebrations, family

events, and recreational activities.

These rental metrics highlight steady utilization of City facilities and continued engagement from residents and community organizations. The department will continue monitoring monthly trends to support planning, maintenance scheduling, and future programming needs.

Project Updates/Status:

Parks & Recreation Master Plan – Consultant Update

Perez Planning & Designing, Inc. is in the final stages of completing the comprehensive Parks & Recreation Master Plan report for the City of Clarkston. Throughout the development of the plan, the consulting team has carried out a thorough evaluation of the City's parks and recreation system, including facility assessments, program analysis, demographic and trend studies, and long-term strategic planning.

Their work has included on-site inspections of all park facilities, review of current operations and maintenance practices, benchmarking against national recreation standards, and the development of recommendations to guide future capital improvements. In addition, the consultant facilitated multiple community engagement efforts, public meetings, stakeholder interviews, and citywide surveys, to ensure that resident priorities and feedback were fully integrated into the plan.

Perez Planning & Designing, Inc. is now finalizing the full report, which will include detailed findings, recommended improvements, implementation timelines, and potential funding strategies. Perez will present the final presentation during the June Council Work Session on June 30, 2026.

The completed Master Plan will be brought forward for formal adoption following the presentation.

Upcoming Goals/Projects:

Milam Park Synthetic Turf Conversion – RFP and Proposal Evaluation Update

The Parks & Recreation Department has completed the Request for Proposals (RFP) process for civil engineering services related to the development of concept plans and the preparation of biddable construction documents for the conversion of the Milam Park multipurpose field from natural grass to synthetic turf. This project represents a major component of the City's long-term strategy to enhance field durability, increase year-round usability, and reduce ongoing maintenance demands.

The project is identified as a priority in the Parks & Recreation Master Plan and was included as a required City-funded design task in the Community Development Block Grant (CDBG) application submitted to DeKalb County in April 2026 for construction-phase funding.

As part of the RFP process, the city solicited both technical proposals and fee proposals from qualified civil engineering firms. The RFP outlined specific evaluation criteria, including project approach, relevant experience, team qualifications, understanding of the scope, proposed timeline, and cost competitiveness.

The city received proposals from the following firms:

Stantec – \$180,500

Foresite Group – \$196,200

A review committee consisting of the City Manager, the Parks & Recreation Director, and the City Engineer conducted a comprehensive evaluation of all submitted materials. Each proposal was scored and ranked according to the criteria established in the RFP, with emphasis placed on technical expertise, experience with synthetic turf field design, and the firm's ability to deliver high-quality construction documents.

Based on the combined technical and cost evaluation, Foresite Group was identified as the highest-ranked firm.

A recommendation for award will be brought forward to the City Council in accordance with the City's procurement procedures.

Major Accomplishments:

Spring Youth Soccer – 2026 Season Summary

The Parks & Recreation Department successfully completed its first official Spring Youth Soccer Season, which began on Saturday, March 28, 2026, and concluded on Saturday, May 16, 2026. This inaugural spring season marked an important milestone in expanding the City's youth athletic programming and increasing year-round recreational opportunities for families.

A total of 120 participants registered across multiple age divisions, reflecting strong community interest and continued growth in youth sports engagement. Throughout the season, participants received structured coaching, skill development opportunities, and weekly game play. The program also benefited from dedicated volunteer coaches, improved field scheduling, and enhanced communication with parents and guardians.

The successful completion of this season provides a strong foundation for future spring programming and supports the Department's long-term goal of expanding youth recreational offerings citywide.

Summer Youth Sports – Upcoming Registration and Season Overview

The Parks & Recreation Department will begin registration for the 2026 Summer Youth Sports Season, which will include two programs: T-Ball for ages 3–4 and Youth Flag Football for ages 5–12. These programs are part of the Department's continued efforts to expand early-childhood and youth athletic offerings and to provide structured, skill-building recreational opportunities throughout the summer months.

All games and practices will be held at Milam Park, utilizing the park's multipurpose fields to support both introductory-level play for younger participants and more advanced, age-appropriate instruction for older divisions. The season will include scheduled practices, weekly games, and opportunities for families to engage in recreational activities in a safe and supportive environment.

Registration information, program schedules, and season details will be shared with the community through the City's website, social media platforms, and on-site signage at City facilities.



Photos or Infographics:



Planning & Economic Development

Richard Edwards, Planning & Economic Development Director

Project Updates/Status

- Staff is working to complete a Historic Resources Survey – we are compiling the report now and plans to present a draft at the May 21st HPC meeting
- Staff has submitted a CDAP application to complete a Housing Assessment and ARC will be announcing the selected participants in May.
- The GSU student working on The Sutton House assessment is finalizing the report for her graduate studies class and plans to present at the May 21st HPC meeting.
- Georgia Tech will be meeting with the DDA at their regularly scheduled meeting on May 11th to establish the board's priorities for the Strategic Plan.
- Staff is meeting with Pond & Co on May 1st to discuss the progress of the Comprehensive Plan. Pond has received all feedback on the existing conditions report.
- Staff is meeting with KB Advisory Group the week of May 4th to discuss the progress on the Annexation Study

Zoning Cases:

- 3635 Church Street – CUP to allow for self-service laundry facility. There was a self-service laundry facility at this location but it has been shut down for more than 6 months so a CUP is required to re-open the facility.

Permitting:

- 18 permit reviews submitted from 4/1/26 – 4/30/26
- 27 permits issued from 4/1/26 – 4/30/26
- 21 permits pending review/denied

Code Compliance:

- Warning Notices – 34
- Court Summons Issued – 17
- Open Records Requests Completed – 5
- Multi-family Inspections – 4
- Re-inspections - 25

Upcoming Public Engagement Events:

Norman Road Dam Rehab Project Public Meeting #1 – May 28th at 6pm

PUBLIC SAFETY – POLICE

Xavier Todd, Assistant Chief of Police

Executive Summary / Highlights

During the month of April, the Clarkston Police Department remained committed to enhancing public safety, strengthening community partnerships, and providing professional law enforcement services throughout the City of Clarkston.

Key Performance Indicators (KPIs) & Metrics:

Part I – Crime Statistics

Reporting Period: April 29, 2026 – May 27, 2026

Offense Type	Number of Incidents
Homicide	0
Rape	0
Robbery	2
Assault	0
Burglary	0
Theft	6
Motor Vehicle Theft	4

Part II – Patrol Statistics

Reporting Period: April 29, 2026 - May 27, 2026

Activity Numbers

Citations Issued	155
Accident Reports	25
Incident Reports	108
Arrest	39

Key Accomplishments

- The department conducted targeted patrol operations in high-traffic and high-crime areas, resulting in increased visibility and deterrence of criminal activity.
- The Criminal Investigations Unit successfully advanced several active investigations, resulting in case closures and arrests.
- Traffic enforcement efforts focused on speeding, distracted driving, and pedestrian safety to improve roadway conditions within the city.
- Department personnel completed ongoing training in areas including officer safety, legal updates, and de-escalation techniques.
- 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.
- Clarkston Police Department hosted the Dekalb County Chiefs Association Monthly Meeting.
- Officers continue proactive patrols on Norman Road. Additionally, officers are conducting aggressive patrols within the Parkside Community. Officers are placing business check stickers on vacant homes while monitoring any signs of property damage or suspicious activity. Officers have also communicated with HOA representatives regarding unsecured homes within the community

Upcoming Goals and Projects

The Police Department's primary organizational objectives include the successful recruitment and selection of a new Police Chief, as well as filling two Lieutenant positions. These leadership appointments 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

Assistant Chief Todd presented a request to the City Council during a work session for the purchase of four new portable radios and two new police vehicles. The radio upgrades are necessary to replace aging equipment and ensure continued compatibility with the DeKalb County Communications System, enhancing operational effectiveness and officer safety. The addition of two new police vehicles will support the department's ongoing efforts to maintain a reliable and efficient patrol fleet.

Major Accomplishments

- N/A

Staffing/Personnel Updates:

- Officer D. Patterson was promoted to Sergeant

Photos or Infographics:

- N/A

Public Works

Marcus Seaton, Public Works Director

Executive Summary / Highlights

The Public Works Department continued advancing major infrastructure, environmental, operational, and community initiatives throughout May 2026. Significant progress was made on the City of Clarkston Phase I Greenway and Trail Design Project, MS4 compliance reporting, Juneteenth event preparations, regional partnership development, staffing recruitment, and park facility improvements. Staff collaborated with consultants, DeKalb County officials, neighboring municipalities, and regional stakeholders to support transportation funding opportunities, environmental compliance requirements, public engagement efforts, and service delivery enhancements. These efforts continue to strengthen departmental effectiveness while advancing long-term community goals.

Key Performance Indicators (KPIs) & Metrics

Metric	May 2026 Status
Greenway Design Project Meetings	1 Major Project Coordination Meeting
Public Engagement Events Planned	2 (Field Walk & June 5 Community Meeting)
MS4 Reporting Status	Final Report Completed
Public Works Laborer Interviews Conducted	2
Assistant Director Interviews Conducted	Completed
Juneteenth Event Logistics Reservations	100% Complete
Septic Service Facilities Maintained	1 (Friendship Forest Restroom)
Regional Partnership Meetings	2
Vendor Coordination Meetings	1

Project Updates / Status

City of Clarkston Phase I Greenway & Trail Design Services

Current Status: On Schedule

Progress Completed:

- Participated in comprehensive project review meeting.
- Evaluated two primary trail alignment alternatives through Friendship Forest.
- Reviewed engineering constraints including:
 - Creek crossings
 - ADA accessibility requirements
 - Floodplain impacts
 - Structural crossing alternatives
 - Return-to-roadway connection points

Design Considerations Under Evaluation:

- ADA-compliant boardwalk systems
- Retaining wall alternatives
- Alternative ramp systems
- Culvert/Conspan crossing systems
- Prefabricated bridge options
- Clear-span bridge alternatives

Public Engagement Preparation:

- June 5 Community Meeting
- Public field walk
- QR-coded educational materials
- Informational display boards
- 11x17 and 24x36 project maps

Community Discussion Areas Identified:

- Monterey Connection
- Wildwood Court Connection
- Friendship Forest Connections
- Existing litter locations
- Apartment access spur connections

Potential Risks:

- Floodplain constraints
- Creek crossing complexity
- ADA accessibility requirements
- Environmental permitting considerations

Transportation Funding & SS4A Monitoring**Current Status:** Ongoing

- Received updates regarding proposed Transportation Bill modifications.
- Evaluated potential impacts to Safe Streets and Roads for All (SS4A) funding opportunities.
- Confirmed Clarkston and DeKalb County remain competitive for future grant cycles.
- Established ongoing monitoring plan for future federal transportation funding opportunities.

MS4 Program Compliance**Current Status:** On Schedule

- Continued coordination with ISE regarding final reporting requirements.
- Completed remaining report updates and supporting documentation.
- Preparing final submission package.
- Program remains on track for regulatory deadlines.

Juneteenth Event Planning

Current Status: On Schedule

Completed event coordination activities including:

- Site logistics review
- Operational planning
- Equipment reservations:
 - Portable restrooms
 - Golf carts
 - Industrial fans

Staff continue coordinating event setup and operational support requirements.

Major Accomplishments

Regional Partnerships

- Accepted invitation to meet with the newly appointed DeKalb County Director of Sanitation to strengthen municipal collaboration and future planning efforts.
- Continued coordination with county leadership and regional stakeholders.

Park & Facility Maintenance

- Obtained replacement quotes for:
 - Milam Park picnic benches
 - City-wide trash receptacles
- Completed septic service at Friendship Forest men's restroom facilities to maintain operational readiness and visitor services.

Contractor & Vendor Coordination

- Conducted management transition meeting with Russell Landscape.
- Service provider voluntarily postponed a proposed 2% rate increase to focus on:
 - Service quality improvements
 - Increased responsiveness
 - Enhanced communication
 - Operational consistency

Regional Professional Recognition

- Received request from the City of Tucker Assistant City Manager to assist with engineering proposal evaluation and scoring anticipated in June.
- Demonstrates continued confidence in Clarkston Public Works' technical expertise and regional leadership.

Upcoming Goals / Projects

June 2026 Priorities

- Finalize and submit MS4 Annual Report.
- Continue refinement of Greenway Phase I design alternatives.
- Participate in June 5 Greenway public engagement activities.
- Monitor federal transportation funding and SS4A developments.
- Complete Juneteenth event preparations and operational support.
- Advance park amenity replacement projects.
- Strengthen partnerships with DeKalb County and neighboring municipalities.
- Continue improving departmental efficiency and service delivery.

Staffing / Personnel Updates

Recruitment Activities

- Conducted interviews with two candidates for the Public Works Laborer position.
- Selection and onboarding activities anticipated in June.

Leadership Development

- Conducted Assistant Director interviews to support organizational growth, succession planning, and departmental leadership capacity.

Personnel Coordination

- Continued collaboration with contractors, vendors, and service providers to ensure continuity of operations and maintain service standards.

Photos or Infographics

N/A