

# MONTHLY

## REPORT

# September 2026

CHAQUIAS MILLER-THORNTON  
City Manager



where possibilities grow

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# City Manager's Report September 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:**

- 09/12/2026 – Services agreement between the City of Clarkston and Wise Visual Photography for photography and video services for the 1<sup>st</sup> Annual Clarkston International Rice Festival (09/12/2026 \$2200)

#### **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 – 09/02/2026
- Safety Action Plan – Final Stakeholder Steering Committee Mtg – 09/10/2026
- On 09/29/2026 – Project Consultant Kimley-Horn & Associates presented to Council and Mayor a draft report and power point executive summary of the “Greater Clarkston Safe Streets and Roads for All (SS4A) Vision Zero Safety Action Plan”.

Staff and the Consultant continue to develop, refine and edit the final deliverables and multi-language voice-over power point of the final report.

#### **Phase I of the City's Greenway Trail Project – Conceptual Design**

- On August 6, 2026 the City Council voted to approve Option A-1 of the Trail design. On September 29<sup>th</sup>, 2026 City Council was presented with Resolution No. 2026-2026 for AtkinsRealis negotiated scope and fee for construction/Right-of-Way/Utility Plan Development and Environmental Permitting of the Trail in the amount of \$1,597,716.39.
- The City has been awarded \$2 million in Congressional Direct Spending from Senator Jon Ossoff's Office and the Administration is currently engaging with Georgia Department of Transportation regarding the anticipated project scope for which the federal funds will be assigned.

### **Clarkston's Annexation Study**

- The Annexation Study Project Management team reviewed the annexation study report in September 2026 and provided comment back to KB Advisory Group for finalization of the report. Once final report is received by the Administration, next steps will be communicated..

- Clarkston Annexation Study Meeting – 09/02/2026

### **Clarkston's 2046 Comprehensive Plan Rewrite**

- Project end date – 10/31/2026
- Comp Plan PMT Meeting – 09/07/2026
- Initial comments from the Georgia Department of Community Affairs were presented to the plan consultant and the City on 09/30/2026. Response to the comments have been compiled and have been present by the City for return to DCA for secondary review. The plan is still on track for a 10/27/2026 consideration of adoption by the Mayor and City Council.

### **Clarkston's Economic Mobility and Opportunities Initiative**

- Meeting held with Planning Director Jackson and Economic Mobility Manager Jeter to discuss the EMO Program Initiative.- 09/15/2026
- ICMA EMO Special Assistant Program Virtual Meeting - 09/16/2026

During the meeting the following topics were discussed:

- Programmatic updates, upcoming milestones, and opportunities for support facilitated by ICMA; gather insights from participants to shape future programming
- Share community impacts and insights in a larger group setting, fostering shared learning and collaborative problem-solving.

Currently Economic Mobility Manager McKinley Jeter is working with the City Manager on a community engagement event that will educate the public on the Economic Mobilities and Opportunities Initiative and that will offer participants an opportunity to share their thoughts regarding economic mobility, what it means to our community, and how we can partner in enhancing upward mobility.

### **Clarkston's Facilities Master Plan**

The Plan includes: Goal 1 - Data Summary and Findings Report; Goal 2 - Existing Facilities Inventory, Condition Assessment Summary, and Space Utilization Analysis; Goal 3 - Improvement Options Matrix with cost estimates; conceptual architectural renderings for up to three (3) potential new City Hall site alternatives (perspective, plan, and elevation views); illustrative site plans; and Goal 4 - Prioritized Facilities Needs List with rationale and recommended Implementation timelines; and Goal 5 - Draft and Final City-Wide Facilities Master Plan; Executive Summary; Presentation Materials; Phased Implementation Plan.

- Complete to date
  - Facility walkthroughs of all six accessible sites, June 16, June 30, and July 7. The Sutton House is assessed from City-provided plans.
  - Goal 1 community, demographic, budget, and growth analysis, drafted.
- Staff questionnaire issued July 24. Nine responses received, findings compiled and provided 08/19/2026.

- Records and data request issued July 24. City plans received, shared tracker in place.
- On 09/08/2026 the City's Project Management Team received the Phae 1 Baseline Report. The report includes, Goal 1, the Community Data Summary and Findings Report, and Goal 2, the Existing Conditions and Space Report. The City's project management team met to discuss the report on 09/24/2026 and returned comment on the report to the project consultant as of 09/30/2026.
- Items remaining on the project are Goal 3, Improvement Options; Goal 4, Prioritized Needs; and Goal 5, Master Plan

### **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.

- Project end date – March 2027
- Taskforce Selection Meeting – 09/08/2026
- Project Management Team Meeting – 09/15/2026
- First meeting of the Housing Task Force is scheduled for 10/07/2026 (Clarkston Women's Club, Church Street)
- Housing Task Force applications were received and 20 persons applied to serve on the City's Housing Taskforce. Resolution establishing the Task Force and including the names of the 20 appointees as recommended by the CDAP Project Management Team was presented to City Council for consideration on 09/29/2026.
- Taskforce members represent local lived experience as well as technical expertise.

### **Clarkston's Milam Park Upper Field Conversion**

- Project Completion Feb 2027
- Bi-weekly PMT Meeting – 09/09/2026
- Held Public Information Meeting – 09/22/2026
- On 09/29/2026 – Skyline (project engineer) presented the project scope and field conversion concept to City Council for review and discussion.

### **Clarkston's Norman Road Dam Rehabilitation Project**

The City of Clarkston is advancing the rehabilitation of the Norman Road Dam, located at Clarkston Lakes. The project includes improvements to the dam and associated roadway infrastructure to address longstanding issues related to erosion, sedimentation, and overall system performance.

- 09/15/2026 – Norman Road Dam Rehabilitation Project Management Team Meeting
  - This meeting is was held to review the existing conditions at the Norman Road Dam and discuss potential rehabilitation alternatives. On 08/28/2026 the Existing Conditions Assessment Report was

presented to the Project Management Team for review and comment. The report summarizes the work completed to date, excluding public participation activities, to evaluate the dam's existing conditions. The report includes the hydrologic and hydraulic analyses, geotechnical evaluation, and a summary of the site investigation findings.

- Clarkston Lakes HOA Roundtable is scheduled for 10/08/2026. This meeting will serve as a question-and-answer session for members of the Clarkston Shores HOA. Attendees will have an opportunity to ask questions and receive information regarding the dam, reservoir, potential impacts to surrounding properties, and what to expect as the project moves forward.
- The second public information meeting for providing project information and receiving public comments and questions will be held on 10/29/2026 at 5:30pm at Milam Park.

## **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
  - City Manager Miller-Thornton and the Executive Leadership Team (Department Heads and Managers) met on 09/09/2026 in an ELT meeting to brief in preparation for 09/11/2026 City Council and Staff Budget Planning Retreat.
- Composition of the City's Culture Management Plan - ongoing
- Operations/Personnel Capacity Assessment
  - The city has received an initial scope of services and the same is under review.

#### **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 meetings were held on 09/02/2026, 09/09/2026 and 09/16/2026.
- 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.
  - Weekly meetings with Mayor Beverly Burks for the purposes of aligning the city's day-to-day administration with political leadership and public expectations.
  - Weekly department meetings with recently on-boarded Directors (Chief James Bullock – Police Department, Director Keedra Jackson – Planning and Community Development, and Director Kenneth Abidde – Finance Director).
  - 09/04/2026 Meeting to discuss pending infrastructure projects (City Engineer Kaiser, PW Director Seaton and Asst. Public Works Director Kendrick).
  - 09/04/2026 Meeting with DeKalb County Transportation to discuss Bus Traffic Concerns on

Montreal Road.

- 09/14/2026 - Attended the Agenda Review Meeting with ELT members, City Attorney, and Engineer to discuss items for inclusion on the September work session agenda.
- 09/14/2026 – Attended the DeKalb City Managers' Lunch. Topics of conversation were compilation of city annexation maps and DeKalb County EHOST.
- 09/15/2026 – Meeting held with Stream Realty to discuss the lease terms for 736 Park North Boulevard
- 09/17/2026 – Attended the Cities for Action (C4A Monthly Coalition Call)
- 09/17/2026 – Attended the South Fork Conservancy "Creek Rising" Annual Event
- 09/21/2026 – Meeting held with Public Works Director Seaton, Assistant Public Works Director Kendrick, and Parks and Recreation Director Michael Duncan at the pocket park on Patricia Davis Drive to conduct a site visit, to discuss potential buildout of the park space and to prepare for submission of a grant application to Commissioner Chakira Johnson's office. Project proposal for the park space was submitted to Commissioner Johnson's office on 09/23/2026. \_\_\_\_\_.
- 09/22/2026 – Meeting held with the Finance Department, Human Resources Director, and Contracted Finance Team to discuss operations, report and audit status.
- 09/24/2026 and 09/25/2026 – Attended the Georgia City-County Management Association Conference in Duluth, GA.
- 09/27/2026 – Attended the retirement party for Kitti Murray with Refuge Coffee
- 09/28/2026 – Quarterly Full Staff Meeting held.
- 09/28/2026 – Meeting held Verkada and Keisha Dixon, Executive Assistant/Special Projects Manager to review the security camera system and access.

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.

- Urban Pulse Coordination Meeting (Economic Development On-call Services) – 09/09/2026 – to discuss preliminary findings of a Workforce Assessment for the City of Clarkston
- Meeting with Raymond Stanley (DeKalb County Public Schools Transportation) – 09/04/2026 – to discuss Bus Traffic Concerns on Montreal Road
- Meeting with Mayor Burks, Vice Mayor Johnson and Staff – 09/04/2026 – to discuss the Breast Cancer and Domestic Violence Survivors' Summit – 09/04/2026
- Meeting with Davenport (City's Financial Advisors) and Finance Director Kenneth Abidde – 09/09/2026 – to discuss the strategy, priorities, and anticipated funding considerations or potential funding options for the City's capital projects. We discussed SPLOST II bonds/projects and the benefit of Public Facilities Authorities as a tool for funding facilities and infrastructure projects.
- Hosted the Mayor/Council/Staff Budget Planning Session (2027) – 09/11/2026 – which was held to give City Council an opportunity to review current budget projections; discuss financial, operational and programmatic challenges; and provide direction to staff as work continues on the proposed FY2027 budget document.

## Legislative Considerations:

**State Legislation – ongoing since June 2026 - 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.

Mayor Burks (who also serves as Chair of the DeKalb Municipal Association's Policy Committee) and City Manager Miller-Thornton engaged with other city representatives in panel discussion with service departments of DeKalb County and DeKalb County's Board of Health to discuss how DeKalb is addressing the changes in legislation as relative to SB447. This is particularly important to DeKalb's cities – many of which rely on DeKalb County for development services such Fire Plan Review, Utility Plan Review, etc.

Review of **House Bill 295** – Real property owners can make claims for compensation from local governments for failure to comply with or for non-enforcement of certain laws, ordinances and resolutions, or for maintaining public nuisances related to illegal camping, loitering, obstructing public thoroughfares, etc.

Review of enacting process for **Public Facilities Authorities** - local/local-amendment Acts passed by the Georgia General Assembly.

### Required Reports

In conjunction with City Engineer Larry Kaiser, Quarterly Performance Progress Report (2<sup>nd</sup> Quarter) was submitted to the Department of Transportation. The report provides the following project funding reconciliation:

|                               |                |
|-------------------------------|----------------|
| Total Federal Share:          | \$1,000,000.00 |
| Total Recipient (City) Share: | 250,000.00     |
| Expenditures Federal Share:   | 765,091.62     |
| Expenditures City Share:      | 191,972.90     |
| Fed. Unobligated Balance:     | 234,908.38     |
| City Remaining Share:         | 58,727.10      |

### Professional Development/Recognition:

City Manager Miller-Thornton engaged in professional development across five (5) Core Management Competencies during attendance at the Fall 2026 Georgia City County Management Association (GCCMA) held Sept 23-25.

- Strategic Leadership
- Policy Facilitation and Implementation
- Service Delivery
- Financial Management & Budgeting
- Emergency Management

## Events:

09/12/2026 – Clarkston International Rice Festival held at Clarkston Community Center.

09/19/2026 – Participated in the Refuge Coffee Annual 5K run.



## Upcoming Events:

Event: Annual City Building Lighting (Pink and Purple)  
Date: Thursday, October 1  
Location: City Hall Annex  
Time: TBD

Event: Food Give Away  
Date: Saturday, October 10  
Location: Springdale Glen & Clarkston  
Time: 10am – 12pm

Event: Breast Cancer Survivors & Domestic Violence Awareness Summit  
Date: Saturday, October 17  
Location: Clarkston City Hall  
Time: 12am – 4pm

Event: Trunk or Treat  
Date: Saturday, October 31  
Location: Downtown Clarkston – Market  
Time: 5pm – 8pm

**[CITY CLERK'S REPORT ON NEXT PAGE]**

## **City Clerk's Office**

Cindy Hanson, City Clerk

### **Executive Summary/Highlights:**

During September, the Office of the City Clerk continued processing 2026 business license applications. Renewal activity has begun to slow as the majority of existing businesses have completed the licensing process and obtained their 2026 business licenses.

On September 10th, the City Clerk participated in Ethics Training at Atlanta City Hall. Ms. Hanson participated in meetings with the ELT Team and Elected Officials in preparation for the FY 2027 budget. On September 22<sup>nd</sup> the City Clerk assisted Mayor Burks in performing a domestic partnership for a Clarkston couple.

Overall, the Office of the City Clerk remained focused on business licensing administration, community engagement, and professional development opportunities that support effective municipal operations.

### **Key Performance Indicators (KPIs) & Metrics:**

#### **Business Licenses:**

The Office of the City Clerk continues to process both new and renewal business license applications. During the month of September, a total of fourteen (17) licenses were issued, including business licenses, coin-operated amusement machine licenses, and alcohol licenses.

- Business License issued (YTD): 283
- Alcoholic Beverage issued (YTD): 25
- COAM issued (YTD): 20
- Hookah License issued (YTD): 2

The office is also monitoring eleven (11) applications that remain pending due to outstanding documentation required from the applicants.

The Office of the City Clerk remains committed to ensuring all applications are processed efficiently while maintaining compliance with applicable licensing requirements and regulations.

#### **Open Records Requests:**

- Number of requests (YTD): 769
- Number of requests received this month: 61

### **Project Updates/Status:**

- Application needs for the business licensing software are in the process of being 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.

### **Major Accomplishments:**

The Office of the City Clerk and the Finance Department coordinated to complete all outstanding business license renewals for 2026. The City continues to receive occasional applications for new business licenses.

### **Upcoming Goals/Projects:**

- Disposal/shredding of records that have exceeded retention schedule. This will consist of coordinating with department heads to spend time marking and documenting boxes of records that have surpassed the retention schedule. As many of these records are in areas that are not air-conditioned or heated, autumn will be an optimum time to take care of this task.

### **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 EA/Special Projects Manager has participated in various meetings and projects to include: weekly meetings with the City Manager to discuss the status of various projects and events.

Continued collaborative meetings between department heads and responsible event staff to plan the remaining events for 2026. Discussions centered around communication, SWAG and food needs for each event. Anyone serving as event lead has to submit a proposed budget for review by the City Manager. Expressed the importance of obtaining W-9s, COIs and Serv Safe documentation. Renewed focus has been placed on the successful execution of all City Special Events. Helped execute the First Annual Clarkston International Rice Festival by ensuring the all participating chefs and performers were compensated, t-shirts were obtained, photography/videography services and staff volunteers were secured.

Participated in the Mayor/Council/Executive Leadership Team proposed budget review for 2027 (09/11/2026).

- Successfully launched the City's First Annual International Rice Festival on Saturday, September 12, 2026.
- As with all events, the focus is now on identifying lessons learned and gaps that need to be addressed.
- Successfully opened and closed a solicitation to meet the needs for Fresh Food for the remaining three food giveaways.
- Established a registration portal for Clarkston residents to receive food boxes.

### **Key Performance Indicators (KPIs) & Metrics**

N/A

### **Project Updates / Status**

The following projects are currently underway:

- **Request for Proposals (RFPs).** Currently, RFPs for Janitorial Services, and Grant Writing Services, are still being reviewed.

- **IT and Other Communications Activities.** Continue to assist with the VC3 contract management to ensure that we successfully transition from a VOA service agreement to an MOA. Continued monitoring of the AT&T First Net Bill in an effort to reduce costs and identify service gaps.

- **Meetings.**

Weekly Sync Meetings with Christin Taylor, Technology and Communications Officer, and VC3. We continue to have weekly meetings to discuss any outstanding concerns as well as new ones, as needed. Initially this function was going to cease as of July 31, 2026, however, it was determined that, to ensure continuity of operations during the potential transition, this position would still participant in specific parts of the service needs related to VC3.

- **Events.**

Continued monitoring the registration list for the Food Giveaway on 10/10/2026. The event is scheduled to take place at Clarkston Station and Springdale Glen.

Successfully managed the items below in preparation for the Clarkston International Rice Festival on 09/12/2026:

- Processing invoices for various vendors (food, performances, DJ, photography and videography)
- Finalized details related to space needs for the event at the Clarkston Community Center.
- Submit T-shirts order

- **Miscellaneous.** Contract expiration/renewal dates are being monitored. The ultimate responsibility lies within each department.

Tracking the budget for all events as we prepare for the new budget for 2027. The goal is to ensure that events stay within the approved budget.

Submitted a draft of the special events SOP for review by the City Manager.

Working on the onboarding and offboarding portion of the new hire/end of employment section of the Personnel Policy.

**Upcoming Goals/Projects:** Continue planning for the Food Distribution Events, Breast Cancer and Domestic Violence Survivors' Event, Veterans' Day Breakfast and Winter Wonderland 2026. The goal is to have all events planned no later than 60 days before the event. Submit proposed budget and actual budgets in a timely manner. Hold Hotwash/After Action Meetings for each event. This will ensure that we are prepared for future events by discussing things we did well and those we need to improve on.

**Staffing/Personnel Updates:** N/A

**Photos or Infographics:** N/A

**[FINANCE DEPARTMENT REPORT ON NEXT PAGE]**

## **Finance**

### **FY2024**

The City's 2024 Comprehensive Audit Report has been submitted to the Department of Audits and Accounts. Once official review/response notice has been received by the Administration, the appropriate notification will be given.

### **FY2025**

Audit Extension Request for the City of Clarkston has been approved by the Georgia Department of Audits and Accounts on 09/21/2026. The new due date for the report is December 31, 2026. The new due date put the City in compliant status.

The Administration/Finance Departments and Finance Support are also engaged in reconciliation of FY2025 revenue and expenditures/expenses – all funds. Reconciliation of the City's special revenue funds (American Rescue Plan Act, Special Purpose Local Option Sales Tax I, Special Purpose Local Option Sales Tax II, and Confiscated Assets) is being conducted.

### **Key Performance Indicators (KPIs) & Metrics**

100% of 2025 GF reconciliations to be completed by October 31, 2026.

January – June 2025 reconciliations have been accomplished for the City's General Fund.

August 2026 completion rate – 25%

September 2026 completion rate – 50%

## **Human Resources & Risk Management**

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

### **Executive Summary/Highlights**

During September 2026, Human Resources & Risk Management focused on staffing, sending notice and data for performance evaluations due 09/30/2026, employee benefits, payroll, workers' compensation, risk management, and FY 2027 planning. Recruitment continued for key positions, the annual employee performance evaluation process moved forward, and ongoing employee and City risk matters were addressed in partnership with leadership and departments.

### **Key Performance Indicators (KPIs) & Metrics**

#### **Staffing Summary**

As of September 30, 2026, the City had 47 regular positions filled and 7 vacant, resulting in an 87.0% staffing rate. During September, no employees were onboarded, and five seasonal pool employees separated from employment. Hiring for one temporary 40-hour Code Enforcement position was in progress.

| <b>September 2026 Staffing Measure</b> | <b>Total</b>            |
|----------------------------------------|-------------------------|
| Regular Positions Filled               | 47                      |
| Regular Positions Vacant               | 7                       |
| Temporary 40-Hour Position             | 1 – Hiring in Progress  |
| Employees Onboarded                    | 0                       |
| Employee Separations                   | 5 – Seasonal Pool Staff |
| Regular FTE Staffing Rate              | 87.0%                   |
| Regular FTE Vacancy Rate               | 13.0%                   |

### **Project Updates / Status**

- **Police Recruitment and Staffing - Ongoing**  
Continued Police Officer recruitment and workforce planning, including candidate processing, conditional employment activities, background clearances, pre-employment testing, and onboarding coordination.
- **Temporary Code Compliance Officer Recruitment – On Track**  
Conducted multiple candidate interviews during September and advanced the selected candidate through the conditional employment and pre-employment process in preparation for onboarding.
- **Performance Management – On Track**  
Administered notice of and data provision for the September 1–30, 2026 annual performance evaluation period. HR continued leadership communications and coordination regarding supervisor responsibilities, employee accountability, evaluation requirements, and timely completion. Completed evaluations are due to HR by October 9, 2026.
- **Benefits Administration and Renewal – Ongoing**  
Continued addressing employee benefit matters, payroll deductions, carrier/provider concerns, and employee access to covered services.
- **Workers' Compensation and Occupational Health – Ongoing**  
Continued workers' compensation claims administration and coordination of medical evaluations, work-status determinations, medically necessary restrictions, and occupational health matters. HR also continued providing support related to workers' compensation audit requirements.
- **Policy and Compliance – In Progress**  
Continued development, review, and communication of HR policies, operational directives, employee acknowledgment requirements, and compliance expectations. HR also continued advising City leadership and departments regarding consistent application of personnel policies and procedures.
- **Risk Management – Ongoing**  
Continued coordination of insurance and liability matters, including City fleet/vehicle coverage, workers' compensation, external assignments, property and liability considerations, and communication with insurance and risk-management partners.

### **Major Accomplishments**

- FY 2027 workforce and compensation planning.
- Coordinated insurance coverage for new City vehicles and completed application filing for renewal coverage related to the Municipal Building at 736 Park North Boulevard.

### **Upcoming Goals / Projects**

- Support workforce planning, employee pay and compensation, organizational improvements, and other key Human Resources initiatives for FY 2026–2027.

- Begin the payroll audit process to review employee pay, hours, rates, and other payroll information for accuracy – as requested by City Manager Miller-Thornton.

### **Staffing / Personnel Updates**

We are excited to welcome **Officer Marcus Overton** to the Clarkston Police Department! Officer Overton joined us on August 31, 2026, bringing valuable law enforcement, security, and investigative experience.

### **Photos or Infographics**

#### **New Hire | Officer Marcus Overton**

Clarkston Police Department



We are happy to have Officer Marcus Overton join Team Clarkston and look forward to the experience and commitment he will bring to our Police Department and community. Welcome aboard, Marcus!

### **Professional Development**

During September, HR completed the following training:

#### **Public Sector Human Resources Association (PSHRA)**

- **Reducing HR Risk** – Staying prepared and reducing common HR risks.
- **Employee and Community Engagement** – Building stronger connections with employees and the community.
- **Difficult Conversations** – Having productive conversations when workplace issues come up.

#### **Risk Management – McGriff (Marsh & McLennan Insurance Agency LLC)**

- **Insurance Issues** – Working through questions or disagreements with an insurance company.

**[TECHNOLOGY AND COMMUNICATIONS REPORT ON NEXT PAGE]**

## Technology and Communications

Christin Taylor, Technology and Communications Officer

### Executive Summary/Highlights:

During the month of September, Communications and Technology continued to strengthen the City's public engagement, digital communications, and technology operations through coordinated outreach, creative services, website support, and departmental assistance.

Significant communications efforts focused on promoting and supporting several City and community initiatives, including the Clarkston International Rice Festival, DeKalb County's 12+1 Initiative: The Cows are Coming! Milam Park Field Conversation, Fall Soccer programming and ending of the 2026 Pool Season. The department developed and updated flyers, social media graphics, event announcements, promotional content, and other digital materials to increase awareness and community participation. The department also supported event communications, sponsor recognition, participant outreach, and coordination of promotional information for City programs and initiatives.

The department continued providing website content updates, graphic design, public notices, social media content, and interdepartmental communications support. Additional work included updating City-branded materials, refining event information, correcting and maintaining public-facing communications, and developing promotional materials for upcoming initiatives, including the Clarkston Municipal Court Amnesty Program, Breast Cancer and Domestic Survivors Summit, Trunk or Treat, Veteran's Recognition Breakfast, and Tree Lighting and Winter wonder Land.

Technology operations continued to advance through cybersecurity planning, IT asset and equipment management, account and access procedures, and technology modernization efforts. Continued attention was given to strengthening internal processes, improving technology accountability, and establishing more consistent procedures for equipment, user accounts, and technology resources across departments.

Communications and Technology also continued supporting broader organizational needs by serving as a centralized resource for digital communications, technology troubleshooting, design, information sharing, and operational coordination. These efforts helped improve consistency in the City's public-facing communications while supporting departments with their individual technology and outreach needs.

### Key Performance Indicators (KPIs) & Metrics:

The VC3 support ticket report as of **September 30, 2026**, there were **0 open support tickets** and **42 closed tickets**, demonstrating that all reported issues have been successfully addressed.

### Key Achievements and Milestones:

#### Key Achievements -

- September marked a significant milestone for the City of Clarkston with the successful launch of the inaugural Clarkston International Rice Festival, held on Saturday, September 12, 2026, at the Clarkston Community Center. The festival serves as a celebration of Clarkston's cultural diversity and created an opportunity for residents, businesses, community organizations, and visitors to come together around food, culture, and community.
- **Successfully launched the inaugural Clarkston International Rice Festival**, establishing a new signature community event for the City.
- **Strengthened community engagement** by creating a space for residents and visitors to celebrate the diverse cultures and traditions represented throughout Clarkston.
- **Coordinated comprehensive event communications**, including promotional flyers, social media campaigns, website content, event announcements, and digital marketing materials.

- **Expanded community and vendor outreach** through direct communications with participating organizations, vendors, sponsors, and community partners.
- **Developed sponsorship and partnership opportunities** to increase community and organizational support for the festival.
- **Secured in-kind and community support**, including transportation-related assistance and other event resources that contributed to the festival's overall execution.
- **Promoted the festival through multiple communication channels**, increasing visibility across the City's digital platforms and community networks.
- **Strengthened City branding and event identity** through consistent use of the festival theme, “**Celebrate Culture. Share Rice. Build Community.**”
- **Created opportunities for local businesses, organizations, and cultural representatives** to participate and connect directly with the community.
- **Established a foundation for future festivals** by documenting outreach, promotional, sponsorship, and coordination processes that can be refined for subsequent years.

### Major Milestone

- The inaugural festival represents more than the completion of a single event; it establishes a **new platform for cultural celebration, community engagement, and partnership development within the City of Clarkston**. The September event provided the City with an opportunity to bring its “Where Possibilities Grow” vision to life while creating a framework that can be expanded and strengthened for future editions of the Clarkston International Rice Festival.

### Looking Ahead

- Following the inaugural event, Communications and Technology will focus on **capturing lessons learned, documenting event processes, evaluating community engagement, strengthening partner and sponsor relationships, and identifying opportunities to enhance the festival for 2027**. This will include organizing promotional assets, developing a post-event communications strategy, and incorporating feedback from participating departments, vendors, sponsors, and community members.

### Project Updates/Status:

Tree Lighting & Winterwonder Land, ☐ In Progress, Initial event communications and promotional materials are being developed to establish a strong visual identity and increase community awareness. Event information is being prepared for digital and social media promotion. Finalize event graphics and promotional materials; coordinate website and social media rollout; support ongoing event communications and partner outreach.

Veterans Recognition Breakfast, ☐ In Progress, Communications planning has begun for the City's recognition of local veterans. Promotional and informational materials are being prepared to communicate event details and encourage participation., Finalize promotional content; coordinate registration/event information; distribute communications through City digital channels and community networks.

Breast Cancer & Domestic Violence Summit, ☐ In Progress, Communications support is being developed for this community-focused initiative, including event messaging, promotional graphics, and public-facing information., Complete marketing materials; coordinate social media and website promotion; support partner and community outreach leading up to the event.

Clarkston Municipal Court Amnesty Program, ☐ Active / Promotion Underway, Communications and Technology supported the development of promotional materials for the Amnesty Program, including the program flyer and digital messaging. The campaign highlights the November 2–20, 2026 opportunity for eligible individuals to resolve

qualifying outstanding cases and provides information regarding court appearances and payment options., Continue public awareness efforts through social media, website updates, and other City communication channels; monitor public inquiries and update messaging as needed throughout the program period.

Post-Rice Festival Follow-Up, □ Completed / Transitioning to Next Phase, the inaugural Clarkston International Rice Festival was successfully completed on September 12. Communications efforts supported event promotion, participant/vendor outreach, sponsorship recognition, digital content, and overall event visibility., Document lessons learned, organize communications assets, evaluate outreach efforts, maintain partner relationships, and identify improvements for future festivals.

#### Staffing/Personnel Updates:

N/A.

## **COURTS**

Lillian Triplett, Chief Court Clerk

#### **Executive Summary/Highlights:**

The following memorandums were issued for the Municipal Court from January 2026 through August 31, 2026, to provide guidance, strengthen internal procedures, and promote consistency and accountability in court operations:

##### **January 2026 – Change in Policy for Probation Payments**

Effective January 2026, all probation payments are required to be made directly to Professional Probation Services (PPS). This policy change established a consistent process for the collection and processing of probation-related payments.

##### **August 14, 2026 – Review and Approval of Failure to Appear (FTA) Notices and Bench Warrants**

A review and approval procedure was implemented requiring all applicable case records to be reviewed and approved by the Court Administrator prior to the issuance of Failure to Appear (FTA) notices and bench warrants. This procedure was established to provide an additional level of verification and ensure accuracy prior to the issuance of these documents.

##### **August 31, 2026 – Bond Refund Check Pickup: Physical Identification Requirement**

A policy was implemented requiring defendants and/or sureties picking up bond refund checks to present a valid, physical government-issued photo identification prior to the release of the refund check. This requirement was established to verify the identity of the individual receiving the refund and strengthen internal controls surrounding the distribution of bond refund checks.

##### **August 2026 Monthly Disbursement Report**

- **City General Fund:** \$20,662.87
- **Drug Abuse Treatment & Education:** \$192.24
- **Peace Officer's Annuity and Benefit Fund:** \$2,686.89
- **Local Victims Assistance Program:** \$891.84
- **Grand Total Collected:** \$23,525.93

##### **August 2026 Consolidated Monthly Remittance Report**

- **POPIDF-A:** \$1,560.78
- **Crime Victim Emergency Fund:** \$52.00
- **Brain & Spinal Injury Trust Fund:** \$102.99
- **Crime Lab Fee:** \$25.00
- **Driver Education and Training Fund:** \$449.18
- **POPIDF-B:** \$1,808.14
- **Grand Total of All Collections:** \$3,998.10

#### **Payment Method Breakdown (August 1- 31)**

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

| <b>Name</b>         | <b>Voids</b> | <b>Number</b>          | <b>Total</b> | <b>Cash</b> | <b>Check</b> | <b>Money Order</b> | <b>Credit Card</b> |
|---------------------|--------------|------------------------|--------------|-------------|--------------|--------------------|--------------------|
| Cash Court Payment  | 0            | 31                     | \$13,522.00  |             |              |                    |                    |
| Cash Bond Payment   | 0            | 3                      | #2,217.00    |             |              |                    |                    |
| Miscellaneous       | 0            | 3                      | \$15.00      |             |              |                    |                    |
| Diversion Payment   | 0            | 82                     | \$17,864.00  |             |              |                    |                    |
| Online Payments     |              | Not provided on report | \$3,310.00   |             |              |                    |                    |
| <b>Grand Totals</b> | 5            | 107                    | #32,008.00   | \$6,822.00  | \$36,506.90  |                    | \$8,362.00         |

#### **Monthly Report from Professional Probation Services (PPS)**

August 2026

##### **Summary Statistics**

- Citation Count: 20
  - Successful: 20
  - Unsuccessful: 0
- Probationers Supervised:
  - Successful: 12
  - Unsuccessful: 0
- Modifications of Terms: 0
- Closed: 0

**Amount Ordered to Pay:** \$6,823.00

**Amount Paid:** \$5,443.00

**Community Service:** \$1,380.00

**Balance:** \$0.00

##### **Staffing/Personnel Updates:**

- No updates currently.

##### **Photos or Infographics:**

- None

## Court Statistics

September 14, 2026

| Category                      | Total     |
|-------------------------------|-----------|
| Total Number of Cases         | <u>38</u> |
| Total Number of People        | <u>14</u> |
| Pleas Entered                 | <u>2</u>  |
| Bond Forfeitures              | <u>0</u>  |
| Nolle Prossed/Dismissed Cases | <u>8</u>  |
| Resets                        | <u>17</u> |
| Failures to Appear (FTAs)     | <u>2</u>  |
| Interpreter Cases             | <u>0</u>  |
| Pre-Trial Diversion Cases     | <u>5</u>  |
| Probation Cases               | <u>8</u>  |
| Number of Refunds             | <u>0</u>  |

September 15

| Category                      | Total     |
|-------------------------------|-----------|
| Total Number of Cases         | <u>31</u> |
| Total Number of People        | <u>23</u> |
| Pleas Entered                 | <u>9</u>  |
| Bond Forfeitures              | <u>4</u>  |
| Nolle Prossed/Dismissed Cases | <u>5</u>  |
| Resets                        | <u>6</u>  |
| Failures to Appear (FTAs)     | <u>6</u>  |
| Interpreter Cases             | <u>1</u>  |
| Pre-Trial Diversion Cases     | <u>3</u>  |
| Probation Cases               | <u>3</u>  |
| Number of Refunds             | <u>1</u>  |

September 17

| Category                      | Total     |
|-------------------------------|-----------|
| Total Number of Cases         | <u>23</u> |
| Total Number of People        | <u>17</u> |
| Pleas Entered                 | <u>1</u>  |
| Bond Forfeitures              | <u>10</u> |
| Nolle Prossed/Dismissed Cases | <u>0</u>  |
| Resets                        | <u>4</u>  |
| Failures to Appear (FTAs)     | <u>6</u>  |
| Interpreter Cases             | <u>1</u>  |
| Pre-Trial Diversion Cases     | <u>8</u>  |
| Probation Cases               | <u>1</u>  |
| Number of Refunds             | <u>0</u>  |

## **Parks and Recreation**

Michael Duncan, Parks and Recreation Director

### **Executive Summary/Highlights:**

#### **2026 Milam Park Pool Season Admission Report**

During the 2026 Milam Park Pool season, the City of Clarkston welcomed 10,774 visitors from the City of Clarkston and surrounding communities. The strong attendance throughout the season demonstrates the continued popularity of Milam Park Pool as an important recreational amenity and community gathering place during the summer months.

The pool experienced a steady flow of visitors throughout the 2026 season, with increased activity during periods of warmer weather. The consistent attendance indicates that residents and visitors continue to recognize the pool as a valuable opportunity for recreation, physical activity, family engagement, and relief from the summer heat.

Milam Park Pool provides an accessible recreational option for children, families, adults, and seniors, allowing community members of different ages to enjoy the facility throughout the summer. The pool also supported the City's broader Parks & Recreation mission of providing safe, affordable, and accessible recreational opportunities for the community.

The 10,774 admissions represent a significant level of utilization for a seasonal facility and provide valuable information for future Parks & Recreation planning. Attendance data can assist the city in evaluating future programming, staffing needs, facility improvements, maintenance requirements, operating schedules, and opportunities to enhance the overall pool experience for residents and visitors.

The 2026 season also provided the Parks & Recreation Department with an opportunity to evaluate pool operations and identify areas that may improve future seasons. Continued monitoring of attendance trends, customer participation, staffing, facility conditions, and community needs will help the City make informed decisions regarding the future operation and enhancement of Milam Park Pool.

Overall, the 2026 Milam Park Pool season was well utilized, welcoming more than 10,000 admissions and demonstrating that the facility remains a popular and valuable recreational resource for the City of Clarkston and the surrounding community. The strong attendance reinforces the importance of maintaining and investing in quality aquatic and recreational amenities that contribute to the health, wellness, and quality of life of the community.

### **Key Performance Indicators (KPIs) & Metrics:**

#### **Monthly Reservation Statistical Report – Facilities Rental Status - September 2026**

The City of Clarkston Parks & Recreation Department continued to experience strong community participation in its rental facilities throughout the month of September 2026. City-owned indoor and outdoor facilities remained valuable resources for residents, community organizations, families, and visitors seeking affordable and accessible locations for gatherings, celebrations, meetings, and recreational activities.

The continued demand for facility rentals reflects the importance of Parks & Recreation amenities in supporting community engagement and providing residents with opportunities to gather, celebrate, and participate in activities within the City of Clarkston. Department staff continued to work closely with renters throughout the

reservation process to ensure that facilities were properly scheduled, accessible, clean, safe, and prepared for each event.

### **Clarkston Women's Club**

During the month of September 2026, the Parks & Recreation Department facilitated 7 reservations at the Clarkston Women's Club. The facility hosted a variety of private and community-based events, including birthday celebrations, family gatherings, community meetings, social events, organizational functions, and other special occasions.

The continued utilization of the Clarkston Women's Club demonstrates its value as one of the City's premier indoor rental facilities. Its convenient location, indoor accommodations, and flexibility make it an attractive option for residents and organizations seeking an affordable venue for gatherings and events.

Department staff supported each reservation by coordinating scheduling, rental agreements, customer communication, facility access, inspections, and post-event follow-up. These efforts help ensure that the facility remains clean, safe, well-maintained, and ready for the next scheduled rental.

The continued demand for the Women's Club also provides the city with an opportunity to evaluate future improvements to the facility, including potential upgrades to furnishings, technology, lighting, building systems, and other amenities that could further enhance the customer experience.

### **Milam Park Pavilion**

The Milam Park Pavilion also remained a popular rental destination during September 2026, with a total of 8 reservations during the month. The pavilion accommodated a variety of activities and events, including birthday parties, family reunions, cookouts, church gatherings, community celebrations, youth activities, and other private and recreational events.

The pavilion's location within Milam Park continues to be one of its greatest advantages. Renters have convenient access to the park's playgrounds, athletic fields, open spaces, walking areas, and other recreational amenities. This combination makes the pavilion especially attractive to families and groups looking for an outdoor venue where guests can gather while also enjoying the surrounding park.

The continued use of Milam Park Pavilion demonstrates the importance of maintaining flexible outdoor gathering spaces that can accommodate a wide range of community needs. Department staff continued to monitor reservations, coordinate facility access, communicate rental requirements, and ensure that the pavilion was properly prepared before and after each rental.

As demand for the pavilion continues, the Department will continue to evaluate opportunities to improve the facility and surrounding park amenities, enhance the rental experience, and ensure that the pavilion remains a safe, clean, and welcoming space for residents and visitors.

### **Monthly Summary**

During September 2026, the Clarkston Women's Club and Milam Park Pavilion generated a combined 15 facility reservations, demonstrating continued demand for City-owned rental facilities.

These reservations represent more than facility usage; they also reflect the important role that Parks & Recreation facilities play in bringing people together and supporting community engagement. City facilities provide residents,

organizations, and visitors with affordable locations for celebrations, meetings, family gatherings, recreational activities, and other events.

Facility rental activity also provides an important source of revenue for the Parks & Recreation Department. Rental revenue can help support ongoing facility operations, maintenance, repairs, improvements, and other departmental needs. Continued monitoring of reservation activity will allow the Department to better understand customer demand and identify opportunities to improve services and increase facility utilization.

The Parks & Recreation Department will continue to monitor monthly reservation trends, evaluate customer feedback, assess facility needs, and identify opportunities to enhance amenities and operational efficiency. The Department will also continue working to ensure that the reservation process is convenient, and that facilities are properly maintained and prepared for each rental.

Overall, the September 2026 reservation activity demonstrates that the City's Parks & Recreation facilities continue to serve an important role in the Clarkston community. The Department remains committed to providing clean, safe, affordable, accessible, and welcoming facilities that support community gatherings, promote recreation, encourage social interaction, and enhance the overall quality of life for the citizens of Clarkston.

### **Project Updates/Status:**

#### **Parks & Recreation Master Plan**

On Tuesday, September 1, 2026, the City of Clarkston City Council made history by adopting the City's first-ever Parks & Recreation Master Plan. This milestone represents a significant achievement for the city and provides a comprehensive framework to guide the future development, improvement, programming, and management of Clarkston's parks and recreational facilities.

The Master Plan was developed to establish a clear vision for the City's Parks & Recreation system and to identify the needs, priorities, opportunities, and potential investments necessary to better serve residents and the surrounding community. The planning process included an assessment of existing parks and recreation facilities, community needs, recreational programming, facility conditions, future opportunities, and potential capital improvements.

The adopted plan provides the City with a long-term roadmap for Parks & Recreation improvements and investments, helping establish priorities over the short-, medium-, and long-term. The implementation roadmap identifies projects and initiatives that can be pursued over approximately 1–3 years, 4–6 years, and 7–10 years, allowing the city to strategically plan for available resources, funding opportunities, partnerships, and future capital investments.

The Master Plan also provides guidance for enhancing existing facilities and expanding recreational opportunities, including athletic fields, aquatics, outdoor recreation, trails and connectivity, youth and adult programming, and other amenities identified through the planning process. It will serve as an important reference when evaluating future capital improvement projects, grant opportunities, facility enhancements, programming needs, and community partnerships.

One of the most significant benefits of the Master Plan is that it establishes a unified vision for the future of Parks & Recreation in the City of Clarkston. Rather than addressing individual facilities or programming needs on an isolated basis, the city now has a comprehensive document that can be used to coordinate future projects and make informed decisions based on identified community needs and priorities.

The adoption of the Master Plan also positions the city to pursue outside funding opportunities, grants, partnerships, and other resources that can assist with implementing the recommendations contained within the plan. Having an adopted Master Plan provides the City with a documented framework that can help demonstrate community needs and establish a clear connection between proposed projects and the City's long-term recreational goals.

The Parks & Recreation Department will now begin transitioning from the planning phase to implementation and action. Staff will work with City leadership and other departments to review the recommendations, establish implementation priorities, identify potential funding sources, and incorporate appropriate projects and initiatives into future work plans and capital improvement planning.

The adoption of Clarkston's first Parks & Recreation Master Plan is an important step forward for the city. It provides a foundation for continued investment in parks and recreation and establishes a long-term vision focused on creating safe, accessible, diverse, and sustainable recreational opportunities that can benefit Clarkston residents and the broader community for years to come.

The City of Clarkston would also like to extend its sincere appreciation to Perez Planning and Design, Inc. for their leadership, expertise, and dedication throughout the development of the City's first Parks & Recreation Master Plan. Their work and collaboration with City staff, elected officials, and the community were instrumental in bringing this important planning initiative to completion.

The Master Plan provides the city with a comprehensive roadmap for the future of Clarkston's parks and recreational system and will serve as an important resource as the city moves forward with implementation, capital planning, programming, facility improvements, and future funding opportunities.

The City of Clarkston appreciates Perez Planning and Design, Inc. for their partnership and commitment to helping establish a clear vision for the future of Parks & Recreation in Clarkston.

### **Upcoming Goals/Projects:**

#### **Part 1: Milam Park Synthetic Turf Conversion - Project Update**

The City of Clarkston has approved a preferred concept design for the Milam Park Multi-Sport Field Conversion Project. The approved concept represents an important milestone in the City's continued efforts to transform the existing grass football field at Milam Park into a more versatile, multi-purpose recreational field that can accommodate a variety of athletic activities and community programming.

The approved concept design is attached to this monthly report and provides a visual representation of the proposed improvements and the anticipated layout of the field once construction begins. The concept incorporates the City's goals for creating a multi-use athletic space that can support youth soccer, football, and other recreational activities while increasing the overall usability and scheduling flexibility of the existing facility.

It is important to note that the attached design is a conceptual design and is subject to modification as the project advances through the formal design and engineering process. The approved concept will serve as the foundation for the next phase of project development, including the preparation of the 30% design documents. During this phase, the City and its project partners will continue to evaluate the field layout, dimensions, site conditions, drainage, lighting, accessibility, parking, and other infrastructure requirements to ensure that the final design meets the City's operational and recreational needs.

The city will continue working with Skyline Engineering & Construction, LLC and other project stakeholders as the design progresses. Additional technical reviews and coordination will take place during the upcoming design phases, and adjustments may be made based on engineering requirements, project costs, permitting, constructability, and community and City feedback.

The project remains focused on maximizing the use of the existing Milam Park athletic space and providing a long-term recreational asset for the Clarkston community. The multi-sport field conversion is expected to provide greater opportunities for youth athletics, community recreation, tournaments, practices, and other City-supported programs and events.

The city will continue to provide updates on the project's progress as it moves from the approved conceptual design into the 30% design phase and subsequent stages of project development. The attached concept design is being provided as documentation of the City's current direction and progress toward implementation of the Milam Park Multi-Sport Field Conversion Project.

## **Part 2: Milam Park Synthetic Turf Conversion – PIOH Meeting**

On Tuesday, September 22, 2026, at 6:00 p.m., the City of Clarkston Parks & Recreation Department, in partnership with Skyline Engineering & Construction, LLC, held a Public Information Open House (PIOH) to present the proposed concept design for the Milam Park Multi-Sport Field Conversion Project and receive feedback from Clarkston residents and community stakeholders.

The purpose of the PIOH was to provide the community with an opportunity to review the current concept design, learn more about the City's vision for the future of the athletic field, ask questions, and provide comments regarding the proposed improvements. Skyline Engineering & Construction presented the concept design and provided information regarding the proposed field configuration and the anticipated use of the space.

The concept design presented at the meeting reflects the City's current direction for converting the existing grass football field into a multi-purpose recreational field capable of supporting multiple sports and age groups. The proposed configuration includes opportunities for youth soccer and football, with the goal of maximizing the use of the existing field and providing greater flexibility for athletic programming, practices, games, tournaments, and community activities.

The meeting also allowed residents to better understand the project's development process and the distinction between the current conceptual design and the final construction design. Staff and the project consultant explained that the concept is intended to serve as the foundation for additional design and engineering work. As the project progresses, the design will continue to be reviewed and refined based on engineering requirements, site conditions, project costs, permitting, constructability, operational needs, and community input.

Community feedback received during the PIOH will be considered as the City and Skyline move forward with the next phase of the project. Questions and comments from residents will help identify areas that may require additional review as the city advances the project toward the 30% design phase and subsequent design and engineering stages.

The PIOH represents an important step in keeping the community informed and providing residents with an opportunity to participate in the development of a significant recreational improvement at Milam Park. The city is committed to maintaining communication with the community throughout the remaining design and development process.

Following the PIOH, the city and project team will continue reviewing the feedback received, evaluating potential design refinements, and coordinating the next steps necessary to advance the Milam Park Multi-Sport Field Conversion Project toward implementation.



### **Upcoming Programs:**

#### **Fall Youth Soccer Program**

The City of Clarkston Parks & Recreation Department's Fall Youth Soccer Program is scheduled to begin games on Saturday, October 3, 2026, at 8:45 a.m. at Milam Park. The program has attracted more than 100 youth participants, demonstrating strong interest from families in Clarkston and the surrounding community.

The Fall Youth Soccer Program provides children with an opportunity to learn and develop fundamental soccer skills while participating in a structured recreational environment. In addition to teaching the fundamentals of the sport, the program encourages teamwork, sportsmanship, physical activity, discipline, and positive interaction among youth participants.

Milam Park will serve as a central gathering place for families throughout the program season. Beginning Saturday, October 3, through Saturday, October 31, 2026, the park will be active with practices, games, coaches, parents, and young athletes participating in the program. The increased activity at the park provides an opportunity for families to enjoy the facility while supporting youth recreation and community engagement.

The program also provides the Parks & Recreation Department with an opportunity to increase the use of Milam Park and demonstrate the value of the City's recreational facilities. By offering organized youth athletics, the city can provide structured activities that promote healthy lifestyles while creating opportunities for children to develop athletic and social skills.

The Parks & Recreation Department appreciates the participation of the families, volunteer coaches, staff, and community members who are helping make the Fall Youth Soccer Program possible. The Department looks forward to a successful season and to continuing to provide quality youth sports opportunities for the Clarkston community.

Milam Park will be a place for youth, families, and the community to come together throughout the month of October as the City continues to invest in youth development, recreation, and healthy community engagement.

## Planning and Economic Development

Keedra T. Jackson, Director of Planning and Economic Development

### Executive Summary/ Highlights

## Planning & Economic Development — September 2026 Summary

### *1. Comprehensive Plan – 2046 Update*

#### **Status: Active / Pending Adoption**

- Continued coordination on the City's 2046 Comprehensive Plan amendment.
- Draft was submitted on September 11, 2026.
- Received first round of comments from DCA on September 24, 2026.
- Response to comments will be resubmitted on October 2, 2026

#### **Next Steps:**

- A presentation will be given by Pond at our September 1st City Council Work Session to receive Council comments ahead of submittal to the Department of Community Affairs for initial review and comment.
- We are also in the process of wrapping up our task force and collection of applications regarding our CDAP Housing initiative with ARC. The application deadline will be September 4th.

### *2. Community Development Assistance Program – Housing Task Force*

- A Resolution of Task Force Members names was presented City Council on September 29, 2026.
- First Task Force meeting will take place on October 7<sup>th</sup>.

### *3. Upcoming Special Events (3<sup>rd</sup> Party)*

- **5K Walk on November 7<sup>th</sup>**
- **Film Production ((Apple) October-February**

### *4. Economic Development & Business Recruitment*

#### **Status: Ongoing**

- Tree Ordinance review is underway. Staff has submitted the necessary documents to begin this initiative.
- In the process of implementing an Accessory Food Truck and Mobile Food Truck Ordinance. October/November is the plan for adoption.
- Workforce Initiatives are being reviewed, and community engagement initiative are being orchestrated.
- Continued outreach and relationship-building with existing businesses and potential investors.

### *5. Zoning & Development Review*

#### **Status: Ongoing**

- Reviewed zoning and land-use questions for properties throughout the City, conducted site plan and development proposals.
- Provided guidance regarding permitted uses, zoning classifications, overlays, grandfathered uses, and development requirements.

- Coordinated with internal staff regarding infrastructure, sanitary easements, and other development-related concerns.

## **5. Code Enforcement / Development Coordination**

### **Status: Ongoing**

- Worked with Code Enforcement staff and department leadership to address operational issues and improve consistency.
- Clarified procedures and expectations related to enforcement activities and customer communication.

## **6. Downtown Development Authority (DDA) Collaboration**

### **Status: Ongoing**

- Participated in discussions focused on business recruitment, retention, investment, and economic development opportunities.
- Identified opportunities for greater collaboration between the City, DDA, businesses, and property owners.

## **7. GIS / Mapping Improvements**

### **Status: Active**

- Met with GIS partners to discuss opportunities to improve the City's GIS product.
- Received technical guidance and recommendations regarding GIS capabilities and data presentation.
- Began identifying ways GIS can better support Planning, Economic Development, development review, and public access to information.

## **8. Business Licensing & Customer Service**

### **Status: Ongoing**

- Reviewed business license and zoning-related inquiries.
- Assisted businesses with understanding applicable zoning and regulatory requirements.
- Addressed inconsistencies and questions related to business license applications and descriptions.
- Continued efforts to improve communication and customer service for businesses interacting with the department.

## **Pending / Upcoming Priorities**

- Continue 2046 Comprehensive Plan amendment and prepare for Council review and adoption.
- Finalize the City's special event review and approval process.
- Continue business recruitment and retention efforts.
- Research underway for amendments to Zoning ordinance
- Working on designating historic properties in Clarkston
- Final Annexation Report has been submitted. City is preparing for next steps.
- Develop a more comprehensive economic development strategy for Clarkston.
- Continue strengthening DDA and regional partnerships.
- Advance GIS improvements and determine additional mapping/data needs.
- Continue reviewing zoning and development regulations to identify opportunities to support appropriate investment.
- Improve internal departmental procedures, communication, and coordination.
- Continue monitoring active development projects and outstanding site-plan issues.

## **September Departmental Focus:**

The overall focus for September has been establishing structure, improving coordination, strengthening

**departmental relations and communication, and positioning Planning and Economic Development to support responsible growth.** The department has been working not only on individual development and zoning matters, but also on building the processes, partnerships, and long-term planning framework necessary to support Clarkston's economic development goals.

### Key Performances Indicators( KPIs) and Metrics

#### Code Enforcement:

Total Initial Inspections-2 Follow  
up Inspection-7  
Total Court Summons Issued-0

#### Permits:



## **Fees Collected Report**

### **City of Clarkston**

736 Park North Boulevard, Suite 120 , Clarkston, Georgia 30021

Fees Collected between 9/1/2026 and 9/30/2026



| <b>Fee Type</b>               | <b>Count</b> | <b>Amount</b>     |
|-------------------------------|--------------|-------------------|
| Administrative Fee            | 12           | \$300.00          |
| Application Fee               | 11           | \$275.00          |
| Building Permit Fee           | 3            | \$921.00          |
| Commercial CO                 | 1            | \$150.00          |
| Free Standing / Monument Sign | 1            | \$40.00           |
| Plan Review Fee               | 4            | \$258.76          |
| Residential CO                | 1            | \$25.00           |
| Trade Permit Fee              | 7            | \$560.00          |
| Tree Removal                  | 1            | \$75.00           |
| Tree Survey Review            | 1            | \$150.00          |
| <b>Total Fees Collected</b>   | <b>42</b>    | <b>\$2,754.76</b> |



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## **major Accomplishments**

1. Advanced the process of multiple development and zoning cases

## **Upcoming Goals/Projects**

1. **Update Fee Schedule for Planning and Zoning, Building Permits, Land Disturbance Permits.**
2. **Creating an attractive welcome package for potential developers or businesses interested in Clarkston.**
3. **Amending the Tree Ordinance**
4. **Amending the Sign Ordinance**
5. **Trail Extension and Connectivity**
  - a. Explore opportunities to expand the City's trail network.
  - b. Identify potential connections with surrounding municipalities.
  - c. Evaluate amenities, safety improvements, lighting, access points, seating, bicycle infrastructure, and unique placemaking opportunities.
6. **Downtown Revitalization**
  - a. Develop a strategic framework for downtown improvements.
  - b. Identify opportunities for economic development, public investment, and placemaking.
  - c. Continue in collaboration with the DDA and City Council.
7. **Organizational Effectiveness**
  - a. Continue assessing staffing needs and internal operations.
  - b. Establish clearer processes and workflows.
  - c. Improve communication, accountability, and coordination.
  - d. Ensure staff resources are aligned with the City's strategic priorities.
8. **Leadership and Community Engagement**
  - a. Maintain an active presence at City events and meetings.
  - b. Strengthen relationships with City Council, boards and commissions, staff, residents, businesses, and community partners.
  - c. Foster a culture of collaboration and shared ownership of the City's future.
9. **Attraction of Financial Institutions, Food Hall, and Hotel to the downtown area**
10. **Build Relationships with surrounding Municipalities**
11. **Implement a better response timeline to customers or internal staff**

## **Staffing/Personnel Updates:**

Proposed New Code Enforcement Hire (Temporary)

## **PUBLIC SAFETY – POLICE**

James Bullock – Chief of Police

Xavier Todd, Assistant Chief of Police

### **Executive Summary / Highlights**

- During the month of September, the Clarkston Police Department remained committed to enhancing public safety, strengthening community partnerships, and providing professional law enforcement services throughout the City of Clarkston. During September, our team handled over 369 calls for service, conducted over 288 self-initiated actions, made over 519 field contacts, and performed over 888 directed patrols. The Department continued implementation of new policy with Lexipol representatives and Clarkston PD implementation team and began review of CoreForce/Utility contract renewal.

### **Key Performance Indicators (KPIs) & Metrics:**

#### **Part I – Crime Statistics**

**Reporting Period:** August 28, 2026 – September 29, 2026

| <b>Offense Type</b> | <b>Number of Incidents</b> |
|---------------------|----------------------------|
| Homicide            | 0                          |
| Rape                | 1                          |
| Robbery             | 1                          |
| Assault             | 15                         |
| Burglary            | 0                          |
| Theft               | 18                         |
| Motor Vehicle Theft | 1                          |

#### **Part II – Patrol Statistics**

**Reporting Period:** August 28, 2026 – September 29, 2026

**Activity Numbers**

|                  |     |
|------------------|-----|
| Citations Issued | 16  |
| Accident Reports | 41  |
| Incident Reports | 108 |
| Arrest           | 25  |

**S.T.E.P. Unit Activity**

- 81 citations issued
  - 45 tickets
  - 36 warning

The following infractions were enforced.

- 1 Child Restraint Violation
- 4 Seatbelt Violation
- 3 School Bus Passing Violation
- 1 Suspended License Violation
- 1 Misdemeanor Arrest
- 1 Felony Arrest
- 1 No Insurance Violation
- 23 Stop Sign Violations including red light violations
- 10 illegal left turn onto Mell Ave.

**[CRIMINAL INVESTIGATIONS DIVISION ON NEXT PAGE]**

## Criminal Investigations Division

### CID Statistics

## CID – Investigative Activity & Case Statistics

Use the CID monthly statistical sheet as the primary source.

### Required Statistics

Investigations assigned: 4

Cases cleared:

Arrests / warrants: 0

Search warrants: 0

Subpoenas: 1

Cases provided to DA's Office: 17

Open Records Requests: 19

Evidence cases entered / evidence processed: 3

### Operational Support

Patrol call / shift coverage: CID operations have been suspended to allow additional support to the uniform division.

Front desk / walk-ins: 8

Backgrounds / file reviews / interviews: 4 packets sent, 2 backgrounds completed, including poly and psych

- Investigations assigned: 4
- Cases cleared: 0
- Arrests / warrants: 0
- Search warrants: 0
- Subpoenas: 1
- Cases provided to DA's Office: 17
- Open Records Requests: 19
- Evidence cases entered / evidence processed: 3

### Records Services W/ Fee Collections (August 28 - Sept 28)

|                                            |    |           |
|--------------------------------------------|----|-----------|
| Alcohol Server & Adult Entertainer Permits | 39 | 12,303.10 |
| Background Checks                          | 15 | \$309.00  |
| Reports                                    | 29 | \$146.95  |
| Open Records                               | 4  | \$162.42  |
| ***CREDIT CARDS FEES ARE NOT REFLECTED***  |    |           |

## Key Accomplishments

- Attended Dekalb Chiefs Association Meeting and discussed partnering with surrounding jurisdictions for joint crime strategies.
- Several Clarkston Police Officers attended the tribute to 9/11 at Truist Park (Atlanta Brave Stadium)
- The Police Department created the operational security plan for the City's RICE festival event and supervised security/parking attendant volunteers.
- The Police Department developed the operational traffic/public safety plan for the 5K run that was hosted by Refuge Coffee. The event provided an opportunity for officers to interact with community members in a welcoming environment while promoting trust, partnership, and public safety. Chief Bullock also participated in the run along with CM Miller-Thorton, Vice Major Johnson, and her husband Curtis Johnson.
- Installation and graphics for two new patrol vehicles - "Commitment, Integrity, Partnership" tag line added to enhance CKPD's commitment to serving the citizens of Clarkston.
- Chief Bullock attended Georgia Chiefs of Police (GACP) Fall Conference in Savannah increasing partnerships with surrounding jurisdictions.

## Upcoming Goals and Projects

- Finalize budget for 2027
- Complete all annual performance evaluations by HR 10/09/2026 deadline
- Finalize VIN and permit scheduling system with website links.
- Finalize all planning for Faith and Blue weekend 10/9-11/2026 with multiple faith organizations
- Continue developing goals and objectives for 2027 and strategic alignment with City strategic plan.

## Major Accomplishments

- Command Staff met with Coreforce (Utility) to discuss body-worn camera options for department personnel. As part of the evaluation process, Coreforce provided the department with three body-worn camera units for officers to test and evaluate in the field.
- Finalized development of Sergeant assessment process.

## Staffing/Personnel Updates:

- Former Officer O. Vanputten will be started on October 5, 2026, and he will be assigned to Int. Sgt. Cushenen shift (A Team)
- Det. C. Earle II will be reassigned back to the Criminal Investigation Division on October 5, 2026
- The department received **six (6)** employment applications. Two (2) applicants were disqualified during the initial screening process. The remaining four (4) applicants, all Georgia POST-certified officers with prior law enforcement experience, were interviewed by the Chief of Police and the Assistant Chief. All four candidates were approved to proceed to the background investigation phase.
- As of September 28, 2026, the department currently has **10 sworn patrol positions filled**, consisting of **2 Sergeants, 2 Interim Sergeants, and 6 Uniform Patrol Officers**. In addition, all **4 command positions** are filled, including the **Chief of Police, Assistant Chief, Captain, and Lieutenant**.

The department currently has **6 sworn vacancies**, consisting of:

- 3 Uniform Patrol Officer positions
- 2 Detective positions
- 1 Support Services/CID Sergeant position
- 1 Support Services/Training/Community Engagement Unit position

The department's total authorized staffing level is **21 funded sworn positions**.

Photos or Infographics:



## Public Works

Marcus Seaton, Public Works Director

Bernard Kendrick, Assistant Public Works Director

### Executive Summary/Highlights

This month's activity centered on infrastructure planning, community engagement, and operational upkeep across the City. Public Works advanced the SPLOST II project listing and the Clarkston Annexation Study, executed three Georgia Power lighting service agreements for roadway improvements along Montreal Road and E. Ponce de Leon Avenue, and completed a range of park, fleet, and facility work including Milam Park playground and field maintenance, a mailbox repair, and vehicle registrations. Staff also engaged with Civic Plus and Flow Path on resident-facing technology, supported community events, and participated in regional meetings on active transportation, code compliance staffing, and traffic safety planning.

### Key Performance Indicators (KPIs) & Metrics

| Metric                                    | Status / Value |
|-------------------------------------------|----------------|
| Project/status updates logged             | 3              |
| Major accomplishments this period         | 16             |
| Stakeholder/interagency meetings attended | 5              |
| Upcoming goals/projects identified        | 2              |

### Upcoming Goals/Projects

#### **SPLOST II Project Listing**

The City's SPLOST II 2023 project listing totals an estimated \$34.6 million in combined funding (\$17,245,978 in SPLOST proceeds and \$17,357,000 in other funding sources) across five categories. Road, street, and bridge purposes account for the largest share at 61.9% (\$28.0 million), including the North Indian Creek/Montreal Road Diet, Mell Avenue operational and safety improvements, the Greenway Trail, and Norman Road Dam replacement planning and design. Other categories include a courthouse/administrative building/civic center (17.4%, Police Station/City Hall needs assessment and design), cultural/recreational/historic facilities (13.0%, including Milam Park and 40 Oaks House/Park upgrades and a splash pad), and public safety vehicles and equipment (7.7%). No shortfall is currently projected against expected six-year SPLOST collections.

#### **Clarkston Annexation Study**

Attended the Clarkston Annexation Study meeting, which focused on the feasibility and implications of annexing 1,500 acres to the south and east of Clarkston.

#### **Mell Avenue Area Streetlighting Evaluation**

Georgia Power executed lighting service agreements advancing the City's roadway lighting upgrades:

- Montreal Road (U.S. Post Office to Clarkston Industrial Boulevard): installation of 12 new 27,000-lumen, 250-watt LED roadway fixtures on existing poles, estimated at \$406.08 per month (Project # LP144610)
- E. Ponce de Leon Avenue (Montreal Road to Cobble Mill Lane): installation of 18 new 8,500-lumen, 74-watt LED roadway fixtures on existing poles, estimated at \$337.86 per month (Project # LP144635)

- Installation of one 120-watt LED flood fixture, estimated at \$40.00 per month (Project # LP145422)  
All three agreements were executed by the City Manager on September 3, 2026.

## **Major Accomplishments**

- Repaired the mailbox stand at 4148 E. Ponce de Leon Avenue after a motorist veered off the road and struck it, reusing existing stone from the wreckage in the repair
- Finalized quotes to purchase new picnic tables and trash receptacles for Milam Park
- Secured quotes from vendor Park Warehouse for the acquisition of 18 trash receptacles to replace old, damaged, and worn receptacles citywide
- Registered two recently purchased vehicles with DeKalb County for the Public Works and Administrative departments
- Held Zoom calls with Christin Taylor and Civic Plus to evaluate programs for a faster, more user-friendly, and transparent approach to handling resident inquiries and concerns
- Met with Flow Path to review software programs for improving transparency and resident connectivity
- Set up plans and a schedule for the cow statue donated by DeKalb County to be painted by an artist
- Replaced ADA-compliant, kid-safe mulch at the Milam Park playground
- Patched uneven ground near Armstead on the top field with dirt to level the area
- Checked site conditions at Milam Park and Friendship Forest
- Coordinated setup for the 5K event at Refugee Coffee
- Met with a film company to discuss logistics and timeframes
- Crews secured the area at the police station at 3921 Church Street to ensure everything was in place
- Attended the Metro APWA Branch Meeting online, covering updates on Georgia Active Transportation Initiatives that Support Your Community
- Sat on the interview panel for a temporary Code Compliance Officer position
- Attended the final Clarkston Safety Action Plan Stakeholder meeting

## **Upcoming Goals/Projects**

- Plan the Community Clean-Up Event scheduled for November 7, 2026, including outreach to downtown and surrounding-area business owners, vendors, and nonprofit organizations for event support
- Pursue a Keep Georgia Beautiful Foundation BRACE Grant to support litter, blight, and illegal dumping reduction efforts

## **Staffing/Personnel Updates**

Completed staff performance evaluations and met individually with employees to discuss their goals and career aspirations, as well as ideas they would like to incorporate to improve productivity and efficiency.

## **Photos or Infographics**

## 4148 E. Ponce de Leon Avenue Mailbox Repair

*Before (damage from vehicle strike)*



*After (repaired using existing stone)*

