

MONTHLY REPORT

Jan/Feb 2026



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City Manager's Report Jan/Feb 2026

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TO: Mayor and Council

FROM: ChaQuias Miller-Thornton, City Manager

DATE: March 2, 2026

RE: City Manager's Report – January and February 2026

EXECUTIVE OFFICE

Chief Executive Office - 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

- In February 2026 the City Manager executed a Use of Meeting Space Agreement between the City of Clarkston and the Clarkston Community Center. The agreement provides for CCC space for activities and certain special events to the City and to Clarkston's residents and/or businesses. - \$15,000 (as budgeted)

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
 - Phase I of the City's Greenway Trail Project – Conceptual Design
 - Clarkston's Annexation Study
 - Clarkston's 2046 Comprehensive Plan Rewrite
 - Clarkston's Norman Road Dam Rehabilitation Project
- In collaboration with the Planning and Development Director and the City Engineer, the City Manager has posted the Request for Qualifications for the City's Facilities Master Plan. The purpose of the initiative is to provide for the development of a sound, actionable, and fiscally responsible facilities plan that supports the entire city government organization by providing safe and inviting work environments that meet the varying operational needs of all city departments.

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. (01/05 met with Police Department staff, Human Resources, ED&I; 01/07 Executive Leadership Team, 01/12 Parks & Rec; 01/13 Planning and Development; 01/28 met with Finance and Administration staff; 02/02 Human Resources, Public Works; 02/03 ED&I, Municipal Court; 02/04 Executive Leadership Team; 02/10 Planning & Development, Police Command; 02/25 Executive Leadership Team, Police Department Records Clerks; etc.). Meetings are also held to discuss department specific plans and initiatives, service updates, etc.

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 January 8, 2026 the City Manager attended and participated in the Stakeholder Steering Committee Meeting for the Clarkston Safe Streets for All Safety Action Plan project.
- On January 14, 2026 City Manager Miller-Thornton and Economic Mobility Specialist McKinley Jeeter attended the Georgia Chamber Eggs and Issues Breakfast. The event focused on priorities for the upcoming legislative session, to include (but not be limited to) **affordability, energy resources, infrastructure, and workforce development**. The event was held at the Mercedes-Benz Stadium, and featured addresses from state leaders.
- On January 22, 2026 the City Manager attended and participated in the Annexation Feasibility Study Kick-Off meeting.
- On January 22, 2026 the City Manager attended a community engagement session with Clarkston Shores residents, as hosted by Perez Consulting for the Parks and Recreation Master Plan.



- On January 23, 2026 City Manager Miller-Thornton and Parks and Recreation

Director Michael Duncan conducted a meeting with LISC Sports and Youth Development and GA 100 Pitch Program Grantee to discuss the City's Pitch Grant Award. Details can be found in the Parks and Recreation section of this report.

- On January 29th and February 3rd, 2026, the City Manager Miller-Thornton and City Attorney Quinn held Administrative and Legal orientation meetings with Councilmember Bayonne and Councilmember Moore, respectively.
- On January 30th, 2026 City Manager Thornton participated in a Bus Tour with Director Richard Edwards, Economic Development Coordinator Jacob Bouie, City Engineer Larry Kaiser and 2046 Comprehensive Plan Consultants with Pond.
- On February 6, 2026 the City Manager participated in a site visit with Parks & Recreation Director Michael Duncan and Program Manager Marla Hale, along with City Engineer Larry Kaiser. The group visited Milam Park to discuss capital vision for the park – in-line with Phase I and II findings of the Parks Master Plan study.
- On February 9, 2026 the City Manager (along with Planning and Development Director Richard Edwards and Mayor Beverly Burks) met with DeKalb County COO Zack Williams, Governmental Liaison Martha Revelo, and Geographical Information System Director Stacy regarding parcels that are split between Clarkston and DeKalb County. The goal of the collaboration is to identify any applicable and appropriate administrative resolve to determine jurisdictional boundaries.
- On February 11, 2026 the City Manager attended and participated in Clarkston Community Meeting #1 for Clarkston's 2046 Comprehensive Plan Rewrite.



- On February 12, 2026 the City Manager met with the City's Financial Advisor (Davenport) to discuss local legislation impact on the City's financials, etc.
- On February 18, 2026 the City Manager met with Parks and Recreation Direction

Michael Dunance and the Perez Consulting Group to discuss Phase I and Phase II findings from the Parks & Recs Master Plan community engagement and survey data.

- On February 26, 2026 the City Manager hosted a meeting of the DeKalb City Managers. 9 managers from 1the 12 cities in DeKalb (excluding Atlanta) were in attendance. Conversation included HB1114 and HB1116, revenue collection services between the county and the cities, specific licensing provisions, and regular meetings of the group.

Legislative Considerations

City Manager Thornton has been tracking State Legislation that has the potential to impact cities. HR 1114, a proposed Constitutional Amendment, and HB 1116, the enabling legislation if the Constitutional Amendment were to pass are a significant concern to local governments' ability to fund municipal services. House Resolution 1114 is the constitutional amendment allowing for the elimination of property taxes statewide. It is accompanied by the enabling legislation, House Bill 1116 known as the, 'Homeownership and Market Equalization Act of 2026'. The legislation is contingent upon the passage of the constitutional amendment. Both aimed to reduce or eliminate homestead property tax.

In current form HB1116 moves local government funding away from property tax revenue and toward sales tax revenue. The burden shifts away from homestead property to other forms of property, such as non-homestead residential, commercial, and industrial property.

Events

On February 26th, 2026 the City Manager attended the annual Iftar, a Ramadan evening meal at the Masjid Al-Momineen on N Indian Creek Dr. The event was filled with the spirit of community, togetherness, peace and hope.

Upcoming Events

Event: Coffee with a Cop

Date: March 20, 2026

Location: Clarkston Municipal Building, 736 Park North Boulevard, Suite 120

Time: 9am

Event: International Rice Festival

Date: April 24, 2026

Location: Clarkston Community Center

Time: 12pm to 4pm

Event: Spring Day

Date: April 3

City Administrative/Operational Offices Closed (Police Services will remain active)

Event: Food Giveaway

Date: April 18, 2028

Location: April 18 Starnes Center

Time: TBD

ADMINISTRATION

City Clerk's Office

Interim Administrative Professional Cynthia Hanson has been engaged to serve the City Clerk Administration Office. Currently Ms. Hanson is working to manage 2026 Business (OCC Tax) License renewals, Open Records Requests, and Meeting Management and Records Maintenance services. The City Manager is grateful to the Mayor and City Council for the decision to contract with Sumter Local Government Consulting LLC to engage with Ms. Hanson who is a seasoned professional in City Clerk and high-level administrative service provision.

Communications

The recruitment process for a Technology and Communications Officer for the City has resulted in the hire of Christin Taylor. Ms. Taylor has Bachelor of Science in Computer Engineering and Business Administration, is Lean Six Sigma Yellow Belt Certified, and has 15 years of experience in her profession 15 years. Ms. Taylor's tenure with the city began March 2, 2026.

Equity Diversity & Inclusion Office

Yolanda McGee, ED&I Officer

Training

- Workplace Discrimination Training Attendance (City of Clarkston Employee Training).
- Power of Purpose webinar focused on how to drive equity centered performance.
- Grant Funding Session focused on identifying mistakes made while applying for awards.

Meetings

- Meeting with COC Public Works Director regarding community clean up.
- Event planning meeting for the International Rice festival discussed and confirmed date, discussed vendors and entertainment.
- Meeting with Donna Schiele of radio station 102.9 to discuss Juneteenth. Ms. Schiele has agreed to host Juneteenth festival and provide contact for possible entertainers
- Executive Leadership Team meeting attendance.
- Participated in Dekalb County's point in time count which serves as a county-wide count of the unsheltered on one night in time.
- Assisted with Community Pop ups regarding the Clarkston Comprehensive Plan update.

Committees

- The DEI officer actively serves on multiple city committees, contributing to planning and coordination of upcoming community events.

Agenda Items

- Presented a Proclamation in recognition of Women's History Month to Mayor and Council during the February 24th, 2026 work session meeting of Council.

Finance Office

Interim Finance Professional Terry Jackson has been engaged to serve the City's Finance Office. Currently Mr. Jackson is working to manage and to assess financial operations and processes of

the department. He is performing analysis of the City's revenue and expense accounts for the General Fund. Mr. Jackson has been charged to assist with completion of the FY2024 audit, to perform reconciliation of special revenue (SPLOST and ARPA funds) and to provide for departmental review of FY2025 departmental budgets. The City Manager's office is grateful to the Mayor and Council for the decision to provide a level of financial support that is well-versed in Governmental Finance and who is experienced in the assessment of finance related operations.

Human Resources Office

Dr. Dright Baker, Human Resources Director

Personnel Administration & Recruitment

- Coordinated and conducted interviews for the Technology and Communications Officer position. Ms. Christin Taylor was selected for the role and began employment on March 2, 2026.
- Facilitated preliminary discussions and interviews for Interim Police Chief services.
- Supported supervisory staff with position description updates and recruitment planning.
- Processed onboarding for new employees and coordinated payroll and benefits enrollment.

Employee Relations & Performance Management

- Distributed performance evaluation forms to employees.
- Provided guidance on attendance, leave administration, and workplace concerns.
- Supported management with employee discipline and compliance matters.

Training & Professional Development

- Developed and delivered mandatory Workplace Discrimination and Performance Management training.
- Prepared and advanced ethics and compliance training materials.
- Participated in PSHRA professional development programming.
- Coordinated training with external vendors and partners.

Benefits Administration & Payroll

- Managed ongoing coordination with iNOVA Payroll and benefits vendors.
- Participated in benefits portal education and reconciliation meetings.
- Reviewed and addressed payroll adjustments and accrual matters.
- Coordinated with Finance on invoice reconciliation and payment processing.

Risk Management & Compliance

- Submitted the GIRMA renewal application.
- Conducted baseline assessments and insurance-related reviews.
- Supported workers' compensation case management and leave tracking.

Wellness & Employee Engagement

- Led Wellness Committee planning for the 2026 Wellness Program.
- Coordinated "Matters of the Heart" and American Heart Association initiatives.

- Organized employee wellness activities and engagement events.
- Promoted workplace health awareness and participation.

COURTS

Lillian Triplett, Chief Court Clerk

Department Overview

The Clarkston Municipal Court continued operations seamlessly throughout February, ensuring full compliance with judicial standards while delivering timely and accessible court services to the community. This month, the Court's primary focus was improving the accuracy of citations, particularly in the areas of dispositions, probation tracking, and pre-trial diversion processes.

Current Projects

- **Interpretation Services Vendor**

The Municipal Court has selected Lionbridge Technologies, LLC as its new interpretation services vendor. The current vendor, Interpretation and Translation Services of Georgia, Inc., will no longer provide services to the Court.

A formal notice of discontinuation will be issued on Friday, February 26, 2026.

- **New Filing System**

The Court has implemented a new filing system for citations. This system includes the use of three different color-coded envelopes to ensure citations and supporting documentation remain organized and together, both in the office and during court sessions.

Departmental Review

- **Solicitor Services Budget**

The budget for Solicitor services has been reviewed and updated to reflect a monthly allocation of \$2,500.00 (\$500.00 per session). Mayor and Council are set to consider a contract for services on March 3rd, 2026.

- **Public Defender Services Contract**

A general contract for Public Defender services has been drafted by City Attorney Stephen Quinn. The contract will be reviewed with City Manager Miller-Thornton and Chief Court Clerk Lillian Triplett once a new Public Defender has been identified.

PARKS & RECREATION

Michael Duncan, Parks and Recreation Director

Parks & Recreation Master Plan

- On Tuesday, February 24, at the City of Clarkston's Council Work Session, Nick Stevens of Perez Planning and Design, LLC presented the findings from Phase I and Phase II of the

Parks & Recreation Master Plan. The presentation provided a comprehensive overview of the data collected to date, including results from the statistically valid community survey mailed to Clarkston residents, feedback gathered during focus group sessions, and input received at various community events held throughout the city.

The consultant team summarized key themes emerging from the data, such as community priorities, facility needs, program interests, and opportunities for long-term improvements. These insights reflect a broad cross-section of resident perspectives and will serve as the foundation for shaping the next stage of the planning process.

The information gathered during Phases I and II will directly inform the upcoming visioning phase, during which Perez Planning and Design will develop a 10-year strategic vision for the Parks & Recreation Department. This phase will outline long-range goals, conceptual improvements, and recommendations that align with community needs, operational capacity, and future growth.

Milam Park Pool

- The Parks and Recreation Department has completed the Request for Proposals (RFP) process for selecting a pool management company for the 2026 season. All competitive bids submitted through the formal procurement process were reviewed by the evaluation committee, which assessed each proposal based on experience, staffing capacity, operational approach, safety standards, and overall cost effectiveness.

Following a comprehensive review, the committee identified Aquatics Management, Inc. as the recommended provider for the 2026 pool season. This recommendation was presented to the City Council at the February 3 meeting for consideration and approval. The City Council voted to approve the contract, which is scheduled to take effect on March 1, 2026. This contract will ensure professional management of the City's aquatic facilities, including certified lifeguard staffing, daily operations oversight, maintenance support, and adherence to all state and local safety regulations. The partnership with Aquatics Management, Inc. is expected to enhance service quality and provide a safe, well-managed aquatic environment for residents throughout the 2026 season.

SPLOST Projects at Milam Park

- On Friday, February 6, the Parks & Recreation Department conducted an on-site review of Milam Park with City Manager ChaQuias Miller-Thornton, Contracted City Engineer Larry Kaiser, and Recreation & Aquatics Program Coordinator Marla Hale. The purpose of the visit was to assess current conditions, evaluate project priorities, and discuss the scope of upcoming SPLOST-funded improvements.

During the walkthrough, the team examined key areas identified for upgrades, including field surfaces, facility infrastructure, drainage needs, and opportunities to enhance overall park functionality. Observations from the site visit will be compiled into a formal report outlining findings, recommended improvements, and considerations for long-term planning.

Following completion, the report and summary will be provided to Perez Planning and

Design, LLC to support the visioning phase of the Parks & Recreation Master Plan. These insights will help ensure that SPLOST investments align with community needs, operational priorities, and the broader strategic direction for Milam Park.

GA 100 Pitch Grant Project

- The City of Clarkston has received an extension for the GA 100 Pitch Grant, which will support the installation of artificial turf on the upper multipurpose field at Milam Park. This extension ensures adequate time for procurement, contractor selection, and project mobilization.

The updated Request for Proposals (RFP) is scheduled for release on Bidnet Direct by the end of March. The solicitation will seek competitive bids from qualified contractors for the full scope of work, including site preparation, turf installation, drainage improvements, and any required field enhancements. The bid submission period is anticipated to close in April 2026, after which proposals will undergo a formal evaluation to confirm compliance with project specifications, budget requirements, and performance standards.

Based on the current project schedule, completion is estimated for September 2026. This timeline will be refined once a contractor is selected and a detailed construction schedule is provided.

The installation of artificial turf will offer long-term benefits to the City of Clarkston by improving field durability, expanding year-round playability, reducing maintenance needs, and enhancing recreational opportunities for residents. Once completed, the upgraded field will serve as a valuable community asset for many years.

Project is subject to Council consideration and approval.

Parks & Recreation Marketing

- The Parks & Recreation Department is actively collaborating with the Communications Department to update and enhance all Parks & Recreation web pages. This effort includes improving page layout, refreshing program descriptions, updating facility information, and ensuring that all content reflects current departmental offerings and standards. The goal is to create a more user-friendly and informative online experience for residents seeking program details, facility rentals, and general department information.

Spring Youth Leagues Update

- The Spring Youth Soccer League is scheduled to begin on Saturday, March 14, 2026. Registration remains open, and as of Friday, February 27, 2026, a total of 60 participants has enrolled. Staff continue to promote the program through the City's website, social media platforms, and community partners to support additional enrollment leading up to the season launch.

In addition to soccer, preparations are underway for two upcoming youth sports programs:

- **Youth Flag Football (ages 5–12)** — The season is scheduled to begin in May 2026. Program planning is in progress, including field scheduling, equipment inventory, and coach recruitment.

- **T-Ball (ages 3–6)** — The season is scheduled to begin in June 2026. Staff are finalizing program materials, updating parent information packets, and coordinating with volunteers to ensure a smooth start.

These programs continue to support the department’s goal of expanding youth recreational opportunities and increasing community engagement across all age groups.

PLANNING AND ECONOMIC DEVELOPMENT

Richard Edwards, Planning & Economic Development Director

Projects

- Staff is working to complete a Historic Resources Survey – surveying and photos of homes to take place soon.
- Staff is working with a GSU grad student on a historic analysis of the Clemsil Neighborhood
- Comprehensive Plan work is ongoing with the consultant
- Annexation Study work is ongoing with the consultant.
- ICMA Co-design for housing is underway.
- Ongoing work with SagesGov on implementing the new permitting and licensing software
- We were accepted into the Rural Housing Academy through Enterprise Community Partners
- Staff has submitted for a CDAP application to complete a Housing Assessment
- Ongoing meetings with Food Well Alliance for implementation of the City Agriculture Plan
- Staff has started working on events for Economic Development Week (May 12-16)
- RFQ for On-Call Planning & Economic Development Services closes on 3/13/26
- Working with a GSU grad student on a conditions assessment of The Sutton House
- Working with a GSU grad student on a Historic Resources Survey of the Clemsil Neighborhood
- Partnering with Georgia Tech on the DDA Strategic Plan

Upcoming Projects

- Tree ordinance codification
- Codification of the platting process
- Clemsil Overlay Text amendments
- Short-term Rental Ordinance
- Food Truck Ordinance

Zoning Cases

- 3688 W Smith Street – CUP for a community center (zoned Residential Commercial (RC) along a residential street with 5 single-family homes

Permitting

- 11 permit requests submitted from 2/2/26 – 2/25/26
- 17 permits issued from 2/2/26 – 2/25/26
- 31 permits pending review/denied

Code Compliance

- Business and Initial inspections - 29
- Follow up inspections - 46
- Court Summons Issued - 31
- Open Records Requests Completed - 5
- Inspection Reports Reviewed - 6
- Court Cases – 150 (3/4/26 court date) Mostly multi-family cases
- Court Cases – 30+ (4/1/26 court date)

February Meetings

- 2/12 – Meeting with City of Chamblee Economic Development staff on Business Resources 101 event
- 2/11 – Comprehensive Plan Community Meeting #1
- 2/17 – DeKalb Housing Forum
- 2/17 – Georgia Certified Economic Development Course
- 2/20 – Council for Quality Growth Planning Director’s Forum
- 2/28 – Start:ME Small Business Fair at Emory University

Upcoming Meetings

- 3/4 – Comp Plan Economic Development Focus Group
- 3/5 – Comp Plan Housing Focus Group
- 3/5 DeKalb Cities & Partners Economic Development Quarterly Lunch and Learn
- 3/9 – DDA Meeting & Strategic Plan Kick-Off w/ Georgia Tech
- 3/11 – DeKalb Housing Roundtable Meeting
- 3/12 – Safety Action Plan Committee Meeting
- 3/17 – PNZ Meeting
- 3/24 – Georgia Planning Association Spring Conference in Duluth
- 4/24-4/29 – National Planning Conference in Detroit

PUBLIC SAFETY – POLICE

Xavier Todd, Assistant Chief of Police

The City welcomes Interim Chief of Police Orrin Scott Hamilton. Chief Hamilton brings with him almost 30 years of law enforcement experience with two decades in command roles.

Part I – Crime Statistics

Reporting Period: January 28, 2026-February 24, 2026

Offense Type	Number of Incidents
Homicide	1-Domestic Related
Rape	0
Robbery	2
Assault	11
Burglary	0
Theft	15
Motor Vehicle Theft	1

Part II – Patrol Statistics

Reporting Period: January 28, 2026-February 24, 2026

Activity	Number
Citations Issued	113
Accident Reports	40
Incident Reports	113
Arrest	22

S.T.E.P Citations 18 (2) Felony Arrest (4) Misdemeanor Arrest

Training and Professional Development:

- First Responding Training:
Officer Patterson attended 40-hours of in-person First Responder Training at Georgia Public Safety Training Center.

Community Engagement:

- On February 11, 2026, Detective Earle spoke to the youth at Boyd Elementary School.

Administrative Updates:

- Lt. Trumble submitted his resignation effective March 5, 2026.
 - Assistant Chief Todd instructed Sgt. Pope (Training Instructor) to schedule the Governor Initiatives training and the range for all sworn police officers in the month of March.
- External Agency Partnerships:
- DCCA provided legislative Updates. See additional documents.

PUBLIC WORKS

Marcus Seaton, Public Works Director

Department Overview

The Public Works Department oversees a wide range of essential services including:

- Street infrastructure and right-of-way maintenance
- Stormwater infrastructure and NPDES compliance
- Sanitation services, including yard debris, bulk items, and special trash removal

Public Works aims to deliver responsive and efficient services that meet community expectations.

Streets & Roads

- Removed a fallen tree and associated branches near the detention pond on Carrol Park Drive across from 40 Oaks
- Cleared the right-of-way along the sidewalk from North Indian Creek to the E. Ponce De Leon Avenue intersection, including the removal of hanging limbs and debris from the guardrail to ensure pedestrian safety and visibility.
- Trimmed and maintained the crape myrtles along Church Street adjacent to the railroad, from Rayford Trail to the Market Street intersection, improving aesthetics and maintaining clear sightlines for public safety.

Stormwater & Drainage

- Removed 612 pounds of trash throughout city
- Continuing the MS4 inspection and catch basin cleaning

Parks & Facilities Maintenance

- Completed repairs to the wooden fence at Brockett Trail Pocket Park, including paint touch-ups to restore appearance and structural integrity.
- Replaced damaged boards on the Friendship Forest wetlands boardwalk to ensure continued public safety and accessibility.
- Coordinated with a contracted tree service vendor to remove a hazardous tree that was leaning onto adjacent property not owned by the City due to significant safety concerns.
- Initiated repairs to the damaged fence located at the rear of the Milam Park soccer field.



Fleet Services

- Scheduled routine oil changes for the Ford F-150 service fleet to ensure continued reliability and preventative maintenance compliance.
- Serviced the 2012 Ford F-150 due to a leaking water pump to prevent further mechanical failure and ensure safe operation.
- Completed maintenance on a total of four (4) fleet vehicles, including two (2) Code Enforcement vehicles and units assigned to Public Works and Parks and Recreation.